

RUNNYMEDE PRE-SCHOOL

Health and safety procedures

1.1 Risk assessment

Risk assessments are carried out to ensure the safety of children, staff, parents and visitors. Legislation requires all individuals in the workplace to be responsible for the health and safety of premises, equipment and working practices. We have a 'corporate responsibility' towards a 'duty of care' for those who work in and receive a service from our provision. Individuals also have responsibility for ensuring their own and others safety.

- A risk assessment form is completed for each area of the setting , individual activities and areas identified as a possible risk.
- An access audit is completed to ensure inclusion and the health and safety of all visitors, staff, and children.

Risk assessment means: *Taking note of aspects of your workplace and activities that that could cause harm, either to yourself or to others, and deciding what needs to be done to prevent that harm, making sure this is adhered to and is updated when necessary.*

The law does not require that all risk be eliminated, but that 'reasonable precaution' is taken. This is particularly important when balancing the need for children to be able to take appropriate risks through physically challenging play. Children need the opportunity to work out what is not safe and what they should do when faced with a risk.

Daily safety sweeps and checks indoors and outdoors

- Safety sweeps are conducted when setting up for the day prior to children arriving. Sometimes a safety sweep will identify a risk that requires a formal risk assessment on form. Staff carry out safety checks when packing away the setting to identify any broken or dangerous resources or areas of the setting.
- A daily risk assessment sheet is completed at the start of the morning session and again at the start of the afternoon session.

Health and safety risk assessments

Health and safety risk assessments inform procedures. Staff, parents and committee should be involved in reviewing risk assessments and procedures, as they are the ones with first-hand knowledge as to whether the control measures are effective and they can give an informed view to help update procedures accordingly.

The appointed Health and safety officer **Katherine Sparkes** as well as the setting manager undertake training and ensure staff have adequate training in health and safety matters. Our landlords, Castle point council are responsible for :

- Gas safety by a Gas Safe registered gas/heating engineer.

- Electricity safety by a qualified electrician.
- Fire precautions to check that all fire-fighting equipment and alarms are in working order.
- Hot air heating systems/air conditioning systems cleaned and checked.
- Deep clean is carried out in kitchen.

The setting manager ensures staff members are trained and able to carry out risk assessments for all aspects of the preschool including:

- changing babies, and the intimate care of young children and older children
- Setting up all equipment and activities
- Setting up the outdoor area
- arrivals and departures keeping all exits secure
- preparing and serving snack
- children with allergies and special dietary needs or preferences
- cooking activities with children
- supervising outdoor play and indoor/outdoor climbing equipment
- settling young children to sleep
- assessment, use and storage of equipment for disabled children
- visitors to the setting who are bringing equipment or animals as part of children's learning experiences, for example 'fire engines'
- following any incidents involving threats against staff or volunteers
- following any accident or incident involving staff or children
- As well as anything else that could be a hazard to children , staff and visitors.