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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 | Abduction  Injury | * 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. |  |  |
| 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. |  |  |
| Fire safety | Pupils and staff | Burns  Injury | * 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 |  |  |
| Slips/trips/falls | Pupils and staff | Bruising/cuts  Personal injury | * Floors daily checked to ensure they are clean. * Floors checked for damage and not uneven. * Any overhanging items are safely secured. |  |  |
| Storage | Pupils and staff | Bruising/cuts | * All equipment and resources stored safely. * Children’s access to equipment/resources safe at all times. |  |  |
| 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. |  |  |
| 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. |  |  |
| 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. |  |  |
| 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 |  |  |
| Kitchen area  Sharp objects  Food 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 |  |  |
| 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 |  |  |
| 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. |  |  |
| 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 |  |  |
| 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. |