

Risk Assessment policy

Statement of intent

At Bunnahone Bunnies Playgroup we believe that the Health and Safety of children and adults is of paramount importance. We realise that it is not possible to guarantee a completely risk-free environment and take measures to identify all risks, minimise these risks with planned actions, encourage self-responsibility, and plan for effective response to potential risks and emergencies.

We aim to make children, parents, and staff aware of Health and Safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

Responsibility

Overall accountability for health and safety in Playgroup lies with the committee. The Playgroup leader is responsible for the application of the policy, procedures, standards, and guidelines within the playgroup and for ensuring staff are aware of these and their associated responsibilities. We also have a Health and safety officer who carries out regular risk assessments and checks to always ensure safety.

Risk assessment

The risk assessment process covers adults, children, and the environment, both inside and out. It includes the following:

- Checking for hazards and risks indoors and outdoors
- Daily Procedures
- Activities and Playroom Area
- Food & Drink
- Children's Allergies and Medical Needs
- Outings
- Animals
- Storage of resources and equipment
- Storage and use of chemicals (COSHH)
- Kitchen
- Building Security
- Staff Vetting Procedures & Suitable People and staff to child ratios
- Fire Safety
- COVID 19

Method

We maintain risk assessment forms, which are checked regularly:

A daily checklist before the session begins is completed by our team leader. Any actions required are highlighted and actioned, as necessary.

A Risk assessment is completed for any child with medical, allergy needs and SEN prior to commencing with the preschool.

When risks have been identified and recorded, the necessary action is taken by the Team Leader. Any reoccurring themes are actioned, and a risk assessment is carried out is deemed necessary.

A regular review of the risk assessment for each area and the Accident & Incident Folder is undertaken by the Team Leader. Any potential hazards are communicated to the Committee group. A full risk assessment is carried out annually by the playgroup leader and health and safety officer.

Risk Awareness & Safety

Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults can adhere to our policy and understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including manual handling, the storage of potentially dangerous substances, risk assessments, health & safety and for adults and children and the reporting of accidents/incidents and near misses.

Records are kept of all induction training sessions and new staff and volunteers are asked to sign the records in their Induction file to confirm that they have received induction training.

Health and Safety training is included in the annual training plans of staff and included throughout the year in our "training needs analysis" and risk awareness and Health and Safety is discussed regularly at staff meetings.

Risk and Health & Safety awareness is promoted to parents and children via our monthly newsletters, emails, and in our classroom sessions so that they understand the importance of Health & Safety in the daily life and within the playgroup setting.

Children are made aware of Health and Safety issues and being Risk Aware through discussions, planned activities and routines.

All warning signs are clear and in appropriate languages.

Activities & Equipment:

Before purchase, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting and meet British standards.

The layout of our setting and play equipment allows adults and children to move safely and freely between activities.

All equipment is regularly checked for cleanliness and safety and any dangerous or broken items are discarded. All materials - including paint and glue - are non-toxic

Physical play is constantly supervised by adults and children are taught to handle and store tools safely.

Children learn about health and safety and personal hygiene through the activities we provide and the routines we follow.

Electrical equipment

Fires, heaters, electric sockets, wires, and leads are properly guarded, and the children are taught not to touch them. There are sufficient sockets to prevent overloading. The temperature of hot water is controlled to prevent scalds. Lighting and ventilation are adequate in all areas including storage areas. Portable electrical appliances are annually tested in accordance with the "Portable Appliance Testing" (PAT) tested guidance.

Playroom & Outdoor Areas

A risk assessment form is completed for the playroom. Any hazards identified are minimised and systems put in place by Health & Safety Officer & Playgroup leader. Our outdoor area is checked for safety and cleared of rubbish before it is used. Where water can form a pool on equipment, it is emptied before children start playing outside. Our outdoor sand pit is covered when not in use and is cleaned regularly to ensure it is suitable and clean and hygienic for children's play. All outdoor activities are always supervised.

Food & Drink

Staff who prepare and handle food receive appropriate training and understand and comply with the Food Safety and Hygiene regulations. All food and drink are stored appropriately. Adults do not carry hot drinks through the playroom and do not place hot drinks within reach of children. Snack times are appropriately supervised, and children do not walk about with food and drinks. We operate systems to ensure that children do not have access to food and drinks to which they are allergic.

Children's Allergies and Medical needs

A Risk assessment is completed for any child with medical, allergy needs and SEN prior to commencing with the preschool. Any actions required are implemented by the playgroup Leader and all staff are made aware of individual children's needs and adhere to our Policy.

Outings and visits

We have agreed procedures for the safe conduct of outings. A site-specific risk assessment is carried out by the playgroup Leader before an outing takes place and permissions are sought from parents to enable each child to participate in our outings and visits.

Animals

A risk assessment is carried out for each animal as necessary. Animals visiting the setting are free from disease and safe to be with children, Children are reminded to wash their hands after contact with animals with antibacterial gel.

Storage

All resources and materials from which children select are stored safely. All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

The Control of Substances Hazardous to Health (COSHH).

The Health & Safety Officer is responsible for identifying which cleaning substances need COSHH assessments and spots checks are regularly carried out to ensure staff are using cleaning products correctly. The use of gloves is always required when cleaning the toilets and kitchen area with cleaning products. Cleaning products at all times are to be kept out of reach of children.

The Kitchen Area

Children do not have unsupervised access to the kitchen area.

Hygiene

We implement good hygiene practices to minimise contamination risks and have increased our hygiene regime during this current COVID Pandemic by:

- cleaning and sterilising tables between activities.
- Sterilising and cleaning wash handbasins and toilets.
- wearing protective clothing - aprons and disposable gloves and providing tissues, wipes, and paper towels

Fire safety

Fire doors are clearly marked, never obstructed, and easily opened from inside and explained to new members of staff, volunteers, and parents. Fire alarm points are checked weekly alternating from each touch point.

Records are kept of fire drills and the servicing of fire safety equipment and procedures are reviewed after each fire alarm drill. Fire Equipment is serviced yearly.

Accident & Incident book

All accidents and incidents which occur at our setting are detailed within the accident/incident book. All accidents and incidents are thoroughly investigated to minimise a similar accident/incident arising again. Our risk assessment and procedures applicable to the nature of the accident/incident which occurred are reviewed by the Playgroup Leader and staff to ensure that corrective action is taken and/ or the risk assessment/procedures are revised and/or training needs for staff identified and carried out.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for employer's liability insurance is displayed on the notice board