

Naunton Park Pre-School Playgroup



Risk Assessment Policy

The policy describes the reasonably foreseeable safety risks associated with the premises and activities carried out by the play group. Appropriate safety control measures are also documented.

The policy will be reviewed as and when significant changes to operating procedures occur, for example a new play activity or piece of equipment which is not already covered by existing assessments. The policy will also be reviewed on an annual basis by the Playgroup Committee.

The assessments will also be reviewed in the event of a change in Play Group Leader. Safety Control Measures are communicated to staff on induction and at least annually unless an accident or near miss indicates a need for this to take place sooner.

Outside areas

A first aid kit is stored in the bike storage shed. This is checked 3 times a year by a staff member to ensure all contents are within date and fit for use. Two additional first aid kits are kept in the inside play rooms. There is also a first aid kit to take on outings/trips. First aid kits should also be replenished after use.

➤ **Garden**

Risk of sunburn; cuts or grazes from falls/trips or contact with children's gardening equipment

Safety Control Measures:

- A shaded area is provided during warm periods.
- Parents are advised to provide a sunhat and ensure sun screen is applied to their child prior to attending pre-school.
- Low balance beams are only used under supervision.
- Gardening equipment is age appropriate and only used under supervision, in small groups.

➤ **Playground**

Risk of cuts, grazes, bruises from play equipment and other ride-on toys such as tricycles and scooters.

Safety Control Measures:

- The children are reminded about using the steps safely and are monitored by staff.
- All equipment is checked daily for signs of damage or other defects which could make it unsafe for use.
- Any damaged equipment is placed out of reach of children and clearly labeled 'Do Not Use'. Or the item is disposed of.
- On an annual basis a more detailed check of equipment is made.
- Ride-on toys are replaced or repaired as necessary.
- Careful supervision of the children ensures games do not become overly boisterous.

➤ **Collection and Drop Off of Children**

A separate policy provides full details of the procedures followed.

➤ **Trips and Excursions off Site**

A separate risk assessment is completed every time an excursion off the premises is carried out. Examples would include walking to Bath Road and visiting Naunton Park Rose Gardens. Issues covered include minimum adult: child supervision ratios (1:8).

Inside Space

➤ **Fire Safety**

Safety Control Measures:

- All staff are trained in the correct procedure to adopt in the event of discovering a fire or the alarm being sounded.
- There is a fire blanket in the kitchen area and fire extinguishers are serviced and maintained by Naunton Park Primary School.
- Training on the use of fire extinguishers took place in November 2009.
- A fire drill is held each time there is a new intake of children, and the Playgroup joins in with the school fire drills.
- Evacuation procedures are displayed and rota parents are encouraged to read them.

➤ **Portable Electrical Appliances**

Risk of electric shock

Safety Control Measures:

- All appliances such as the microwave, television and kettle are PAT-Tested annually. This check is carried out by a competent person as part of the wider checks carried out in school.

➤ **Control of Substances Hazardous to Health (COSHH)**

Risk of skin irritation. Only one chemical used falls within the scope of the COSHH Regulations - an anti-bacterial cleaner.

Safety Control Measures:

- Only chemicals purchased from the approved supplier (Suma) are used by staff who have received appropriate training. The anti-bacterial cleaner is diluted to the correct concentration into clearly labelled trigger bottles.
- The cleaning of toilets is carried out by contract cleaners, as provided by the school.

➤ **Kitchen Area**

Risk of burns or scalds

Safety Control Measures:

- The kitchen is kept locked and no children are allowed in this area.
- The first aid kitchen is equipped for minor burns.

➤ **Art Area**

Risk of slipping on sand, water etc; cutting injuries from scissors.

Safety Control Measures:

- A member of staff is always in this area during play sessions and adopts a 'clean as you go' policy preventing a build up of water around the water tray.
- A strict 'No running' policy is followed.
- All scissors are of the round-ended 'blunt' variety designed to be safe for use by children of this age range.

➤ **Main Play Area**

Risk of tripping over toys or equipment, falls from chairs.

Safety Control Measures:

- Tables and chairs are inspected for defects as the room is set up ahead of each play session. Any damaged equipment is isolated from use whilst awaiting repair or replacement.
- All toys are periodically cleaned as and when required, and are age-appropriate.
- Good standards of house keeping throughout the play sessions help keep the floor areas free from trip hazards.

➤ **Snack time**

Risk of children choking, risk of allergic reaction to food.

Safety control measures:

- Children are seated to have their snacks, and are supervised by staff.
- Parents are asked to advise of any allergies and there is a list in the kitchen and above

- the desk of any health issues and/or dietary requirements of the children.
- Staff are trained in first aid.

➤ **Communicable Illness**

The playgroup advises parents that children should not return until a 48 hour symptom free period has elapsed following any case of sickness/diarrhea.

First Aid kits are checked once per term (three times a year). All staff are either first aid or appointed person trained.

This policy was adopted at a meeting of Naunton Park Pre-School Playgroup

Held on

Signed on behalf of the playgroup.....

Office.....

To be reviewed	Reviewed by	Office	Signature	Date