



Maeda Gakuen

Safeguarding & Welfare: Safety and Suitability of Premises, Environment and Equipment

Policy statement

Maeda Gakuen Yochien believes that the health and safety of children is of paramount importance. Our settings are safe and healthy places for children, parents, staff and volunteers. We assess and minimise any hazards and risks to enable the children to thrive in a healthy and safe environment.

This risk assessment processes follow five steps as follows:

- ♣ Identification of a risk: Where is it and what is it?
- ♣ Who is at risk: Childcare staff, children, parents, cooks, cleaners etc.?
- ♣ Assessment as to whether the level of a risk is high, medium, low. This takes into account both the likelihood of it happening, as well as the possible impact if it did.
- ♣ Control measures to reduce/eliminate risk: What will you need to do, or ensure others will do, in order to reduce that risk?
- ♣ Monitoring and review: 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.

Procedures

- ♣ 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.
- Children are taught and encouraged how to care for resources appropriately by staff, and to tidy them up when necessary to minimise the risk of injury to themselves or their peers.
- ♣ We have written risk assessments compiled annually.
- ♣ 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.
- ♣ We have an annual risk assessment that is completed each year which assesses risks for the entire nursery (indoors and well as outdoors).

This policy was revised in August 2017 by Nikita Phadnavis (Manager) of Maeda Gakuen Yochien.