



Little Cherries

Providing Early Years education through play

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Providers must ensure that they take all reasonable steps to ensure staff and children in their care are not exposed to risks and must be able to demonstrate how they are managing risks.

Risk assessment

Policy statement

Our setting believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

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.

The law does not require that all risk is 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.

Health and safety risk assessments inform procedures. Staff and parents should be involved in reviewing risk assessments and procedures – 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.

Our policy is based on the five following steps:

- Identification of a risk: Where is it and what is it?
- Who is at risk: staff, children, parents, visitors.
- Assessment as to whether the level of a risk is high, medium, low. This takes into account both the likelihood of it happening, as well as the possible impact if it did.

- Control measures to reduce/eliminate risk: What will we need to do, or ensure others will do, in order to reduce that risk?
- Monitoring and review: How do we know if what we have said is working, or is thorough enough? If it is not working, it will need to be amended, or maybe there is a better solution?

Procedures

Our manager undertakes training and ensures our staff, students and volunteers have adequate training in health and safety matters.

- Our risk assessment process covers adults and children and includes:
 - determining where it is helpful to make some written risk assessments in relation to specific issues, to inform staff practice, and to demonstrate how we are managing risks if asked by parents and/or carers and inspectors;
 - checking for and noting hazards and risks indoors and outside, in relation to our premises and activities;
 - assessing the level of risk and who might be affected;
 - deciding which areas need attention; and
 - developing an action plan that specifies the action required, the time-scales for action, the person responsible for the action and any funding required.
- Where more than five staff and volunteers are employed, the risk assessment is written and is reviewed regularly. Each year the Manager completes the Pre-School Learning Alliance Risk Assessment checklist. This provides a framework for individual areas that need to be risk assessed.
- We maintain lists of health and safety issues, which are checked daily before the session begins, as well as those that are checked on a weekly and termly basis when a full risk assessment is carried out.
- Our landlords ensure that checks, such as electricity and gas safety checks, and any necessary work to the setting premises are carried out annually and records are kept.
- The manager carries out risk assessments that include relevant aspects of fire safety, food safety for all areas of our premises.

The manager ensures that staff members carry out risk assessments for work practice including:

- changing children;
- preparation and serving of food/drink for children;
- children with allergies;
- cooking activities with children;

- supervising outdoor play and indoor/outdoor climbing equipment;
 - sleeping children;
 - assessment, use and storage of equipment for disabled children;
 - the use and storage of substances which may be hazardous to health, such as cleaning chemicals;
 - visitors to the setting who bring equipment or animals as part of children's learning experiences; and
 - following any incidents involving threats against staff or volunteers.
- The manager ensures that staff members carry out risk assessments for off-site activities if required, including:
 - children's outings (including use of public transport, and where parental permission will be sought).
 - home visits
 - out of hours lone working
 - other off-site duties such as attending meetings, banking etc.
 - Written procedures are agreed and adopted by the management committee for specific identified high risk areas. These include:
 - Emergency Evacuation of the Premises
 - Securing the Outside Area
 - Lost Child
 - Areas of risk that are identified as the responsibility of our landlord are recorded on the Health and Safety Report Forms. It is the manager's responsibility to pass this information on to the landlords and to ensure that in the meantime our procedures are followed.

For more information refer to the 'Maintaining children's safety and security on premises' policy.

Legal framework

- Management of Health and Safety at Work Regulations (1999)

This policy was adopted at a meeting of Little Cherries Pre-school

Held on: January 2019

Date to be reviewed: January 2020

Signed on behalf of the management committee:

Name of signatory: Jennie Peacock

Role of signatory: Chairperson

January 2019

Review date: June 2020