

## 01 Health and safety procedures

### 01.1 Risk assessment

#### What is health and safety?

Health and safety is described as the regulations and procedures intended to prevent accidents or injuries in workplaces or public environments. The Health and Safety Executive (HSE) describes health and safety as '*an ongoing process, not a one-off task*'. Risk assessment, including 'dynamic' risk assessment, is key to achieving this.

#### What is risk assessment?

Risk assessment involves awareness of the environment and activities that could cause harm and deciding what needs to be done to prevent that harm, making sure identified actions are adhered to and updated as required.

The law does not require that all risks be eliminated – but that 'reasonable precaution' is taken. This is particularly important when balancing the need for children and young people to manage appropriate risks through physically challenging play. Children and young people need the opportunity to work out what is not safe and what they should do when faced with a risk.

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.

- 01.1a A risk assessment form is completed for each area of work, and the areas of the building that are identified in these procedures.
- An 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 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 checks indoors and outdoors.

- Safety checks are conducted before children arrive when setting up for the day or closing in the evening. Sometimes a safety check will identify a risk that requires a formal risk assessment on a form. Some areas of provision will have safety checks throughout the day, for example sleep areas and toilets

### **Health and safety risk assessments**

Health and safety risk assessments inform procedures. Staff, parents, and carers 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 health and safety officer undertakes training and ensures staff have adequate training in health and safety matters. The managers ensures that checks/work to premises are carried out and records are kept, and takes overall responsibility for health and safety including risk assessments.

- Gas safety by a Gas Safe registered gas/heating engineer.
- Electricity safety by a qualified electrician.
- Fire precautions to check that all fire-fighting equipment and alarms are in working order.
- Hot air heating systems/air conditioning systems cleaned and checked.
- Deep clean is carried out in kitchen.

The Emma and Laura ensure 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.
- Group rooms.
- Sleep areas before settling children
- Main kitchen.
- Staff room.
- Rooms used by others or for other purposes.

The Emma and Laura ensures that risk assessment for off-site activities are carried out, such as children's outings (including use of public transport), including:

- Forest school.
- Home visits

- Other duties off-site such as attending meetings.

The Emma and Laura ensures staff members carry out risk assessment for work practice including:

- Intimate care of young children and older children.
- Arrivals and departures.
- Preparation food/drink.
- Children with allergies and special dietary needs or preferences.
- Serving food.
- Cooking activities with children.
- Supervising outdoor play and indoor/outdoor climbing equipment..
- Visitors bringing equipment or animals for children's learning experiences
- Following any incidents involving threats against staff or volunteers.
- Following any accident or incident involving staff or children.

### **Dynamic risk assessments**

These ongoing risk assessments are carried out by staff to identify and respond to risk as they arise during the day. For example, an educator may notice a wet floor, so will take prompt action to reduce the risk.