

HEALTH AND SAFETY/RISK ASSESSMENT POLICY

Rationale

Forfar ELCC and Angus Council have a duty to comply with the Health and Safety at Work Act (1974) and all associated regulations designed to protect the Health and Safety and Welfare of the users and employees of these premises. In addition we have a duty of care to our users and employees including a requirement to regularly audit accidents and incidents and to prepare risk assessments in response to the identification of significant hazards.

This guidance will help providers and staff to take into account the relevant **Health and Social Care Standards:**

3.14 I have confidence in people because they are trained, competent and skilled, are able to reflect on their practice and follow their professional and organisational codes.

3.18 I am supported and cared for sensitively by people who anticipate issues and are aware of and plan for any known vulnerability of frailty.

3.25 I am helped to feel safe and secure in my local community.

4.14 My care and support are provided in a planned and safe way, including if there is an emergency or unexpected event.

4.23 I use a service and organisation that are well led and managed.

5.15 My environment is safe and secure.

5.22 I experience an environment that is well looked after with clean, tidy and well maintained premises, furnishings and equipment.

This guidance will help providers and staff to take into account the relevant Quality Indicators from How Good is our Early Learning and Childcare: https://education.gov.scot/nih/Documents/Frameworks_SelfEvaluation/FRWK1_NIHeditSelf-evaluationHGIELC/HGIOELC020316Revised.pdf

2.1 Safeguarding and child protection

3.1 Ensuring wellbeing, equality and inclusion

This policy will be monitored by / through: staff team in consultation, children, parents, staff and other professionals, information from annual review of procedures, termly monitoring inspections of premises, termly audit of accident and incident forms, on-going review of risk assessments, fire drill records, review of daily safety checklists, such as, fridge temperature.

This policy will be reviewed in:	6 months
Review Date:	August 2022

Reviewed By:	Management
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AIMS	OUTCOMES	IMPLEMENTATION
<ul style="list-style-type: none"> • To provide a high standard of performance in ensuring the Health and Safety of children, parents, staff and other adults using the premises • To reduce accidents and sickness absence rates • To develop a positive/proactive attitude to Health and Safety • To ensure the involvement and engagement of all adults and children in achieving the aims of the policy statement 	<ul style="list-style-type: none"> • Ensure premises are maintained in a safe, secure and comfortable condition • Ensure equipment and systems of work are safe and without significant risk • Ensure daily checks are made of the area and equipment in the indoor and outdoor environment prior to use • Ensure there is suitable and sufficient information, instruction training and supervision to meet health and safety requirements • Ensure new equipment/systems are checked for safety • Ensure registers and visitors log are maintained • Tours/inspections of premises e.g. fire extinguisher, electrical appliances and outdoor equipment safety checks are undertaken once per year • Ensure systems for reporting accidents and incidents with a risk to health are in place • Ensure the accident/fire log is kept up to date and that fire procedures/drills are undertaken each term • Record trends of sickness in staff, pupils and take appropriate action • Ensure procedures are in place to deal with any foreseeable emergency situation • Produce Risk Assessments for the premises, and activities undertaken on the premises, that constitute a potential risk • Ensure assessments are communicated to all new staff/helpers as part of induction process • Ensure any new work routines/use of other premises/transport are risk assessed appropriately • Produce Risk Assessments for visits within the community and share with relevant parties • Ensure all adults are appropriately consulted in the development of the policy statement. 	<ul style="list-style-type: none"> • Each setting will assess safety of the workplace daily as part of the duty of care • Ensure all visitors sign in to the setting and regularly carry out an audit of registers/visitors log • Maintain record of all health and safety checks and audit regularly. • Findings from tours/inspections of premises are displayed and used to inform practice • Review written procedures annually or when there has been significant change e.g. building work takes place. • Use feedback appropriately to inform future practice • Staff will familiarise themselves with the relevant Health and Social Care Standards (2017) - (Standards – 3.14, 3.18, 3.25, 4.14, 4.23, 5.15, 5.22) • How Good is Our Early Learning and Childcare Quality Indicators – 2.1 and 3.1 • Staff to undertake appropriate Risk Assessment training in line with Angus Council guidelines and understand their responsibilities within these

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