

Willow tree pre school

Health and safety/ risk assessment

The health and safety of the children in our care is of paramount importance. We make our setting a safe place for children, staff and parents/visitors. We assess the spaces and areas regularly to minimise hazards and risks.

The health and safety of the setting is a shared responsibility of all staff. We carry out visual risk assessments daily and continue to do this throughout the day, recording if we find any hazards. The basis of our risk assessments keeps the setting safe and also identifies the severity of any found hazards or risks. Staff should report and act on any risks/hazard's found or brought to their attention, by;

*Identifying the risk

*Identifying who's at risk

*Putting measures in place to reduce / eliminate risks

*Monitoring, recording and reviewing any found risks

*Alerting management if necessary, sometimes an action plan may need to be put in place that specifies action required, timescale, person responsible for monitoring this and any funding required.

The areas that are visually risk assessed daily or before each use:

*The main pre school rooms

*The children's bathroom

*The kitchen area (no access to children)

*The additional room upstairs

*The entrance hall and stairs

*The pre school garden and exit

*Any outdoor areas used e.g. field.

Only staff who have completed food safety training should handle food. We follow guidelines to make sure food/drink is stored correctly.

Packed lunches are kept in children's trays, we ask that cool packs are used on hot days. Pre school do not reheat or heat up children's food.

Cleaning products are stored out of reach of children or in the kitchen/bathroom.

Any accidents and incidents are recorded on forms, these are then reviewed at the end of each term. This will highlight if there are reoccurring accidents in a certain area/with certain equipment in the setting that may need changing/removing. Incoming injuries are also recorded as part of our responsibility to safeguard children.

We teach children about personal hygiene.

Smoking is not permitted in our setting.

All toys are checked and cleaned regularly. Any broken or hazardous toys are removed immediately when found.

The room layout allows staff and children to move around the room freely.

Materials such as paint and glue are none toxic.

Waterplay activities are closely supervised.

The room is kept clean throughout the day and left clean and tidy at the end of the day with all rubbish taken to the outside bins.
A cleaner comes in once a week for a full clean.

The building is a multi use complex, but the systems we have in place keep children safe, and prevent them from leaving the setting unnoticed.
Access to our rooms is only possible with key code entry, that only the staff know. Children do not leave the main room without an adult. Stairs gates are in place to close the stairs off.
The entrance doors are kept closed between drop off and pick up times.
There are procedures in place incase of a fire evacuation.

Staff sign in and out each day on the record sheet in the office.

All visitors must sign in and read the visiting information on arrival.

Personal files and documents are stored in the office or filing cabinet, again this is only accessible by key code entrance.

We maintain the highest possible security measures to safeguard our children, monitoring the safe arrival and departure of children, with staff supervising the door, and recording attendees on a register. Only those known to us, listed on the Childs forms, or who have been given a password and we have been informed are collecting children, may do so.
Children are counted in and out of the building, regular headcounts are done throughout the session, monitoring children indoors and outdoors.

Children's personal possessions are not the responsibility of the pre school, and we ask children not to bring things from home incase they get lost or broken.

This policy is also for staff, the health and safety at work poster is displayed in the office. Staff should particularly take care when lifting anything heavy.

Animals: children learn about the natural world, its' animals and living creatures. This may include contact with animals and living creatures, either in the setting or on visits. We aim to ensure that this is in accordance with sensible hygiene and safety controls, and parental consent.

Outings: Children benefit from going out of the setting on arranged trips, to add to their cultural capital. Staff ensure that there are procedures in place if children are taken on arranged trips out of the setting. Parents will be informed before any trips and will be asked for consent. Staff will risk assess any outing to keep children safe, considering adult: child ratio's. Vehicles in which children are transported, and the member of staff driving will be adequately insured.

Care must be taken in the carpark when on foot and when driving/parking.

The pre school holds public liability and employers liability insurance: certificate displayed in the entrance hall.

Further information on how we safeguard children is on our safeguarding policy.