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**St Albert’s Catholic Primary School: Alby Tots**

**HEALTH AND SAFETY RISK ASSESSMENT POLICY**

**POLICY STATEMENT**

Our pre-school 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. At Alby Tots we comply with the Pre-school Learning Alliance risk assessment processes by following the five steps:

* Identification of risk: Where is it and what is it?
* Who is at risk: Childcare staff, children, parents.
* 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:
* Monitoring and review:

**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.
* Where more than five staff and volunteers are employed the risk assessment is written and is reviewed regularly.

**Signed: R. Henderson**

**Date: September 2014**

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| **Risk Area:** |  | **Carried out by:** |  | **Date:** |  |

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| **Risk Identified** | **Who is as risk** | **Level of risk** | **Control measures and person(s) responsible** | **Review** |
| Kitchen Area | Staff, Children, Volunteers, Parent Helpers, Cleaners | Low | Children to not have access to the kitchen. Cleaning materials and other dangerous materials are stored out of children reach. Work surfaces are cleaned before and after use. All utensils are cleaned and stored appropriately. Kitchen waste is disposed of daily. |  |
| Outdoor Area | Staff, Children, Volunteers, Parent Helpers | Low | The outdoor area is securely fenced and is checked and cleared of rubbish before it is used. Staff, Children, Volunteers and parent helpers are alerted to the dangers of poisonous plants, herbicides and pesticides. All outdoor activities are supervised at all times |  |
| Food Preparation | Staff, Children | Low | All staff preparing food have a food hygiene certificate. Food preparation surfaces are cleaned before and after use. All utensils are cleaned and stored appropriately. Waste food is disposed of daily. Children to not have access to the kitchen. |  |

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| **Risk Identified** | **Who is as risk** | **Level of risk** | **Control measures and person(s) responsible** | **Review** |
| Fire | Staff, Children, Volunteers, Parent Helpers, Cleaners | Low | The premises are fitted with smoke alarms which are regularly tested. Fire doors are clearly marked, never obstructed and easily opened from the inside. Our emergency evacuation procedure is clearly displayed in the premises and explained to staff, volunteers and parent helpers. The Leading Practitioner is responsible for leading children and staff out of the building and collecting the register (see procedures). The assembly point is the gate to the playground. |  |
| Storage | Staff, Children, Volunteers, Parent Helpers, Cleaners | Low | 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. |  |
| Parent Helpers | Staff, Children, Volunteers, Parent Helpers, | Low | Parent Helpers are supervised at all times. |  |
| Windows | Children | Low | Windows are fitted with safety glass and are secured so that children cannot climb through them. |  |

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| **Risk Identified** | **Who is as risk** | **Level of risk** | **Control measures and person(s) responsible** | **Review** |
| Doors | Children | Low | Doors are closed to prevent children's fingers from being trapped and have approved covers fitted. |  |
| Floors and Floor Coverings | Staff, Children, Volunteers, Parent Helpers, Cleaners | Low | All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged. |  |
| Electrical/Gas Equipment | Staff, Children, Volunteers, Parent Helpers, Cleaners | Low | All electrical/gas equipment conforms to safety requirements and is checked regularly. Our boiler/electrical switch gear/meter cupboard is not accessible to the children. 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. Lighting and ventilation is adequate in all areas including storage areas. |  |

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| Hygiene | Staff, Children, Volunteers, Parent Helpers, Cleaners | Low | We regularly attend hygiene courses and seek information from the Environmental Health Department and the Health Authority to ensure that we keep up-to-date with the latest recommendations. Our daily routines encourage the children to learn about personal hygiene. We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings. The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies. |  |
| Activities and Resources | Staff, Children, Volunteers, Parent Helpers, Cleaners | Low | Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting. The layout of 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 items are repaired or discarded. All materials, including paint and glue, are non-toxic. Sand is clean and suitable for children's play. Physical play is constantly supervised. Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow. |  |

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| First Aid | Staff, Children, Volunteers, Parent Helpers, Cleaners | Low | In the event of an accident involving an adult or child, only first aid trained staff will provide treatment. At least one member of staff with current first aid training is on the premises or on an outing at any one time. The first aid qualification includes first aid training for  infants and young children. The first aid box is easily accessible to adults and is kept out of the reach of children. No un-prescribed medication is given to children or staff. At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval. |  |
| Allergies and Intolerances | Staff, Children, Volunteers, Parent Helpers, Cleaners | Low | When parents start their children at the setting they are asked if their child suffers from any known allergies or intolerances, this is recorded on the registration form. This information is kept in the child’s personal file and a copy is displayed where staff can see it. Parents are made aware so that no nut or nut products are accidentally brought in, for example to a party. If a child has an allergy or intolerance the Staff Community Nurse and Parents train staff in how to administer special medication in the event of an allergic reaction. |  |

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| Administering Medicines | Staff, Children | Low | Children taking prescribed medication must be well enough to attend the setting. Only prescribed medication is administered. It must be in-date and prescribed for the current condition. Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children. Parents give prior written permission for the administration of medication. The administration is recorded accurately each time it is given and is signed by room leader. Parents sign the record book to acknowledge the administration of a medicine. All medication is stored safely in a locked cupboard or refrigerated. The child’s key person is responsible for ensuring medicine is handed back at the end of the day to the parent. |  |

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| Animals | Staff, Children | Low | Our nursery does not have any animals. If animals or creatures are brought in by visitors to show the children they are the responsibility of the owner. The owner carries out a risk assessment, detailing how the animal or creature is to be handled and how any safety or hygiene issues will be addressed. Children wash their hands after contact with animals. |  |
| Arrival and Departure of Children | Children | Low | Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded in the register. Our systems prevent unauthorised access to our premises and children leaving the premises unnoticed. On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they provide us with written details of the name of the person who will be collecting their child, date and time. |  |

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| Outings and Visits | Staff, Children, Volunteers, Parent Helpers | Low | Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting. Parents are always asked to sign specific consent forms before major outings. Our adult to child ratio is high, normally one adult to two children (if under 3 years old) and one adult to four children (if over 3 years old), depending on their sensibility and type of venue as well as how it is to be reached. A specific risk assessment is completed for individual outings. |  |