

**General Welfare Requirement: Suitable premises, environment and equipment**

Outdoor and indoor spaces, furniture and toys must be safe and suitable for their purpose.

### 3.3 Health and safety risk assessment template

St Joseph’s Pre-school

Assessment carried out by:

Date:

Risk identified:	Who is at risk:	Level of risk:	Control measure and person(s) responsible:	Review/comments:
Setting out equipment for pre-school sessions	Early Years staff	Medium	<ul style="list-style-type: none"> <li>• Two people to carry out setting up procedure. Lead Practitioner and Deputy Practitioner are responsible for setting up the session.</li> <li>• All Early Years staff to complete a “lifting and handling” course, ensuring that all staff are familiar with correct procedure for manual handling.</li> </ul>	
Storing away of equipment	Early Years staff	Medium	<ul style="list-style-type: none"> <li>• All staff responsible.</li> <li>• All Early Years staff to complete a “lifting and handling” course.</li> </ul>	
Lifting children	Early Years staff	Medium	<ul style="list-style-type: none"> <li>• All staff responsible.</li> <li>• All Early Years staff to complete a “lifting and handling” course.</li> </ul>	
Slips and trips	Staff, children and visitors	Medium	<ul style="list-style-type: none"> <li>• All staff responsible for:</li> <li>• General good housekeeping.</li> <li>• No trailing leads or cables.</li> <li>• Deliveries stored immediate, ie. no boxes left in walkways.</li> <li>• Spills are cleaned up immediately.</li> </ul>	
Display Screen Equipment	Lead and Deputy Practitioners Treasury Administrator	Medium	<ul style="list-style-type: none"> <li>• Early Years staff who use setting laptop and the Treasury Administrator</li> <li>• Ensure take regular breaks away from screen.</li> <li>• Regular DSE<sup>1</sup> assessment undertaken using HSE “<a href="#">DSE workstation checklist</a>” and HSE “<a href="#">Working with DSE – a brief guide</a>”.</li> <li>• Free eye test for employees who use DSE daily for continuous periods of an hour or more.</li> </ul>	
Stress	All staff	Medium	All staff:	

<sup>1</sup> As per Health and Safety (Display Screen Equipment) Regulations 1992

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			<ul style="list-style-type: none"> <li>• Understand their role and responsibilities.</li> <li>• EY staff can talk to the Lead Practitioner if they feel unwell or are uneasy about things at work.</li> <li>• Ditto the Lead Practitioner and Treasury Administrator in turn can talk to the Chair and Treasurer.</li> </ul>	
Electrical	All staff	Low	<ul style="list-style-type: none"> <li>• All staff trained to spot and report any defective plugs, discoloured sockets and damaged cable/equipment to the Lead Practitioner.</li> <li>• Discoloured sockets and where applicable defective plugs will be reported to the School Business Manager and recorded on the “log of issues” raised.</li> <li>• Defective equipment/items taken out of use and promptly replaced.</li> <li>• Equipment/appliances are PAT<sup>2</sup> tested annually.</li> </ul>	
Fire	All Early Years staff and children	Low	<ul style="list-style-type: none"> <li>• Regular fire drills carried out in co-operation with St Joseph’s Catholic Primary School.</li> <li>• Fire extinguishers are annually checked (responsibility of the School)</li> </ul>	

<sup>2</sup> Portable Appliance Testing

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#### Associated Policies and Procedures

- 3.1 Risk Assessment
- 3.2 Health and Safety General Standards

Version Number	Author	Purpose of change	Date
1.0	K Coupe	Comprehensive review, page numbered & referenced	Sept 2014
2.0	Committee member	Reviewed and updated as necessary	Oct 2016
3.0	K Coupe	Reviewed, updated, version controlled	23 Jan 2019
4.0	T Clapp	Reviewed, no changes	29 April 2021 Committee via email (quorate)
5.0	K Coupe	Reviewed and Lead Practitioner's surname updated due to marriage	5 Dec 2023 Committee Member (S Webb)
6.0	K Coupe	Removal of Claire Ajayi's name	16 May 2024 Committee Member (G Ind)
7.0	K Coupe	Reviewed and extensive updates using advice from HSE website	18 May 2026 Committee Member (S Long)