



## Health and safety procedures

### 2.2 Risk assessment

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 responsibility towards a 'duty of care' for those who work in and receive a service from our centre. Individuals also have responsibility for ensuring their own and others safety.

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 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

- Safety sweeps are conducted when setting up for the day prior to sessions commencing. 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 a practitioner must 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 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 centre manager undertakes training and ensures staff have adequate training in health and safety matters. The centre managers also ensures that checks/work to premises are carried out and records are kept.

- 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.

The centre 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.
- Passageways and connecting areas.
- Group rooms.
- Main kitchen.
- Rooms used by others or for other purposes.

The centre manager ensures staff members carry out risk assessment for off-site activities, such as group outings.

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

- outdoor play and indoor/outdoor climbing equipment
- following any incidents involving threats against staff or volunteers
- following any accident or incident involving staff or children

The centre manager liaises with Crime Prevention Officers as appropriate to ensure security arrangements for premises and personnel are appropriate.