



HEALTH AND SAFETY POLICY

Cherry Buck (Pre-School Supervisor) and Claire Parker (Deputy Pre-School Supervisor) are responsible for ensuring our Health and Safety Policy is implemented. Their roles are to be vigilant to potential hazards at all times

1. RISK ASSESSMENT

Policy Statement

We believe that the health and safety of children and adults is of paramount importance and we take all reasonable steps to ensure that they are not exposed to risks. We make our setting a safe and healthy place for children, parents, staff, visitors and volunteers by identifying the hazards and minimising the risks to prevent harm. This enables the children to thrive and staff to work in a healthy and safe environment. (A hazard is anything with the potential to cause harm and risk is the likelihood or chance that the hazard will cause harm).

The basis of this policy is risk assessment. Risk assessment processes follow five steps as follows:

- Identification of the hazard: Where is it and what is it?
- Who is at risk: Childcare staff, children, parents, volunteers etc?
- Assessment as to the level of risk - high, medium or low. This is both the risk of the likelihood of it happening, as well as the possible impact if it did.
- Control measures to reduce or eliminate the risk: What do 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 risk assessment process covers adults and children and includes:



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- 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, and in our premises and for activities; and on outings;
- 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 to remove or minimise the risk, the timescales for action, the person responsible for the action and any funding required.

Regular Risk Assessments

A written daily risk assessment of health and safety issues is conducted by a member of staff before the session begins each day. There are also issues which are checked on a weekly termly basis. A full risk assessment is also conducted on a half-termly basis by the Pre-School Supervisor. These risk assessments cover all aspects of our environment including the indoor and outdoor area and equipment.

As part of our Health & Safety policy, all staff are required to assess the associated risks of any activity or environment at the start of any session or as routines change throughout the day. It is their responsibility to make safe any activity or environment by implementing suitable control measures to reduce or eliminate any risk. If they have any Health & Safety concerns regarding any activity or environment, they should report these immediately to the Health & Safety representatives named above.