**RISK ASSESSMENT POLICY**

The safety of young children and adults is of great importance to Rougham Acorns and Woodlands. We realise it is not possible to guarantee a completely risk-free environment and take measures to identify the major risks, minimise these risks with planned actions, encourage self-responsibility and plan for effective responses to potential risks and emergencies.

Risk Assessment – The risk assessment process covers adults, children and the environment, both inside and out. It includes the following:

* Checking for hazards and risks indoors and outside
* Daily procedures
* Activities
* Snack and lunch times
* Food and drink
* Children’s allergies and medical needs
* Outings
* Animals
* Forest school
* Storage and use of chemicals (COSH)
* Kitchen
* Building security
* Staff vetting procedures and suitable people
* Staff: child ratios
* Fire safety

A Risk assessment is completed for any child with medical, allergy needs and SEN prior to commencing with the preschool.

When risks have been identified and recorded, the necessary action is taken by the manager.

Accident/Incident forms are reviewed by the preschool manager and appropriate action taken and recorded. Any reoccurring themes are actioned and a risk assessment is carried out as necessary.

RISK AWARENESS AND SAFETY

Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting, the storage of potentially dangerous substances, risk assessments, health and safety and safeguarding children.

ACTIVITIES AND EQUIPMENT

Before purchase, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting and meet British regulations.

The layout of the setting and 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 or broken items are discarded.

All materials – including paint and glue – are non-toxic

Physical play is constantly supervised by adults

Children are taught to handle and store tools safely.

Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

ELECTRICAL EQUIPMENT

Fires, heaters, electrical sockets, wires and leads are properly guarded and the children are taught not to touch them.

There are sufficient sockets to prevent overloading

The temperature of hot water is controlled to prevent scalds

Lighting and ventilation are adequate in all areas including storage areas

FOOD AND DRINK

Staff who prepare and handle food receive appropriate training and understand – and comply with- Food safety and Hygiene regulations.

All food and drink are stored appropriately

Snack and meal times are appropriately supervised and children do not walk about with food and drinks

We operate systems to ensure that children do not have access to food/drinks to which they are allergic

CHILDRENS ALLERGIES AND MEDICAL NEEDS

If a child requires medicine during the day, a medical authorisation form must be filled in by parent/carer prior to administration of medicine.

All staff to be aware of children needs, allergy or food preference.

OUTINGS AND VISITS

We have agreed procedures for the safe conduct of outings

A risk assessment is carried out by the pre-school manager before an outing takes place

Animals visiting the setting are free from disease and safe to be with children, and do not pose a health risk and are registered under movement and holding orders

Our setting’s pets are free from disease, safe to be with children, and do not pose a health risk.

Children to wash their hands after contact with animals with antibacterial gel.

FOREST SCHOOL

All activities are risk assessed prior to commencement and any necessary alterations are made by the Forest School leader.

All children are made aware of any Health and Safety issues regarding equipment use and open fires, ponds, plants and safe working boundaries for the group.

STORAGE

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.

COSHH

The Manager is responsible for identifying which cleaning substances need COSHH assessment and for collating the product information sheet.

Cleaning products at all times are to be kept out of reach of children Cleaning products at all times are to be kept out of reach of children Cleaning products at all times are to be kept out of reach of children

KITCHEN

Children do not go into the kitchen

HYGEINE

We implement good hygiene practices to minimise contamination risky by:

Cleaning the tables between activities

Checking toilets regularly

Wearing disposable gloves in the kitchen and when changing nappies

Providing tissues and wipes

Providing paper towels

FIRE SAFETY

Fire doors are clearly marked, never obstructed and easily opened from inside

Our emergency evacuation procedures are clearly displayed in the premises

Explained to new members of staff, volunteers and parents

Practised regularly at least once every 6 weeks

Records are kept of fire drills and the servicing of fire safety equipment and procedures are reviewed after each fire drill.

Fire equipment is serviced yearly by Saxon Fire ltd

ACCIDENT AND INCIDENT RECORDS

the accident and incident records are reviewed by the Preschool manager to identify any potential or actual hazards and relevant actions taken.

After review a risk assessment is completed where necessary

DEALING WITH INCIDENTS

We meet our legal requirements for the safety of our employees complying with RIDDOR (the reporting of injury, disease and dangerous occurrences regulations).

INSURANCE COVER

We have public liability insurance and employers’ liability insurance. The certificate for public liability insurance is displayed by front door. Our insurance is with