

01 Health and safety procedures

01.1 Risk assessment

Little Thetford Acorns 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. We achieve this by assessing and minimising the hazards and risks, to enable the children to thrive in a healthy and safe environment.

Risk assessments are carried out to ensure the safety of children, staff, parents and visitors. Legislation requires all individuals in the workplace to be responsible for the health and safety of premises, equipment and working practices. We have a 'corporate responsibility' towards a 'duty of care' for those who work in and receive a service from our provision. Individuals also have responsibility for ensuring their own and others' safety.

- 01.1a Generic risk assessment form is completed for each area of work, and the areas of the building that are identified in these procedures.
- 01.1b 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.
- 01.1c Prioritised place risk assessment is completed for offering prioritised places during a national pandemic (such as Covid-19). A separate form is completed for each child who is prioritised because they are vulnerable, or meet any other criteria stipulated by the Government at the time. If the risk assessment indicates a high risk if the place is offered, that cannot be minimised, the offer of the place may be withdrawn at the discretion of the setting manager.

Risk assessment means: *Taking note of aspects of your workplace and activities 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 particularly important when balancing the need for children to be able to take appropriate risks through physically challenging play. Children need the opportunity to work out what is not safe and what they should do when faced with a risk.

Daily safety sweeps and checks indoors and outdoors (Daily Risk Assessment)

- Safety sweeps are conducted when setting up for the day prior to children arriving 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 becoming stiff and an educator has to stand on a chair in order to reach it to ensure it has closed properly.

Health and safety risk assessments

Health and safety risk assessments inform procedures. Staff and parents 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 manager and the Health + Safety Officer undertake training and ensure staff have adequate training in health and safety matters. The setting manager and the Health + Safety Officer also ensure that all other checks/work to premises are carried out and records are kept. This includes:

- Gas safety reviewed by a Gas Safe registered gas/heating engineer annually
- Electrical safety reviewed by a qualified electrician annually
- Fire precautions to check that all fire-fighting equipment and alarms are in working order annually
- Hot air heating system cleaned and checked annually
- Deep clean is carried out in kitchen half-termly

The setting manager 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
- Main room
- Office
- Main kitchen
- Toilets
- Cloakroom
- Rooms used by others or for other purposes

The setting manager ensures staff members carry out risk assessment for off-site activities, such as children's outings (including use of public transport), including:

- forest school
- home visits
- other duties off-site such as attending meetings, banking etc

The setting manager ensures staff members carry out risk assessment for work practice including:

- changing nappies, and the intimate care of young children and older children
- arrivals and departures
- children with allergies and special dietary needs or preferences
- serving food in group rooms

- cooking activities with children
- supervising outdoor play and indoor/outdoor climbing equipment
- settling young children to sleep (if any)
- assessment, use and storage of equipment for disabled children
- visitors to the setting who are bringing equipment or animals as part of 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 manager liaises with Crime Prevention Officers as appropriate to ensure security arrangements for premises and personnel are appropriate.

Closing up and securing the premises

The last person to leave the building carries out a thorough check and completes a 'Closing up Checklist'. This is then signed by that person to confirm the building is safe to leave (see attached).

If for any reason a member of staff/committee is within the building alone they must follow the 'Lone Working' policy.

To set the alarm:

Type in your 4 digit alarm code and press ✓

You then have 30 seconds to exit the building.

Lock the front door by lifting the handle and using your key.

Wait by the door to ensure the alarm stops beeping and is set.

If the alarm continues to beep for more than 2 minute(s), there is an issue.

Re-enter the building using your key and un-set the alarm by using your code and try again.

If the alarm is accidentally triggered, a key holder is automatically called and will attend the building to reset the alarm. Please wait at the building until a key holder arrives. Certain Committee members who live in the village are appointed key holders and will be able to reset the alarm.

Details of key holders, contact details and alarm callout codes are kept on file in the office. A copy is held by each keyholder.