



01 Health and safety procedures

01.1 Risk assessment

Risk assessments are carried out to ensure the safety of children, staff, parents and visitors. Individuals in the workplace are 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.

- ❖ 01.1a Generic risk assessment form is completed for each area of work, and the areas of the building that are identified in these procedures
- ❖ 01.1b Access audit is completed to ensure inclusion and the health and safety of all visitors, staff, and children. The relevant procedure is modified if required to match the assessment.

Risk assessment means: *Taking note of aspects of your workplace and activities 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 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 to do when faced with a risk.

Daily safety sweeps and checks indoors and outdoors

- ❖ Safety sweeps are conducted when setting up for the day or closing in the evening. Sometimes a safety sweep will identify a risk that requires a formal risk assessment form. For example, if a window latch is becoming stiff and an educator has to stand on a chair in order to reach it to ensure it has closed properly.

Health and safety risk assessments

Health and safety risk assessments inform procedures. Staff and parents 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.

Checks regarding electricity and gas safety, fire precautions to check that all fire-fighting equipment and alarms are in working order are arranged by the Hall Committee on an annual basis.

A deep clean is carried out in the kitchen by the hall Committee cleaner on Fridays.

Any premises issues or repairs required are relayed to the Hall Chair Person and noted in the Caretaker's message book e.g. broken tiles, light bulbs that need replacing etc.

The Manager undertakes training and ensures staff have adequate training in health and safety matters.

The Manager ensures that staff members carry out risk assessments that include relevant aspects of fire safety, food safety, in each of the following areas of the premises:

- ❖ Entrance and exits.
- ❖ Outdoor areas.
- ❖ Passageways, stairways and connecting areas.
- ❖ Main kitchen.
- ❖ Office.
- ❖ Rooms used by others or for other purposes.

The Manager ensures staff members carry out risk assessment for off-site activities, such as children's outings (including use of public transport), including:

- ❖ forest school
- ❖ children's outings (including the use of public transport)
- ❖ other duties off-site such as attending meetings, banking etc

The Manager ensures staff members carry out risk assessment for work practice including:

- ❖ changing children and the intimate care of young children and older children
- ❖ preparation and serving of food/drink for children.
- ❖ arrivals and departures
- ❖ children with allergies and special dietary needs or preferences
- ❖ cooking activities with children
- ❖ supervising outdoor play and indoor/outdoor climbing equipment
- ❖ 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'
- ❖ the use and storage of substances which may be hazardous to health, such as cleaning chemicals;
- ❖ following any incidents involving threats against staff or volunteers

❖ following any accident or incident involving staff or children

We take precautions to reduce the risks of exposure to Legionella (Legionnaires disease). Our manager ensures that we are familiar with the HSE guidance and risk assess accordingly/have seen the risk assessment relevant to the premises from the landlord.

The Manager liaises with Crime Prevention Officers as appropriate to ensure security arrangements for premises and personnel are appropriate.

This policy was adopted by

Abinger Common Nursery

On

March 2024

Date to be reviewed

March 2025

Signed on behalf of the provider



Name of signatory

Mrs Emma Powell

Role of signatory (e.g. chair, director or owner)

Nursery Chair Person
