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Health and safety procedures

**Risk assessment**

**Frimley Green Pre-School hires the premises from Frimley Community Centre who are responsible for the upkeep and maintaining of the premises.**

Risk assessment is carried out to ensure the safety of children, staff, parents,carers 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.

* Generic 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.

Risk assessment means: *Taking note of aspects of your workplace and activities that that could cause harm, either to yourself or to others, and deciding what needs to be done to prevent that harm, making sure this is adhered to and is updated when necessary*.

The law does not require that all risk be eliminated, but that ‘reasonable precaution’ is taken. This is important when balancing the need for children to take appropriate risks through physically challenging play. Children need opportunities to work out what is not safe and what to do when faced with a risk.

**Daily safety sweeps and checks indoors and outdoors.**

* Safety sweeps are conducted when setting up for the day, before children arrive 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 must stand on a chair to reach it to ensure it has closed properly. This would be reported to the Community Centre Chairperson.

**Health and safety risk assessments**

Health and safety risk assessments inform procedures. Staff, parents and carers 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 supervisor and health and safety officer undertakes training and ensures staff have adequate training in health and safety matters. The setting supervisor liaises with the community centre regarding maintenance issues. Checks/work to premises are carried out by the community centre who keep the records. The community centre are responsible for the list below.

* Gas safety by a Gas Safe registered gas/heating engineer.
* Electricity safety by a qualified electrician.
* Fire precautions to check that all fire-fighting equipment and alarms are in working order.
* Hot air heating systems/air conditioning systems cleaned and checked.
* Deep clean is carried out in kitchen.

The setting supervisor/health and safety officer 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.
* Passageways, stairways and connecting areas.
* The main hall.
* Main kitchen.
* Rooms used by others or for other purposes.
* Off-site venues used regularly.

The setting supervisor/health and safety officer ensures staff members carry out risk assessment for off-site activities, such as children’s outings (including use of public transport), including:

* home visits
* other duties off-site such as attending meetings, banking etc.

The setting supervisor/health and safety officer ensures staff members carry out risk assessment for work practice including:

* the intimate care of young children and older children
* arrivals and departures
* children with allergies and special dietary needs or preferences
* serving food at snack
* cooking activities with children
* supervising outdoor play and indoor/outdoor climbing equipment
* settling young children to sleep
* 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 supervisor liaises with Crime Prevention Officers as appropriate to ensure security arrangements for premises and personnel are appropriate.

Amended 17th September 2025.