



01.1 Risk assessment

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

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 important when balancing the need for children to take appropriate risks through physically challenging play. Children need opportunities 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 before children arrive 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. For example, if a window latch is stiff and an educator must stand on a chair to reach it to ensure it has closed properly.

Health and safety risk assessments

Health and safety risk assessments inform procedures. Staff 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 setting manager sources training and ensures staff have adequate training in health and safety matters. The setting manager ensures that that Landlord is carrying out appropriate checks/work to premises are carried out and records are kept as appropriate for the premises

- Electricity safety by a qualified electrician
- Fire precautions to check that all fire-fighting equipment and alarms are in working order
- Qualified oil heating engineer carries out regular maintenance
- Deep clean is carried out in kitchen

HEALTH AND SAFETY



The setting 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
- Off-site venues used regularly
- Connecting areas
- Main kitchen
- Staff/parent/carers room

The setting manager ensures staff members carry out risk assessment for off-site activities, such as children's outings, including:

- Forest school/Outdoor learning area
- Home visits
- Other duties off-site such as attending meetings

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

- The intimate care of young 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 bringing equipment or animals for 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

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