Happy, Confident, Independent.

Children develop a sense of belonging, respect and autonomy of voice through a varied and well-directed early education.

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 assessments are carried out at Ringrose Kindergarten Chelsea 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 Generic risk assessment form is completed for each area of work and the areas of the building that are identified in these procedures.

- 01.1b 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.

Daily safety sweeps and checks indoors and outdoors.

- Safety sweeps are conducted before children arrive at Ringrose Kindergarten Chelsea when setting up for the day or closing in the evening. Some areas of provision will need safety checks throughout the day, for example toilets. Sometimes a safety sweep will identify a risk that requires a formal risk

assessment to be put in place, 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, parents, and carers are 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 these procedures accordingly.

The setting manager undertakes training and ensures staff have adequate training in health and safety matters and takes overall responsibility for health and safety including risk assessments. The setting manager ensures that checks/work to premises are carried out and records are kept.

- 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 setting manager ensures that staff members carry out risk assessments that include relevant aspects of fire safety and food safety, in each of the following areas of the premises:

- Entrance and exits.
- All rooms that staff and children access
- Outdoor areas.
- Off-site venues used regularly.
- Passageways, stairways and connecting areas.
- Group rooms.
- Main kitchen.
- Staff/parent/carers room.
- Rooms used by others or for other purposes.

The setting manager ensures staff members carry out risk assessment for off-site activities, such as children’s outings (including use of public transport), including:

- Forest school and beach school.
- Home visits.
- Other duties off-site such as attending meetings, banking, etc.

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

- Changing nappies, and the intimate care of young children and older children.
- Arrivals and departures.
- Preparation of milk and other food/drink.
- Children with allergies and special dietary needs or preferences.
- Serving food in group rooms.
- 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.

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.