

To be read in conjunction with the Health & Safety Policy & Procedure.

It is the policy of Wenvoe Playgroup CIO to protect all persons including employees, volunteers, attendees and visitors to the group from potential injury and damage to their health which might arise from work activities. The Playgroup will provide and maintain safe working conditions, equipment and systems of work for all employees and volunteers, and provide such information, training or supervision as they need for this purpose. The Playgroup will give a high level of commitment to Health and Safety and will comply with statutory requirements.

All staff on duty are responsible to ensure daily risk assessments within the building are carried out.

Staff will eliminate any hazards to reduce risks to persons using our service, by completing the risk assessment form each morning in all areas. Areas to be assessed are:

**Kitchen Area**

**Annexe**

**Main Hall**

**Toilet Areas**

**Rear: Outside area, perimeter & gates locked**

All fire doors will be checked and staff will ensure doors are working correctly. Staff to check child safety plugs are in the electrical sockets (that can be reached easily by children) and all hazards in all areas are removed.

All staff and volunteers will understand that Health and Safety is everyone's responsibility at group and ensure that they keep fire exits clear from obstruction when setting out daily activities for the children. Staff/volunteers must report any findings of a health and safety matter to the Person In Charge. The staff are responsible for keeping Health & Safety documents up-to-date and will inform the Person In Charge of any serious findings.

Training will be offered to all staff, online and in-house by the RI/Person In Charge.

### **Cleaning Equipment**

Sterilising solution and daily sanitisers used by staff and volunteers will be kept out of children's reach and stored away from children when not in use. Sanitiser wipes used in bathroom areas are kept in a sealable box, out of the reach of children. Should Children gain access to any cleaning equipment, then COSHH sheets are available daily and emergency procedures will be followed by dialing 999.

**The Landlords**

**It is the responsibility of the Landlords to ensure all Fire Safety Equipment, Electrical checks and Gas Checks are certified and kept up to date. The Person In Charge will liaise with the Landlords to ensure all documentation is shared with Wenvoe Playgroup CIO.**

The RI/Person in Charge will ensure any hazardous equipment be reported to the Landlords of the building as a matter of urgency. The RI/Person in Charge will liaise with the Landlords to ensure any findings or concerns arising from risk assessment or inspections are supported.

Copies of all electrical certificates and gas boiler services are to be requested from the Landlords and copies kept in the Health and Safety & Risk Assessment file in the setting.

Should any matters arise with regard to urgent safety of the group, the RI/PIC will be informed immediately to contact the Landlords.

**This Risk Assessment Policy & Procedure was passed for Wenvoe Playgroup CIO**

On: 23.10.23

By: Sandra Morgan    Position: RI/Person In Charge

Review Date: Annually or if changes in practice