

Health and safety procedures

Risk assessment

What is health and safety?

Health and safety is described as the regulations and procedures intended to prevent accidents or injuries in workplace 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 physical 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 at Holyrood Playgroup to ensure the safety of children, staff, parents, 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.

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

- Safety sweeps are conducted before children arrive at Holyrood Playgroup 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 on form. For example, if a window latch is stiff and an educator has to stand on a chair in order to reach it to ensure it has closed properly.

Health and safety risk assessments

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

- Electricity safety by a qualified electrician.
- Fire precautions to check that all fire-fighting equipment and alarms are in working order.
- 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, food safety, in each of the following areas of the premises:

- Entrance and exits.
- Outdoor areas.
- Group rooms.
- Main kitchen.
- Staff room.

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:

- other duties off-site such as attending meetings, banking etc

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

- intimate care of young children and older 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.

Policy adopted.....

Signed.....