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| RISK ASSESSMENTS | Activity/Area: Pre-school general management |  |
| **Assessment completed by:**  | **Date Completed:** |  |
| **PRINT NAME:**  | **Next Review Date Due:** |  |

| **Hazard / Risk** | **Who is at Risk?** | **How can the hazards cause harm?** | **Normal Control Measures** | **Are Normal Control Measures** *Y/N/NA* |
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| **In Place** | **Adequate** |
| Safeguarding | Pupils | AbductionInjury | * DFE Keeping children safe in education followed
* Appropriate staffing ratios inline with Ofsted requirements.
* All staff have current full DBS
* No mobile phone in early years setting
* Secure building and site with no unauthorised access.
* Secure building and play area where children can’t leave unnoticed
* Staff possessions kept out of reach of children and in a secure place.
* (Register) Record kept of each child as they are dropped off at the pre-school, stating time and person collecting.
* Procedures in place for collecting children and by another person (for example use of code word).
* Systems in place to ensure that the building is secure at the end of the sessions
* Visitor’s record procedure in place.
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| Doors and windows | Pupils | Injury | * Windows and doors secure.
* Windows are fitted with window restrictors.
* All doors into Pre-school and internal doors are fitted with finger trapping door guards.
* Fingerguards are checked weekly by Site Team.
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| Fire safety | Pupils and staff | BurnsInjury | * Adequate smoke detection system and fire alarm system which is serviced and maintained.
* Emergency evacuation procedure practiced every term.
* Procedure clearly displayed in pre school.
* Fire-fighting appliances in place and regularly checked
* PEEP’s in place for any pupils that require
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| Slips/trips/falls | Pupils and staff | Bruising/cutsPersonal injury | * Floors daily checked to ensure they are clean.
* Floors checked for damage and not uneven.
* Any overhanging items are safely secured.
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| Storage | Pupils and staff | Bruising/cuts | * All equipment and resources stored safely.
* Children’s access to equipment/resources safe at all times.
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| Equipment/Activities/Resources | Pupils and staff | Personal injury | * Play equipment organised into defined zones.
* Energetic play constantly supervised.
* Children taught to handle equipment safely.
* Equipment / resources checked before purchase to ensure they are safe for the age and stage of the group.
* All paints and glues used are non-toxic.
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| Inaccurate contact information  | Pupils | Safeguarding | * Emergency contact no. for children and staff up to date.
* Individual medical records for children and staff up to date.
* Only authorised adults and carers to collect children and if collected by someone else a code word system is used.
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| Heating and lighting | Pupils and staff | Injury | * Lighting adequate in pre-school.
* Heating is provided and above 16OC and suitable and sufficient
* Low surface temperature radiators where young or special needs children are present
* Hot surfaces in kitchen / server protected and warning signs in place.
* Thermostatic mixing valves fitted to all sinks to which nursery, KS1 and special needs pupils have access.
* Temperatures monitored (43 deg c max at outlets where vulnerable users have access)

Any hot water pipes where pupils can access are lagged to prevent scalding. |  |  |
| Electrical equipment | Pupils and staff | Electric shock | * Electrical equipment PAT tested.
* Socket covers used and children discouraged from touching wall sockets.
* Sufficient sockets to ensure that overloading does not happen.
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| Outdoor/indoor area not maintained or checked and children exposed to hazards | Pupils and staff | Injury | * Outdoor/indoor play area checklist completed daily before each session.
* Indoor and external areas
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| Kitchen areaSharp objectsFood hygiene | Pupils and staff | Injury or food poisoning | * All cleaning materials stored safely out of reach of children in a locked cupboard.
* Designated coloured clothes used for specific tasks
* Sharp knives kept in a locked cupboard.
* Children cannot enter the kitchen area
* Staff do not have open hot drinks
* Staff working have level 2 Food Safety in Catering qualification
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| Food and drink | Pupils and staff | Injury | * Controls in place to protect adults and children from spilled drinks
* All staff aware of children’s allergies (list of allergens up to date)
* Children prevented from coming into contact with substances they are known to have an allergic reaction to
* Children prevented from walking around with food and drink.
* Children have constant access to drinking water
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| Hygiene and infection control | Pupils and staff | Injury, illness | * Appropriate hand washing facilities available and is the water temperature controlled to prevent scalds.
* Toilet area provide a good standard of hygiene
* Disabled toilet free from obstructions
* Nappy changing area in place and nappies disposed of correctly and nappy changing recorded
* Disposable apron work by staff changing nappies
* Latex free gloves available for staff
* Regular hand washing with soap and water
* Cleaning rota in place for toys and equipment.
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| First aid and medication | Pupils and staff | Injury | * There is always a member of staff on duty in pre-school who holds a paediatric first aid certificate.
* First aid kit easily accessible
* Accident/incident book kept in an accessible place and do all staff/regular helpers know where it is and how to use it.
* Sufficient procedures in place for the administration of medicines.
* All children with medical needs have been identified and medical consent form in place.
* Medical care plans in place for pupils that require it.
* Storage of medicines adequate
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| Procedure and adults | Pupils and staff | Injury | * Pre-school Health and Safety policy in place
* Staff induction on working in early years
* Separate risk assessments for activities such as sand etc
* All staff/regular helpers aware of how to lift and carry large pieces of play equipment.
* Storage arranged so it is safe for adults
* Suitable chairs for adults as well as children to sit on.
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| **Additional Control Measures***(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).* | **Action by Whom***(list the name of the person/people who have been designated to conduct actions)* | **Action by When***(set timescales for the completion of the actions – remember to prioritise them)* | **Action Completed***(record the actual date of completion for each action listed)* | **Residual Risk Rating** |
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| **Reviewed by:****Signature:** | **COMMENTS:***Record any comments reviewer wishes to make. Including recommendations for future reviews.* |
| **PRINT NAME:** |

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| **RESIDUAL RISK RATING** | **ACTION REQUIRED** |
| **VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring** | **The activity must not take place at all.** You must identify further controls to reduce the risk rating. |
| **HIGH (H) Possibility of fatality/serious injury occurring** | You must identify further controls to reduce the risk rating.Seek further advice, e.g. from your H&S Consultant. |
| **MEDIUM (M) Possibility of significant injury or over 7 day absence occurring** | If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely. |
| **LOW (L) Possibility of minor injury only** | No further action required. |