

This is the statement of general policy and arrangements for:		Hatchwarren Under Fives Preschool Ltd
Hatchwarren Under Fives Preschool Ltd		has overall and final responsibility for health and safety
Michelle Tejevo and setting managers		has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Health and Safety Committee Member	Committee member appointed at every AGM with risks explained for them to monitor.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Michelle Tejevo & setting managers	Training days / on the day in the settings / regular comms
Engage and consult with employees on day-to-day health and safety conditions	Michelle Tejevo & setting managers	Talk to team discuss any issues that have arisen from moving of equipment to Children illnesses
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	Michelle Tejevo & setting managers	Follow Community centre procedure, always carry a register with us, ensure a copy of Children's contact details are held at Hatch Warren Preschool and with Preschool administrator
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Michelle Tejevo & setting managers	Follow Community centre health and safety, ensure equipment is suitable for a pack away setting . Follow health and safety rules for Hatch Warren Under fives.

Signed: * (Employer)		Date:	
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Health and safety law poster is displayed at (location)	Inside the entrance on a notice board.
First-aid box is located:	HWU3: on work top in the garden room. HWU5 2 x . In the office corner of the hall under counter. 1x Garden Kit when in garden.
Accident book is located:	HWU3: In garden room , HWU5: In office area of main hall. Staff accident book kept in office area of main hall. -

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)
<http://www.hse.gov.uk/riddor>

Company name: **Hatchwarren Under Fives Preschool**

Date of Risk Assessment: ...28/04/2019

Last review date: / /

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff , Children and visitors may be injured if they trip over objects or slip on spillages. Messy play items Protection Mats outdoors and carpets indoors can pose a risk, toys on the floor	General good housekeeping is carried out. Daily checks of the floor All areas well lit, No trailing leads or cables. Children and staff keep toys/equipment zoned to areas, Messy play may pose a risk. Ensure regular sweeping of the area and effective communication between staff. Encourage children to have an awareness, keep shoes on and keep walking feet inside. Staff know to turn over the corners of the carpets. Children spoken to about risks indoors and in the garden for an awareness.	Speak with staff on a regular basis and the children. Test equipment ensure always manageable.	All staff, and Children Manager		
Items falling on staff/Children	Staff and Children Items falling of the Shelves hitting people and items being lifted down that are too heavy to handle	Storing Heavy bulky items lower down, stopping children going in to the cupboard, supplying a one step stool/ ladder for staff to reach items on high shelves . Follow health and safety regulations for lifting and storing heavy objects.	Keep cupboard tidy, refresher sessions on lifting and storing equipment Health and safety officer to ask if any concerns	All Staff Manager to monitor		

		Manual Handling Training	about storage cupboard.			
Illness due to food allergies	Staff Children Allergic reactions Death Breathing difficulties	Staff to inform other staff of personal allergies Parents to inform Preschool Leader of child allergies All staff aware of children allergies List of Children allergies in Kitchen and Main room (by snack bar)	Ensure allergies board goes up every day	All Staff		
Lost Child	Child Safeguarding issues. Injuries	Follow polices in place to ensure all children are accounted for, When going on a walk high ratio to be maintained Staff to pair up to support each other in the group Adults are aware of all children on outing Main door to be locked at all times. Coded access only.	Florescent jackets colour coded to help staff identify quickly and from a distance there children	Michelle and all staff All Staff All staff		
Bodily fluids cross contamination	Children and Staff Disease's, illness	Gloves and anti-back spray supplied for staff, Area clean on regular basis and when required, Hand washing facility available for all with soap Adhering to Public Health Guidelines when illnesses reported	To keep telling the children the importance of hand washing and to ensure they can.	All people		
Burns from radiators	Children	Radiator - always covers to be on		Staff and Community centre		
Poisoning	All Food poisoning Skin irritation Burns/scalds Breathing problems	All staff preparing food to have done food hygiene training, Committee members helping must have read basic food hygiene booklet. All food to be stored as per manufacture instructions Food to be used with in date, Frozen food must not be refrozen, Poisonous Plants to be cleared in the garden.	Re training at appropriate times	All trained staff All committee		

		Children told not to eat things in the garden. When out or on a walk remind children not to touch or eat anything without asking. Children told to wash their hands after being outside/playing with messy play items.		All Staff		
Burns Hot drinks	Children Burns and scalds	All hot drink to be in self-sealing mugs and placed up high away from children All staff aware of this requirement	None,	All Adults		

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Electrical shock Electrical equipment	All Electric shocks Burns	All electrical equipment to be PAT tested once a year , Any electrical equipment that looks damaged to be removed from setting All plug sockets not in use to be turned off Daily checks of equipment and electrical points are in good repair.	None (community centre organise) Department of Health advice removal of all socket covers in areas where the children play	Community centre All Staff Michelle		
Furniture and fixtures	All Injuries burns	Daily checks carried out on furniture for safety and suitability. Radiator covers are in place. Display boards are secured and checked. Cupboard doors are checked and in good condition.		Staff Community centre Staff and community centre		
Manual handling	Staff Injury	Trolleys provided for heavy equipment Poster on correct lifting procedure on cupboard door		Staff		
Tablets/lap tops /computers	Staff and children Safeguarding, injuries	All password protected . Children advised on good practise when handling /working on tablets. checks on equipment		Staff		

Fire	Staff and children Burns Smoke inhalation	Fire exits are kept clear and unobstructed Fire drill practised regularly Fire equipment easily available and present in each room Fire evacuation procedure on display		Staff and community centre		
Workplace ventilation and heating	Staff	Frosted windows to prevent sun glare. Plastic curtains over open garden doors to allow ventilation. Annual safety check of boiler		Staff Community centre		
Tools , toys , playground equipment	Staff and children Trips, falls, injuries, cuts, bruises	Regular checks of play equipment ,toys and tools Tools and toys to be stored correctly. Items may include crockery indoors, brick outside may use glass and cutlery Glass in the garden from vandals. This is monitored every day, taken away by staff before children access the garden. Garden rubbish removed in risk assessment.	Ensure adequate work and play space for each child Ensure staff aware of dangers and manage/supervise appropriately. Any breakages to removed immediately. Children spoken to about how to use garden appropriately and with care....if they find anything they are unsure of please talk to a staff member. Staff to monitor children and have good adult – child ratio. Engaging activities.			
Soil , animal faeces	Staff an children E.coli Toxoplasmosis toxocarisis weil's disease	The garden to be checked before each use. Gloves to be worn when handling soil or faeces. . Instruct children on how to use equipment correctly to avoid soil being flicked up into eyes etc.	Staff – Risk Assess Daily			

	Sun blowing into eyes Skin irritation					
Plants, weeds, mould	Staff and children Ingestions Skin irritation Poisoning Slips	Staff check area for weeds etc. Children told not to touch or eat any plants in the garden.	Staff to be made aware of any children with hay fever, plant allergies			

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Fallen leaves	Staff and children. Falls, trips, injuries from hazard material below leaves	Leaves to be cleaned up before playground use. Wear gloves when cleaning up leaves.	Sweep regular basis			
Trees	Staff and children. Falling branches Scratches, injuries due to branches	Trees to be assessed for safety by a competent person. Risks explained to the children. Climbing is allowed...with care and monitoring.		Staff, community centre		
Bees, wasps, and insects	Stings. Allergic reactions	Be aware of any bees or wasps nests near by. Be aware of children who have allergies	Sting cream now kept in first aid kit			
Sun	Staff and children. Sun burn	Ensure all children and staff apply sun cream				

Additional
issues

Trampoline moving- injuries
Wooden stepping stumps

Placed on safety mat

To throw old stumps or paint with a sand paint mix for grip.

To fill gaps concrete mix – replaced by community centre 2018.

Ensure supervised / monitored correctly .
Promotes fine motor skills.

Pampered Chef safety knives used. Monitored and guided by staff. Spoken to about dangers.

Informed of risks / must not eat / be aware if on the floor – staff to sweep up. Monitor to ensure not digested.

Speak to children about use and kind hands

Speak to children about potential dangers – relate to home life – shopping – cafes. Staff to be aware of play area. Any breakages cleaned immediately.

All toys should have the kite mark of approval and be age/stage appropriate. Hazards removed.

Talk to the children – communicate and model appropriate behaviour – use visual cards if needed

Regular talks with staff to ensure they have an awareness of the environment and how to control manageable risks.

Staff

		Ensure clean water. Controlled and played with carefully.			
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Risk Assessment Complete