

Safety Checks NMS 22.6 24.11 24.18 24.25 24.26 24.27

We make sure the setting is a safe environment for children, young people, parents, staff, sessional workers, students, volunteers and visitors by carrying out safety checks on a regular basis in accordance with the timescales set out in our organisations checklists. These include daily checks of the premises, indoors and outdoors, and all equipment and resources before the children and young people access any of the areas. The checks are recorded to show any issues and solutions.

This policy should be read in conjunction with the health and safety, fire safety, risk assessments, visits and outings and the equipment and resources policy.

All staff should be aware of potential hazards in the setting and throughout the building and monitor safety at all times.

Risk assessments

Risk assessments document the hazard, who could be harmed, existing controls, the seriousness of the risk/injury, any further action needed to control the risk, who is responsible for what action, when/how often will the action be undertaken, and how will this be monitored and checked and by whom.

We carry out a whole organisational written risk assessment every year. The risk assessment is regularly reviewed and covers potential risks to children, young people, staff, sessional workers, students, volunteers, parents, carers and visitors at the setting. When circumstances change in the setting, e.g. a significant piece of equipment is introduced, we review our current risk assessment or conduct a new risk assessment dependent on the nature of this change.

We have specific staff trained in the risk assessment process and all staff, sessional workers, students and volunteers have the opportunity to complete training to further enhance their understanding of and ability to ensure compliance.

All outings away from the setting are individually risk assessed. For more details refer to the visits and outings policy.

Further Information Relating to Risk Assessments can be found on the Health and Safety Executive's 'Five Steps to Risk Assessment' located on the Health and Safety Executive's website at www.hse.gov.uk

Electrical equipment

- All electrical cables are kept out of the reach of children and young people wherever possible and shielded by furniture where they need to be at floor level
- Electrical sockets are all risk assessed and any appropriate safety measures are in place to ensure the safety of the children and young people.

Mains information

Please see our operational policy and procedure for information relating to the main gas point, fuse box, mains electricity and water stop tap.

Dangerous substances

All dangerous substances including chemicals MUST be kept in locked areas out of children and young people's reach. All substances must be kept in their original containers with their original labels attached. Safety Data Sheets (Control of Substances Hazardous to Health (COSHH)) and risk assessments must be kept for all substances and the appropriate personal protection taken e.g. gloves, apron and goggles.

Hot drinks and food

Hot drinks must only be consumed in the staff office or community cafe area.

Transport and outings

We have a separate policy and procedure that relates to outings, which incorporates all aspects of health and safety procedures including the arrangements for transporting and the supervision of children and young people when away from the setting.

Room temperatures

- Staff should be aware of room temperatures in the setting and should ensure that they are suitable at all times and where possible recorded on the appropriate sheet. The Operational Manager is responsible for carrying out the checks.
- Temperatures should not fall below 16°C in the setting.
- Where fans are being used to cool rooms, great care must be taken with regard to their positioning.

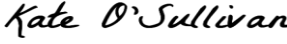
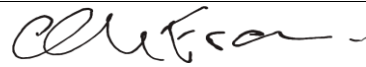
Water supplies

- A fresh drinking supply is available and accessible to all children, young people, staff, sessional workers, students, volunteers and visitors

Gas appliances

- All gas appliances are checked annually by a registered Gas Safety Register engineer
- Carbon monoxide detectors are fitted.

This policy was adopted on 13.10.2025 and will be reviewed on or before 13.10.2026

Name and Position	Signed	Date
Kate O'Sullivan Community Association Manager		13.10.2025
Olive Frances Vice Chair of Trustees		13.10.2025