



The Head Teacher is designated risk assessor / health and safety officer in this school.

Aims

- To identify significant hazards
- Evaluate the likelihood and severity of the risks they pose
- Assess the effectiveness of existing control measures
- Determine what needs to be done to eliminate or, at least, reduce the risks to as low a level as reasonably practicable
- To ensure that all staff are fully aware of health and safety issues and what they will do to make the early years setting as safe and secure as possible

Risk Assessment

- Emma Daly or Amy Finlayson to carry out / oversee regular risk assessment checks and eliminate/reduce risk or report to Headteacher, Janitor or Administrative staff, as appropriate.
- All staff to be aware of Risk assessments, where they are kept and may be asked to add to them if they see a need for a new risk to be added. Staff aware that risk assessments are working documents.
- If further action is needed the appropriate action / comment sheet is to be submitted to the appropriate authority department and in serious cases to Health and Safety Unit, Midlothian House
- Staff to have appropriate training whenever possible e.g. manual handling.

Children are also involved in creating their own Risk Assessments and these are displayed within the ELC.

Incidents

- Where an incident occurs that is deemed to be a health and safety issue the Head Teacher will carry out an accident investigation
- If the incident is serious the appropriate form will be submitted to the Health and Safety Enforcement Authority (SPHERA)
- If further action is deemed necessary, the Office staff will enlist the support of Midlothian's' Health and Safety Unit and any other appropriate section (e.g. Road Safety)
- Any incident involving a child is to be written in the accident book by the member of staff witnessing or dealing with the incident. This is to be signed by the member of staff and by the parent / carer when informed of the incident.
- For Accidents/ incidents requiring First Aid treatment staff will complete and accident/incident record, Parents will be asked to sign and also given a copy.

If the incident is such that a parent / carer needs to collect their child, they are to be phoned immediately by a member of the Early Years Staff

First Aid

- Member of staff to administer First Aid in line with Emergency Aid training
- Parent / carer to be informed by phone (if more serious) or told when collecting child
- Serious accidents concerning hospital treatment to be submitted to Health and Safety Unit on the appropriate form and record on Care Inspectorate e-forms
- Head injuries If a child has a head injury in the setting then we will follow the Procedures set out to us in the First aid training and the advice on the NHS website as per all head injuries <https://www.nhs.uk/conditions/minor-head-injury/> Head injuries will always result in a phone call home to inform parents of the incident and an incident record will be filled out. If the child is well enough to remain in setting the child will continue to be monitored throughout the day for signs and symptoms related to head injuries and potential concussion.

See also - Fire Emergency Plan, Food Hygiene Policy, Infection Control. Accident reporting.

Created by	Date
Emma Daly and Laura Cameron	August 2019
Updated By	Date
Amy Finlayson	17/8/23
Reviewed by	Date
Emma Daly	August 2020
Emma Daly	August 2021
Emma Daly	1/9/22