



# Ballygawley Early Years Playgroup

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## Management of Risks Associated with the Care of Individual Service Users Policy

### **Statement of Intent**

At Ballygawley Early Years Playgroup we believe that the Health and Safety of children and adults is of paramount importance. We realise that 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 response to potential risks and emergencies.

### **Aim**

We aim to make children, parents and staff aware of Health and Safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

### **Responsibility**

The Playgroup Leader is responsible for the application of policy, procedures, standards and guidelines within the Playgroup and for ensuring staff are aware of these and their associated responsibilities. The Playgroup Leader will undertake health and safety training and regularly update his/her knowledge and understanding of same.

In certain circumstances however another member of staff may be selected to complete the role of Risk Assessment Advisor, it will be their duty to identify and report all risks and potential hazards to the Playgroup Leader. In this situation, the Playgroup Leader will work in conjunction with the Risk Assessment Advisor to resolve any problems that may occur. All issues or concerns must be reported to Chairperson of the Management Committee.

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

- Health and Safety of the Premises (including Outdoors Areas)
- Activities & Equipment
- Electrical equipment
- Fire safety
- Storage
- COSHH
- Hygiene
- Food & Drink
- Children's Allergies and Medical Needs
- Animals
- Child Arrival and Collection
- Outings and Visits



# Ballygawley Early Years Playgroup

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- Accident and Incident Book
- Dealing with Incidents

## **Procedures:**

We maintain risk assessment forms, which are checked regularly:

A daily checklist before the session begins is completed by a member of staff; any actions required are highlighted and actioned as necessary.

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 Playgroup Leader, Deputy, Nominated Risk Assessment Advisor or the Chairperson.

Accident/Incident records are reviewed monthly by the Playgroup Leader and Chairperson, an appropriate action taken and recorded. Any reoccurring themes are actioned and a risk assessment is carried out as necessary.

Term overview assessment of each area and the Accident & Incident Folder is undertaken by Risk Assessment Advisor. Any potential hazards are communicated to the Management Committee and appropriate external body, if necessary.

A full risk assessment is carried out annually by the Chairperson and the Playgroup Leader. Any potential hazards are identified and included in the action plan.

## **Risk Awareness & 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. Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records in their induction file to confirm that they have taken part.

As necessary, Health and Safety training is included in the annual training plans of staff, and Risk Awareness & Health and Safety is discussed regularly at staff meetings and Committee meetings.

Risk and Health & Safety awareness is promoted to parents and children via newsletters, circle time and classroom time so that they understand the part played by Health & Safety in the daily life of the setting.

Children are made aware of Health and Safety issues and being Risk Aware through discussions, planned activities and routines.

All warning signs are clear and in appropriate languages.



# Ballygawley Early Years Playgroup

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## Health and Safety of the Premises (including Outdoor Areas)

- Any hazards identified are minimised and systems put in place by risk assessment advisor or Playgroup Leader.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- Our outdoor sand pit is covered when not in use and is cleaned regularly. It is suitable for children's play.
- All outdoor activities are supervised at all times.

## Activities & 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 playgroup 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 staff/ volunteers
- 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.
- Spot checks are carried out annually by Playgroup Leader and Chairperson.

## Electrical equipment

- Heaters, electric 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 is adequate in all areas including storage areas.
- Playgroup Leader/Risk Assessment Advisor will complete daily checks of health and safety of premises and spot check annually will be carried out by Chairperson and Playgroup Leader.



# Ballygawley Early Years Playgroup

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## **Fire safety**

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are: clearly displayed in the premises; explained to new members of staff, volunteers and parents practised regularly at least once every six 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 Fire Plus.
- Playgroup Leader/Risk Assessment Advisor will complete daily checks of health and safety of premises and spot check annually will be carried out by Chairperson and Playgroup Leader.

## **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.
- When adults need to reach up to store equipment or to change light bulbs they are provided with safe equipment to do so and use that equipment.
- Playgroup Leader/Risk Assessment Advisor will complete daily checks of health and safety of premises and spot check annually will be carried out by Chairperson and Playgroup Leader.

## **COSHH**

- The Risk Assessment Advisor/Playgroup Leader are responsible for identifying which cleaning substances need COSHH assessment and for collating the product information sheet.
- The uses of gloves are required at all times when cleaning the toilets and kitchens with cleaning products.
- Cleaning products at all times are to be kept out of reach of children.
- All staff are required to read and make themselves aware of manufacturer's instructions on the back of cleaning products.
- Ensure when the children are carrying out cleaning exercises, that they are have been told how to use the cleaning equipment and are carefully monitored.



# Ballygawley Early Years Playgroup

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- Playgroup Leader/Risk Assessment Advisor will complete daily checks of health and safety of premises and spot check annually will be carried out by Chairperson and Playgroup Leader.

## Hygiene

- We implement good hygiene practices to minimise contamination risks by: cleaning tables between activities;
- Checking toilets regularly;
- Wearing protective clothing - aprons and disposable gloves
- Providing sets of clean clothes when necessary;
- Providing tissues and wipes when necessary;
- Providing paper towels, for dry hands.
- Although hygiene of premises is checked daily a spot check annually will be carried out by Chairperson and Playgroup Leader.

## Food & Drink

- Staff who prepare and handle food receive appropriate training and understand - and comply with - Food Safety and Hygiene regulations.
- All food and drink is stored appropriately.
- Adults do not carry hot drinks through the play area(s) and classrooms and do not place hot drinks within reach of children.
- 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.
- Children do not have unsupervised access to the kitchen.
- Playgroup Leader/Risk Assessment Advisor will complete daily checks of health and safety of premises and spot check annually will be carried out by Chairperson and Playgroup Leader.

## Children's Allergies and Medical needs

- A risk assessment and care plan is completed for any child with medical, allergy needs and SEN prior to commencing with the Playgroup.
- Any actions required are implemented by the Playgroup Leader
- All staff to be aware of children's needs.



# Ballygawley Early Years Playgroup

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- First aid box is checked monthly any actions required completed by Playgroup Leader or Risk Assessment Advisor.

## **Animals**

- A risk assessment is carried out for each animal that will enter the premises and actions taken as necessary to reduce risk.
- 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. They are checked by a vet annually.
- Children to wash their hands after contact with animals with antibacterial gel.
- All parents/ guardians are informed prior to the animal visits.

## **Child Arrival and Collection**

- We have an agreed policy for child arrival and collection and all staff/ volunteers are made aware of this during their induction process and staff awareness is checked each term.
- Children are advised on car park safety twice a year,
- A spot risk assessment is carried out every term to explore any issues that may present with a child's arrival and collection.
- Any actions required are implemented by the Playgroup Leader/Risk Assessment Advisor.

## **Outings and visits**

- We have agreed procedures for the safe conduct of outings, of minimum of 1:1 adult to child ratio.
- A risk assessment is carried out by the Playgroup Leader before an outing takes place and any additional requirement put into place. All outings must be authorised by Chairperson prior to the event.

## **Accident & Incident book**

- Is reviewed monthly by the Playgroup Leader and Chairperson to identify any potential or actual hazards and relevant actions taken.
- After review a risk assessment is completed where necessary
- Any findings are reported to the Chairperson, Social Services and/or Health & Safety Executive, depending on the nature of the incidents/accidents.
- All staff are aware and will comply with the Playgroup policy of Recording and Reporting Accidents and Incidents.



# Ballygawley Early Years Playgroup

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- Furthermore, Playgroup also carries out Child Protection risk assessment each term, this policy is co-signed either with the Chairperson or Committee Child Protection Officer.

## **Dealing with incidents**

- We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations).
- We report to the Health and Safety Executive:
- In addition, the following procedures and documentation in relation to health and safety are in place: Playgroup Health & Safety Policy, Child Arrival and Collection Policy, Fire Drill and Fire Safety Policy, First Aid Policy, Safeguarding and Child Protection Policy and Security of Setting Policy.

## **Insurance cover**

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the notice board.

## **Appendix**

1. Health and Safety of Premises - Risk Assessment
2. Outdoor Play Area - Risk Assessment
3. Fire Safety - Risk Assessment
4. First Aid - Checklist
5. Contact with Animals/Outing- Risk Assessment
6. Child Arrival and Collection - Risk Assessment



# Ballygawley Early Years Playgroup

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This policy was adapted at a meeting of our playgroup held on the 30th May 2023

## Monitoring

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was reviewed by the Ballygawley Early Years Management Committee on:

Date: 07/05/2024

Signed: .....  
(on behalf of the Management Committee)

Name and Position: Caroline Buchanan, Chairperson

Reviewed on:

Date: ..... Signed: .....  
Position:.....

Date: ..... Signed: .....  
Position:.....

Date: ..... Signed:.....  
Position:.....

This policy links with the following policies;

- Additional and Special Needs policy
- Emergency Plan policy
- Fire Drill and Fire Safety policy
- First Aid policy
- Food and Drink policy
- Health and Safety policy
- Maintenance and Replacement of Play Equipment





# Ballygawley Early Years Playgroup

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- Reporting and Recording Accidents and Untoward / Adverse Incidents policy
- Safeguarding Children policy
- Security of Setting policy
- Sun Care policy
- Transport policy
- Whistleblowing policy