



**Maidenbower  
Pre-School  
Playgroup**

## **Risk Assessment Policy**

**Lead Person Responsible: Committee**

**Secondary Lead Person Responsible: Janet Noad**

### **Safety Incorporating Risk Assessment**

We have public liability insurance and employer's liability insurance. The certificates are displayed on the notice board. The Health and Safety poster is on display in the main cupboard. There you will also find a manual-lifting poster. Only persons who have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service (DBS) who have unsupervised access to the children, including helping them with toileting.

The safety of young children is of paramount importance. In order to ensure the safety of children, adults and pregnant women, the playgroup will ensure safety in the following areas.

#### **Environment**

- Safety checks on the premises, both outdoors and indoors, will be made before each session/day.
- Outdoor area will be securely fenced this is only accessed by children when an adult is present.
- Public space used for outdoor play will be checked for litter and other dangers.
- Children will be asked to come indoors should certain weather conditions dictate.
- The main door will be locked so only authorised persons can enter.
- Fire doors will never be obstructed and fire exits will be easily identifiable.
- There will be adequate systems and equipment in place for the detection and control of fire.
- There is a no smoking policy in force both inside and outside.
- Warning signs are clear and in appropriate languages.
- Fires/heaters/electric points/wires and leads will be adequately guarded. Children are taught not to touch them.
- Sockets will not be overloaded. Plug guards are in place when a socket is not in use.
- The layout and space ratios will allow children and adults with or without disabilities to move freely and safely between activities.

- Low-level windows will be made from safety glass to prevent accidental breakage.
- All dangerous materials, including medicines and cleaning materials, will be stored out of reach of the children.
- Floors will be regularly checked and cleared of spillages and hazards.
- Systems are in place to ensure that children are not at risk from swinging doors.
- There will be safe surfaces beneath and around all climbing equipment and such activities will be appropriately supervised.

### **Equipment**

- Equipment and toys conform to safety requirements.
- Equipment will be checked regularly and dangerous items repaired/discarded.
- All materials including paint and glue are non-toxic.
- Children are taught to handle and store tools safely.
- Sand is clean and suitable for children's play.
- Play dough will be changed every week.
- Toys and equipment will be cleaned regularly.
- Large equipment will be erected and disassembled with care.
- Equipment offered to children will be developmentally appropriate, recognising that materials suitable for an older child, may pose a risk to younger/less mature children.
- Annual Pat Testing is carried out on all electrical equipment by a registered Electrician.

### **Supervision**

- All children will be supervised by adults at all times and will always be within sight of an adult.
- Children will only be allowed to leave the playgroup with authorised adults.
- Children will not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches.
- Children will be supervised in the outdoor area at all times.
- Only authorised adults will be allowed to collect a child.
- Whenever children are on the premises there will always be at least the adult to child ratio depending on the children's age.

### **Adult safety**

- All adults in the playgroup will be aware of and respect the playgroup policies.
- All staff, volunteers and placements will have an induction, which incorporates all Health and Safety procedures.

- Staff and adults within the playgroup will have access to advice on safe lifting.
- If adults need to reach up high for stored equipment, they will be provided with appropriate equipment to stand on.
- Heavy equipment will not be stored above head height.
- Adults will wear disposable vinyl gloves, to clear up spillages and bodily fluids.
- Bodily fluids will be disposed of in the correct manner.
- All staff and children are encouraged to wear sensible footwear.
- Restrictions will be implemented on jewellery according to the Health and Hygiene policy.

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations.) We report to the local office of the Health and Safety Executive:

- Any accidents to a member of staff requiring treatment by a General Practitioner or hospital.
- Any dangerous occurrences (i.e. an event which does not cause an accident but could have done.)

## **Management**

- A book will be available at each session for the reporting of any accidents/incidents.
- Regular safety monitoring will include checking of the accident book as a basis for risk assessment.
- All adults including parents and carers will be aware of the systems in place for children's arrival and departure and that an adult will be on the door during these periods. Arrival and departure times will be recorded.
- A record will be kept of all fire drills.
- Fire drills will be held at least once a term.
- Emergency Evacuation procedures will be followed as in Emergency Evacuation policy.
- Regular review of risk assessments will be undertaken.
- Regular review, training and monitoring of child protection procedures will be in place.
- A register of both adults and children will be completed so that a complete record of all those present in an emergency is available.
- A contact sheet will be given to all parent/carers to fill in; these will be kept on the premises in a safe and secure area, should we need to contact them in an emergency.

## **First aid and Medication**

- Consent for emergency medical treatment will be sought.
- A record of illnesses and allergies will be kept.
- All staff on the premises/outings hold a suitable first aid qualification.
- A record for the administration of medicines will be kept and consent forms obtained.
- All prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to children.
- If the administration of prescribed drugs requires medical knowledge, individual training is provided by a health care professional.
- Health care plans and management plans will be drawn up with parents for children with life threatening conditions.
- A correctly stocked first aid box will be available at all times and complies with the Health and Safety (first aid) regulations 1981.
- The first aid box is kept out of reach of children but easily assessable to adults.

## **Sickness**

- Parents will be asked to keep children at home if they have an infection and to notify staff so that they can notify parents.
- Staff and children who have been vomiting or have diarrhoea will be asked not to return until **48 hours** have elapsed since the last attack.
- Ofsted and The Health Agency will be notified of any reportable infections/diseases.

## **Food and Drink**

- Staff that prepare and handle food receive appropriate training and understand and comply with food safety and hygiene regulations.
- All food and drink is stored appropriately.
- Adults will not walk about with hot drinks or place hot drinks within reach of the children.
- Photos of children with food and drink allergies and dietary requirements will be displayed in the kitchen cupboard.
- Snack times are appropriately supervised and children are taught not to walk about with food and drinks.
- Fresh drinking water is available at all times.

## Outings

- A risk assessment is carried out before an outing/trip takes place.
- Parents will be asked to accompany/sign consent forms before trips/outings.
- Appropriate records will be taken on the trips/outings.
- On outings the adult to child ratio will be at least one to three or one to two depending on the age of the children.
- If a small group goes out, there will be sufficient adults to maintain the appropriate staff and children ratios remaining on the premises as required in the Statutory Framework.

## Special considerations

Some areas and activities pose particular hazards. All staff will be aware of these:

- Children playing near water will be continuously supervised.
- All cooking activities involving the use of heat will be continuously supervised and children will only be allowed in the kitchen with a suitable person.
- Systems will be in place to ensure that no child can leave the playgroup unattended.
- Two suitable DBS checked persons will escort children to and from the toilets.
- The temperatures of the hot tap in the toilets are **not** controlled. Children are taught to use cold water and soap.
- Children will be asked not to lock the toilet doors. Toilet doors are pulled shut to protect privacy.
- The council will inform the supervisor of any hazardous spraying outside.
- Children learn about Health and Safety and Personal Hygiene, through the activities we provide and the routines we follow. They will be encouraged to implement these.

An annual risk assessment is carried out, using the checklist provided by the Pre-School Learning Alliance. The playgroup also holds comprehensive individual risk assessments, which are reviewed annually. All findings of the risk assessments will be communicated to all persons affected. Post risk assessments are recorded in an event of an accident/incident. Ofsted or other regulatory bodies are informed immediately should a serious reporting accident/incident occur.