

Health & Safety and Risk Assessment Policy

Policy Statement

At Goldilocks Nursery, we believe 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 by:

- Assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.
- Promoting awareness of health and safety issues and encouraging active participation from staff, parents, and volunteers.
- Providing structured training and guidance on health and safety matters to support safe working practices.
- Maintaining clear procedures and documentation for risk assessment and safety checks.

Our approach aligns with the legal requirement that, while not all risk must be eliminated, reasonable precautions must always be taken. We also recognise the value of appropriate risk-taking in children's development through challenging play.

Roles and Responsibilities

- A designated Health and Safety Officer (details found on our staff notice board in the reception area) is competent to carry out health and safety responsibilities, has received training, and updates their knowledge regularly.
- Our Manager is responsible for ensuring risk assessments are carried out, reviewed regularly, and incorporated into daily procedures.
- Health and Safety and Risk Assessment issues are discussed regularly at staff meetings and are a part of ongoing staff development.

Insurance Cover

We have public liability insurance and employer's liability insurance, both of which are displayed in the main foyer.

Health & Safety Awareness and Induction

- Staff and volunteers receive induction training that includes a clear explanation of health and safety and risk assessment issues. This training covers staff well-being, safe lifting, and the handling/storage of hazardous substances.
- Records of induction are kept and signed by participants.
- Parents are informed about health and safety issues relevant to their child's care.
- Children are taught about health and safety through planned activities, discussions, and daily routines.
- We operate a no-smoking policy.
- Our Health and Safety poster is displayed in the staff area.

Risk Assessment Procedures

Risk assessments are structured using the following five steps:

1. Identification of risks – What and where are the potential hazards?
2. Who is at risk? – Staff, children, parents, volunteers, etc.

3. Risk level assessment – Categorised as high, medium, or low, considering likelihood and impact.
4. Control measures – What actions need to be taken to reduce or eliminate the risk?
5. Monitoring and review – Regular evaluation of whether measures are effective.

Key Points:

- Risk assessments cover both adults and children.
- Areas assessed include premises, activities, equipment, and materials.
- Risk assessments are written and reviewed yearly unless changes occur.
- Twice daily checks are carried out of the building, base rooms and garden area.
- Special risk assessments are conducted for activities including:
 - Changing children
 - Food and drink preparation
 - Allergies
 - Cooking with children
 - Outdoor play and climbing
 - Sleep routines
 - Disabled children's equipment
 - Hazardous substances
 - Visitors with animals/equipment
 - Threats or incidents involving staff/volunteers
- Off-site risk assessments include:
 - Outings (including public transport use)
- Precautions are in place for Legionella risk management, in line with HSE guidance.

Premises and Equipment Safety

Windows, Doors, Floors, and Walkways

- Low-level windows are safety-protected or made from unbreakable materials.
- Blind cords are secured to eliminate strangulation risk.
- Doors are fitted with finger guards to prevent injury.
- Floors are checked daily for cleanliness and hazards.
- Walkways are kept clear and dry.

Electrical and Gas Equipment

- All equipment conforms to safety regulations and is checked regularly.
- Boiler and electrical gear are inaccessible to children.
- Plug sockets are sufficient to avoid overloading.
- Devices are unplugged after use.
- Adequate lighting and ventilation is maintained.
- Hot water temperatures are regulated to prevent scalds.

Storage and Resources

- All resources are stored safely and securely to prevent falls.
- Only non-toxic materials (e.g., paint and glue) are used.
- Sand is changed regularly.
- Tools are handled safely by children with adult guidance.
- Sleeping children are monitored every 10 minutes and repositioned if needed.
- Faulty equipment is removed or repaired with Director consent for disposal of large items.

Outdoor Area

- Outdoor play areas are fenced and secured.
- Are checked for hazards daily.

- Poisonous plants and harmful substances are removed.
- Receptacles are emptied to avoid water collection.
- Sand pits are covered and cleaned regularly.
- Sun protection is ensured with hats and sunscreen.
- Outdoor play and equipment are always supervised.

Fire Safety

- Fire risk assessments are conducted annually.
- Fire drills are carried out at least once per term.
- Fire exits are clearly marked and kept clear.
- Smoke alarms and extinguishers are checked regularly and maintained.

Hygiene and Personal Care

- Daily cleaning routine for rooms, toilets, kitchen, and nappy areas.
- Children are taught personal hygiene.
- Separate cleaning schedules for furnishings and toys.
- Protective clothing is used when handling waste or cleaning.
- Clean clothing, tissues, and wipes are readily available.
- The toilet area is well-maintained with suitable disposal facilities.

Jewellery and Accessories

- Staff do not wear potentially hazardous jewellery or accessories.
- Parents must ensure children's jewellery does not pose safety risks.
- Hair accessories are removed before sleep.

Adult Safety and Well-being

- Guidance provided for manual handling and equipment use.
- Safe ladders/steps are used when reaching heights.
- Warning signs are clearly displayed.
- Staff are not permitted to be alone in the building unless a risk assessment has been completed.
- Staff sickness and accidents are recorded and reviewed termly.

Control of Substances Hazardous to Health (COSHH)

- All chemicals are recorded and stored safely, in original containers.
- Staff follow COSHH guidelines and wear gloves when handling chemicals.
- Minimal and environmentally considered use of chemicals.
- Risk assessments are conducted for all hazardous substances.
- Staff receive training on COSHH symbols and know how to access safety data sheets.

Documentation and Record-Keeping

- All health and safety-related records (e.g., risk assessments, accident reports, induction logs) are stored securely for a minimum of three years, or longer where required by law or safeguarding protocols.

Legal Frameworks

This policy is underpinned by the following legislation and regulations:

- Health and Safety at Work etc. Act 1974

- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Manual Handling Operations Regulations 1992 (as amended 2004)
- Electricity at Work Regulations 1989
- The Regulatory Reform (Fire Safety) Order 2005
- Children Act 2004
- Data Protection Act 2018 / UK GDPR
- Health and Safety (Display Screen Equipment) Regulations 1992

Further Guidance

- *Health and Safety Law: What You Need to Know* (HSE INDG449, Rev 1, 2017)
- *Managing Risks and Risk Assessment at Work* (HSE 2021)
- *Electrical Safety and You* (HSE INDG231, Rev 1)
- *COSHH: A Brief Guide to the Regulations* (HSE INDG136, Rev 6, 2020)
- *Manual Handling at Work* (HSE INDG143, Rev 3, 2021)
- *Legionnaires' Disease: A Brief Guide for Duty Holders* (HSE INDG458, Rev 1, 2012)