



## Micheldever & Stratton Preschool Risk Assessment Policy (Revised 4<sup>th</sup> November 2022)

*Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS).*

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

**Unique Child   Positive Partnerships   Enabling Environment   Learning and Developing**

### Introduction

At Micheldever & Stratton Preschool takes the maintenance of health and safety extremely seriously as a matter of both legal and moral importance. It is our policy to provide and maintain a safe environment with good working conditions and equipment.

All staff will be familiarised with the provisions contained within this policy as part of their induction and be expected to act in accordance with them at all times.

Our Health and Safety advisor is: - Marcus Mann – Committee H & S Executive.

Member of staff responsible for Health and Safety is: Kim Pond – Preschool H & S practitioner.

### Aims:

The Preschool aims to ensure the health, safety and welfare of all staff, volunteers, students, children, visitors and other individuals who may be affected by the Preschool's activities and actual existence. The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 will be complied with at all times.

The Manager, staff and volunteers will always strive to go beyond the minimum statutory standards to ensure that health and safety remains the first priority.

To ensure a healthy and safe environment the following points must be followed:

- Create an environment that is safe and without risk to health.
- Use, maintain and store equipment safely.
- Ensure that all staff are competent in the work in which they are engaged.

## Procedures

### *Responsibilities of the Registered Person, the Manager and Staff*

The identification, assessment and control of hazards within the Preschool is vital in reducing accidents and incidents. Both the manager and one other designated member of staff are responsible for assessing risks to health and safety arising out of the Preschool's activities and introducing suitable steps to eliminate or control any such risk identified.

It is vital to ensure that health and safety matters are taken seriously by all members of staff, volunteers, students, children and other persons during preschool activities. Staff who have been found to have blatantly disregarded safety instructions or recognised safe practices will be subject to the procedures laid out in the Staff Disciplinary & Grievance Procedures policy.

The Registered Person holds ultimate responsibility and liability for ensuring that the preschool operates in a safe and hazard free manner. The Registered Person – along with the manager – is responsible for ensuring that staff both understand and accept their responsibilities in relation to health and safety procedures.

The Registered Person will ensure that a clearly defined procedure for emergency evacuation of the premises is in place and adequate arrangements exist for the following:

- Monitoring the effectiveness of the Health and Safety policy and authorising any necessary revisions to its provisions.
- Providing adequate resources, as necessary to meet the pre-schools health and safety responsibilities.
- Providing adequate health and safety training for all staff.
- Ensuring that all accidents, incidents and dangerous occurrences are adequately reported and recorded (including informing the Health and Safety Executive, and Ofsted, where appropriate).
- Reviewing all reported accidents, incidents and dangerous occurrences, and the Preschool's response, to enable corrective measures to be implemented.
- Ensuring that all staff, students, volunteers and any other adult who come into contact with children at the Preschool have appropriate and up to date enhanced Disclosure and Barring service checks.

The manager is responsible for the day-to-day implementation, management and monitoring of the Health and Safety policy. The manager is required to report any matter of concern regarding the Health and Safety policy to the Registered Person.

### *The manager will ensure that:*

- An additional designated member of staff is made jointly responsible with them for the health and safety and risk assessment provisions at the preschool.
- Daily safety inspections are carried out and the reports accurately logged.
- Any action required as a result of a health and safety inspection is taken as rapidly as possible.
- Information received on health and safety matters is distributed to the Registered Person and all members of staff.
- An investigation is carried out on all reported accidents, incidents and dangerous occurrences.

All Staff, volunteers and students are responsible for ensuring that the provisions of the Health and Safety policy are adhered to at all times. As such, they are required to:

- Have regard for the Health and Safety policy and their responsibilities under it and have regard for any health and safety guidance issued by the Manager or the designated member of staff, and act upon it whenever appropriate.
- Take reasonable care for their own health and safety as well as children and other persons who may be affected by their acts or omissions at work.
- Take all reasonable care to see that the equipment and premises that are used by children, and the activities that are carried out at the preschool, are safe using our daily check list.
- Undergo relevant health and safety training when instructed to do so by the manager.

### Children's awareness of safety

At Micheldever & Stratton preschool all staff, volunteers and students remind children daily of safety issues such as "walking feet", washing hands at appropriate times and the use of sun cream etc. Activity risks are discussed with children when appropriate to bring about awareness from a young age.

### Insurance

The Children Act 2006 and the Health and Safety at Work Act 1974, place a number of legal responsibilities on the preschool. Therefore, Micheldever & Stratton Preschool has insurance cover appropriate to its duties under this legislation, including Employer' Liability Insurance. Responsibilities will, in most cases, rest with the pre-school, but staff will take reasonable care, both for themselves and other people who may be affected by their acts or omissions at work. If the preschool is held responsible for any incident that may occur, public liability insurance will cover compensation.

## Liability

Under provisions contained in the Occupiers Liability Act 1957, the preschool has a duty to ensure that both children and any visitors are kept reasonably safe. The parties named in the wording of the premises contract are responsible for this duty.

## Risk assessment

To ensure our setting is a safe and healthy place for children, staff, volunteers, students' parents/guardians/carers and visitors we aim to protect the health and welfare of all by using the risk assessment process.

The risk assessment process covers both children and adults with the preschool, it includes:

- Checking for risks and hazards both inside and outside our setting using a daily check list when we set up each morning.
- Checking for risks and hazards within our activities both within and away from our setting.
- Deciding which areas need attention and developing an action plan to solve them ASAP.
- For visits and outings away from the setting we always consider child to adult ratios carefully and if necessary, do a new risk assessment for that visit or outing.
- Regular cleaning of toys and equipment, removal of broken or damaged toys and ensuring all toys are appropriately age related.

The Risk assessment folder is kept in our locked secure filing cabinet and available to all staff and regularly reviewed, dated and signed.

## Other Related Policies & Procedures

*The following policies provide additional information regarding the safeguarding and welfare of the children in our care:*

- *Administration of Medicines*
- *Adverse Weather*
- *Animals in the Setting*
- *Anti-Bullying*
- *Children's Records Policy*
- *Children's Rights & Entitlement Policy*
- *Confidentiality & Client Access Policy*
- *Covid 19 Policy*

- *Covid Action Plan*
- *Critical Incident Policy*
- *Daily Running Policy*
- *Emergency Closure Policy*
- *Employment & Staffing Policy*
- *Environmental Policy*
- *E-Safety Policy*
- *EYPP (Early Years Pupil Premium)*
- *Fire Safety & Emergency Evacuation Policy*
- *First Aid Policy*
- *Health & Safety Policy*
- *Infection Control Policy*
- *Information Sharing Policy*
- *Jewellery Policy*
- *Key Person Policy*
- *Key Person & Settling Policy*
- *Lockdown Policy*
- *Managing Children/Staff Allergies Policy*
- *Nappy Changing Policy*
- *Operational Plan*
- *Organisation Policy*
- *Outdoor Play Policy*
- *Outings & Visits Policy*
- *Parent Involvement Policy*
- *Parents, Alcohol & Drugs Policy*
- *Physical Contact & Handling Policy*
- *Provider Records Policy*
- *Recording & Reporting of Accidents & Incidents Policy*
- *Safeguarding Policy*

- *Security Policy*
- *Special Education Needs & Inclusion Policy*
- *Staff Behaviour Policy*
- *Staffing & Volunteers Policy*
- *Student Placement Policy*
- *Suitable Persons Policy*
- *Toileting Policy*
- *Transfer of Records Policy*
- *Uncollected or Lost Children Policy*
- *Usage, Storage & Retention Policy*
- *Working in Partnership Policy*

*This policy will be monitored and evaluated at committee meetings. It will be reviewed annually and unless new legislation or an incident occurs which requires an immediate review of this policy*

**November 2022**

**Review Date: November 2023**

**\* This policy was adopted by the committee on 26/01/21**

**Signed: Marcus Mann** \_\_\_\_\_

\*This document was agreed via email by our Trustees as we were unable to hold our policy meeting due to the Covid-19 virus (Jan 2021)

**Reviewed Date: 24/11/22**

**Signature: *Mrs AL Mann-Rye***

**Amendments: Removed FS Policies**

**Reviewed Date:**

**Signature:**

**Amendments:**

**Reviewed Date:**

**Signature:**

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