

**General Welfare Requirement: Suitable premises, environment and equipment**

Outdoor and indoor spaces, furniture and toys must be safe and suitable for their purpose.

## Health and Safety

### 3.1 Risk assessment

#### Policy statement

This setting believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

The basis of this policy is risk assessment. Eastington Playgroup risk assessment processes follow five steps as follows:

- Identification of risk: Where is it and what is it?
- Who is at risk: Childcare staff, children, parents, etc?
- Assessment as to the level of risk as high, medium, low. This is both the risk of the likelihood of it happening, as well as the possible impact if it did.
- Control measures to reduce/eliminate risk: What will you need to do, or ensure others will do, in order to reduce that risk?
- Monitoring and review: How do you know if what you have said is working, or is thorough enough? If it is not working, it will need to be amended, or maybe there is a better solution.

#### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe		3.3 The learning environment 3.4 The wider context	

## Procedures

- Our risk assessment process covers adults and children and includes:
  - checking for and noting hazards and risks indoors and outside, and in our premises and for activities;
  - assessing the level of risk and who might be affected;
  - deciding which areas need attention; and
  - developing an action plan that specifies the action required, the time-scales for action, the person responsible for the action and any funding required.
- Where more than five staff and volunteers are employed the risk assessment is written and is reviewed regularly.
- We risk assess the kitchen on a daily basis by staff preparing snack which is recorded and any hazards are highlighted and reported to the manager.
- Staff daily assess the safety of the room, and throughout the day. The safety of the toys is assessed during use these and then discarded if they are broken and replaced when funds allow. A member of staff is responsible for ordering resources and updating the inventory when new items are purchased.
- During outside play, ie playpark, allotment and field the children are reminded not to touch any items found before speaking to an adult, this is reinforced with a discussion before we go outside.
- The playpark is ROSPA inspected on an annual basis.

## Legal framework

- Management of Health and Safety at Work Regulations 1992

## Further guidance

- Five Steps to Risk Assessment (HSE 2006)

This policy was adopted at a meeting of \_\_\_\_\_ name of setting

Held on \_\_\_\_\_ (date)

Date to be reviewed \_\_\_\_\_ (date)

Signed on behalf of the management  
committee \_\_\_\_\_

Name of signatory \_\_\_\_\_

Role of signatory (e.g. chair/owner) \_\_\_\_\_

## Other useful Pre-school Learning Alliance publications

- Managing Risk (2009)