



St Tudy Pre-school

Health and Safety and Risk Assessment

Our pre-School 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: - Kate Willcocks - Deputy Manager

Member of staff responsible for Health and Safety is: Hayley Hicks - Pre-school manager

The Pre School aims to ensure the health, safety and welfare of all staff, volunteers, students, children, visitors and other individuals who may be affected by the Pre-School'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.

Responsibilities of the Registered Person, the Manager and Staff

The identification, assessment and control of hazards within the Pre-School 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 Pre-School'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 pre-school 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 pre-school 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 Pre-School'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 Pre-School 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 pre-school.
- 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 pre-school, 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 St Tudy pre-school 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 pre-school. Therefore, St Tudy Pre-school 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 pre-school 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 pre-school 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 pre-school, 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.

This policy was adopted at a meeting of: St Tudy Pre-school

Held on:

Date to be reviewed:

Signed on behalf of the committee:

Name of signatory: Emma Sleeman

Role of Signatory: Chair, St Tudy Pre-school

Name of staff member / volunteer	Signature	Date