



CHOLSEY PRE-SCHOOL POLICIES

Policy Name – Managing and Reporting HSE
Policy Number – CPS207

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Policy Statement

Cholsey Pre-School believes 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.

Pre-School follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents. Child protection matters or behavioral incidents between children are NOT regarded as incidents and there are separate procedures for this.

For COVID-19 please see separate Policy

Managing Risk

Our risk assessment process covers adults and children and includes:

- Determining where it is helpful to make some written task-specific risk assessments to inform staff practice, and to demonstrate how we are managing risks if asked by parents and carers.
- checking for and noting hazards and risks indoors and outside, before and during activities. This includes all activities that take place on and outside of the premises.
- assessing the level of risk and who might be affected;
- deciding which areas need attention; and
- developing an action plan that specifies the action required, the time-scales for action, the person responsible for the action and any funding required.

Risk Assessments

Risk assessment means:



Taking note of aspects of your workplace and activities 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.

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.

Health and safety risk assessments inform procedures. Staff and parents should be involved in reviewing risk assessments and procedures – 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.

A risk assessment is completed daily before the preschool session begins, for visits or outings and for fundraising events outside of Pre-School hours.

All risk assessments are recorded on a standard risk assessment sheet, example in Attachment A that is signed by the assessor and approved by management and/or committee. A copy is filed for maintaining records. The risk assessment process is as follows;

- Identification of hazard: where is it and what is it?
- Who is at risk: childcare staff, children, parents, cleaners etc?
- Assessment as to the level of risk as high, medium or, low. This takes into account both the risk of the likelihood of it happening, as well as the possible impact if it did.
- Control and monitoring measures to reduce/eliminate risk: What will you need to do, or ensure others will do, in order to reduce that risk? How do you know if what you have said is working, or is thorough enough? If it is not working, it will need to be amended, or maybe there is a better solution.
- Conduct an annual risk assessment with the appointed H&S committee members and staff to highlight any risks affecting Pre-School. These risks are reported in



an annual report and addressed or monitored on a regular basis, as well as monitoring risks that are part of Cholsey Primary School review.

Risk Assessment Procedure

- Our staff undertake training and ensure volunteers have adequate training in health and safety matters.
- Our risk assessment process covers adults and children and includes:
 - determining where it is helpful to make some written risk assessments in relation to specific issues, to inform staff practice, and to demonstrate how we are managing risks if asked by parents and/or carers and inspectors;
 - checking for and noting hazards and risks indoors and outside, in relation to our premises and activities;
 - assessing the level of risk and who might be affected;
 - deciding which areas need attention; and
 - developing an action plan that specifies the action required, the time-scales for action, the person responsible for the action and any funding required.
- Where more than five staff and volunteers are employed, the risk assessment is written and is reviewed regularly.
- We maintain lists of health and safety issues, which are checked daily before the session begins, as well as those that are checked on a weekly and termly basis when a full risk assessment is carried out.
- All staff ensure that checks, such as electricity and gas safety checks, and any necessary work to the setting premises are carried out annually and records are kept.
- Our manager ensures that staff members carry out risk assessments that include relevant aspects of fire safety, food safety for all areas of the premises.
- Our manager ensures that staff members carry out risk assessments for work practice including:
 - changing children;
 - preparation and serving of food/drink for children;
 - children with allergies;
 - cooking activities with children;
 - supervising outdoor play and indoor/outdoor climbing equipment;



- assessment, use and storage of equipment for disabled children;
- the use and storage of substances which may be hazardous to health, such as cleaning chemicals;
- visitors to the setting who are bring equipment or animals as part of children’s learning experiences; and
- following any incidents involving threats against staff or volunteers.
- Our manager ensures that staff members carry out risk assessments for off-site activities if required, including:
 - children’s outings (including use of public transport)
 - forest school
 - home visits; and
 - other off-site duties such as attending meetings, banking etc.
- We take precautions to reduce the risks of exposure to Legionella (Legionnaires disease). Our manager ensure that we are familiar with the HSE guidance and risk assess accordingly/have seen the risk assessment relevant to the premises from the landlord.

Reporting an Accident or Incident

Accident Book

An accident book is legally maintained to record & monitor all accidents at Pre-School. The Pre-School accident book is;

- kept safely and securely in the lockable staff drawer.
- accessible to all staff and volunteers; and
- reviewed at least termly to identify any potential or actual hazards.

Incident Book

We keep an incident book for recording major incidents, including those that that are reportable to the Health and Safety Executive as above. These incidents include:

- a break in, burglary, or theft of personal or the setting's property;
- an intruder gaining unauthorised access to the premises;
- a fire, flood, gas leak or electrical failure;



- an attack on member of staff or parent on the premises or nearby;
 - any racist incident involving staff or family on the setting's premises;
 - a notifiable disease or illness, or an outbreak of food poisoning affecting two or more children looked after on the premises;
 - the death of a child or adult, and
 - a terrorist attack, or threat of one.
- In the incident book the date and time of the incident is recorded, along with, the nature of the event, who was affected, what was done about it or if it was reported to the police, and if so, a crime number. Any follow up, or insurance claim made, is also recorded.
 - Pre-School have ready access to telephone numbers for emergency services, including the local police. We ensure that we have access to Cholsey Primary School's responsible person and we have a shared procedure for dealing with emergencies.
 - The incident book is not for recording issues of concern involving a child. This is recorded in the child's own file.

Reporting Accidents and Incidents to Ofsted

Ofsted is notified as soon as possible, but at least within 14 days, of any instances which involve:

- food poisoning affecting two or more children looked after on our premises;
- a serious accident or injury to, or serious illness of, a child in our care and the action we take in response; and
- the death of a child in our care.

Local child protection agencies are informed of any serious accident or injury to a child, or the death of any child, while in our care and we act on any advice given by those agencies.

Any food poisoning affecting two or more children or adults on our premises is reported to the local Environmental Health Department.

We meet our legal requirements in respect of the safety of our employees and the public by complying with RIDDOR (the Reporting of Injuries, Diseases and



Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

- any work-related accident leading to an injury to a child or adult, for which they are taken to hospital;
- any work-related injury to a member of staff, which results in them being unable to work for seven consecutive days;
- when a member of staff suffers from a reportable work-related disease or illness;
- any death, of a child or adult, that occurs in connection with activities relating to our work; and
- any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident, but could have done; such as a gas leak.

Information for reporting incidents to the Health and Safety Executive is provided in the Early Years Accident Record publication. Any dangerous occurrence is recorded in our incident book.

Emergency Evacuation or Drill

Records are maintained and kept of all emergency evacuations and drills; these records contain:

- Date and time of the drill or evacuation.
- How long it took.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the evacuation procedure.

Legal framework

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 1995)
- Management of Health and Safety at Work Regulations (1999)

Further guidance



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- RIDDOR Guidance and Reporting Form
www.hse.gov.uk/riddor/index.htm
- Five Steps to Risk Assessment (HSE 2011)
- Legionnaires' Disease – A Brief Guide for Dutyholders (HSE 2012)
www.hse.gov.uk/pubns/indg458.pdf

