Aldbourne Preschool

Back Lane, Aldbourne, Marlborough, Wiltshire SN8 2BP Telephone: 01672 541648
Email: aldournepreschool@gmail.com
Web: www.aldbournepreschool.com

**Policy: *Risk Assessment***

|  |  |  |  |
| --- | --- | --- | --- |
| Issue Date  | page1image14392Review Date  | Document Owner(s)  | page1image16120page1image16440Approved  |
| June 2018  | page1image20192June 2019  | Esme Woodward | page1image22432page1image22752Julie Kent  |

This policy has been drawn up by the staff of the Preschool, in consultation with the Owners and parents.

It is not only a legal requirement, but also this setting’s firm belief, that risks to health and safety should be controlled wherever possible through risk assessments. These are therefore conducted in this setting on a regular basis and cover all identified risks to our children, our staff, visitors, our buildings, our grounds, in our daily routines and at all the setting’s events.

**Conduct of Risk Assessments**

Assessments are conducted by the staff, or delegated health & safety person. Assessment will not be delegated to staff who are uncomfortable about carrying out the task, or who do not have the influence to ensure that their recommendations are implemented.

**Nature of Risk Assessments**

Assessments identify significant risks, such as defects and deficiencies, and prescribe remedial action, i.e. risk control measures.

Thorough risk assessment involves answers to such questions as the following:

* What hazards are we faced with?
* Who might be affected?
* How can the risks be reduced to an acceptable level?
* Can effective measures be implemented now?
* If not, what contingency plans will serve us best for the time being?

**Frequency of Risk Assessments**

We have daily risk assessments at the start of each day of the building and grounds. Any actions or maintenance issues will be reported to management and carried out as soon as possible. Children will be kept away from any hazards until they are made safe or removed.

Annual statutory risk assessments are carried out by relevant parties including professional agencies when necessary. This includes PAT testing, smoke alarms, fire alarm and extinguisher testing.

In addition, there are ad-hoc risk assessments, that are carried out by staff as and when they are required. These include risk assessments for children with medical or additional needs, visits, outings, events.

**Reporting Procedures for Newly-Identified Hazards**

All staff are aware of the need to report major new hazards as soon as they are identified. All staff in turn are notified immediately of any major new hazard reported.

**Risk Assessment in the EYFS**

**Aspect of the environment Name of risk assessor:**

**Area needing to be checked: Inside Date of risk assessment: March 2015**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Significant Hazard** | **Risk** | **People who could get hurt** | **Existing controls** | **S** | **L** | **Risk Level** | **How often should the controls be checked** | **Is further action required? YES if the score is more than 4. If yes, state action and list on risk action plan** |
| Heaters | Burning | Children, staff, visitors | Radiator covers | 2 | 2 | 4 | Daily | No |
| Temperature | Overheating or freezing | Children, staff, visitors | Heating, windows, electric fans | 1 | 2 | 2 | Daily | No |
| Doors | Fingers trapped | Children, staff, visitors | Finger guards, locks, Fasteners to hold door open | 2 | 2 | 4 | Daily | No |
| Fire escapes | Obstruction | Children, staff, visitors | Visual checks and staff and children’s awareness.Regular fire drills.Induction training. Informing visitors of fire procedures. | 4 | 2 | 8 | Continually | Ongoing staff and children’s safety awareness.  |
| Exits | Child escaping. Trespassers/abductors | Children | Doors are locked at all times when children are in the building. Identity of visitors is established before entry. | 4 | 1 | 4 | Continually | Staff vigilance |
| Flooring | Trip, slip hazard | Children, staff, visitors | Non-slip floor coverings, secure carpet edging. | 1 | 3 | 3 | Continually | Staff vigilance |
| Asbestos in building | Severe lung disease | Children, staff, visitors | Warning notices on window cills. Staff vigilance regarding breaks/cracks in window cills | 4 | 2 | 8 | Continually | Yes see action plan – request replacement by school. |
| Toxic substances | Poisoning | Children, staff, visitors | Stored on above adult head height shelf or in restricted access area.(Kitchen)  | 4 | 2 | 8 | Daily | Store toxic substances out of child reach and carry out COSSH assessments |
| Furniture | Banging into furniture | Children, staff, visitors | Furniture arranged safely, curved corners on tables and chairs.Induction training & awareness | 1 | 3 | 3 | Continually | Reminders for staff |
| Coat hooks | Facial injury | Children | Constantly remind the children not to play/swing on them | 2 | 2 | 4 | Continually | Reminders for staff and children. |
| Sockets and wires | Electrocution | Children | Sockets out of reach of children. Wires secured to walls and no trailing wires. | 4 | 2 | 8 | Daily | Child-proof protectors on each socket |
| Sand | Eye or skin irritation | Children | Constantly remind children not to throw sand and play safely. Ensure children wash hands after playing in sand | 2 | 3 | 6 | Continually | Ongoing staff and children’s safety awareness.  |
| Water | Drowning | Children | Water trays are filled to only 3 cms and children are supervised | 4 | 1 | 4 | Continually | No |
| Toys | Injury from falling, tripping, other children, damaged toys | Children, staff, visitors | Limited number of toys out at any time Regular ‘tidy up’ routines. Modelling and managing children’s behaviour and use of toys and games – encouraging safe play. Discarding damaged toys immediately. | 2 | 4 | 8 | Continually | Ongoing staff and children’s safety awareness.  |
| Venetian Blind cords | Entanglement including around neck  | children | Cords tied up out of reach of children | 4 | 2 | 8 | Continually.  | Remove the one remaining venetian blind. |
| Hot taps | scalding | Children, adults | Taps used by children have temp control and can only get lukewarm. Kitchen tap pressure very low. Adults aware | 2 | 2 | 4 |  |  |

**Risk Assessment in the EYFS**

**Aspect of the environment Name of risk assessor:**

**Area needing to be checked: Outside Date of risk assessment: March 2015**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Significant Hazard** | **Risk** | **People who could get hurt** | **Existing controls** | **S** | **L** | **Risk Level** | **How often should the controls be checked** | **Is further action required? YES if the score is more than 4. If yes, state action and list on risk action plan** |
| Gates | Escaping children, trespassers | Children | Gates are always closed and bolted or locked when children are in the setting without their parents | 4 | 1 | 4 | Continually | No |
| Fence | Escaping children, trespassers | Children | External fences are high enough to prevent children climbing over. No equipment is placed near them that might allow children to climb over. High fence between pre-school and school pond, locked by school.  | 4 | 1 | 4 | Continually | No |
| Neighbouring property – wall & roof overhanging garden | Falling slate off roof, wall uneven stone.  | Children, staff, visitors | Recent building work has improved wall and roof. No longer protruding meta from wall. Slate roof built to high standard, well maintained | 4 | 1 | 4 | Neighbour to maintain property. School to monitor.  | No |
| Litter | Cuts, infections | Children, staff , visitors | Area is checked every morning before children arrive. | 2 | 1 | 2 | Daily | No |
| Vandalism | Cuts, infections | Children, staff, visitors | Area is checked every morning before children arrive and issues are dealt with promptly. Area is made secure and out of bounds until rectified. | 2 | 2 | 4 | Daily | No |
| Animal faeces | Ingestion, infections | Children, staff, visitors | Area is checked every morning before children arrive and issues are dealt with promptly (removal and cleaned promptly).  | 2 | 2 | 4 | Daily | No |
| Mats | Trips and falls | Children, Staff, visitors | Constant supervision/ vigilance.Modelling and managing children’s behaviour – reminding children about safe play.  | 2 | 2 | 4 | Continually | No |
| Toys | Injury from falling, tripping, other children, damaged toys | Children, staff, visitors | Constant supervision. Limited number of toys out at any time (on carpet, outside). Regular ‘tidy up’ routines. Modelling and managing children’s behaviour and use of toys and games – encouraging safe play. Discarding damaged toys immediately. | 2 | 3 | 6 | Continually | Staff vigilance.Reminding children about safe play. |
| Outdoor play equipment including trees | Trips, falls from height | Children | Constant supervision.Modelling and managing children’s behaviour and use of toys and games – encouraging safe play.  | 2 | 2 | 4 | Continually | Staff vigilance.Reminding children about safe play. |
| Uneven ground levelsinc. tree roots | Trip, slip hazard | Children, staff, visitors | Remind children to take care when surface wet, slippery. Monitor tree roots for trip hazard.  | 2 | 3 | 6 | Continually | Staff vigilance. Reminding children to run/play carefully |
| Sloping pathway | Slip hazard | Children, staff, visitors | Keep paths clear of sand, mud. Remind children about slope and risk in using wheeled toys on slope. Constant and close supervision | 2 | 3 | 6 | Continually | Staff vigilance. Reminding children of hazard.  |

**Risk Key to establish risk level**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Severity→** | **Trivial Injury****1** | **Significant Injury****2** | **Major Injury****3** | **Fatal Injury****4** |
| **Likelihood ↓** |
| **Remote****1** | **1** | **2** | **3** | **4** |
| **Unlikely****2** | **2** | **4** | **6** | **8** |
| **Likely****3** | **3** | **6** | **9** | **12** |
| **Most likely****4** | **4** | **8** | **12** | **16** |

Risk Reduction Action PlanList any hazards that score more than 4 and detail the actions you are going to take to reduce the risks as far as is ‘reasonably practicable’

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Risky Hazard scoring more than 4 | Risk Level | Action Priority | Action to take | Date to Implement | Sign/Date when in place (Now do a new/revised risk assessment but keep the previous one to show the process you have gone through.) |
| Asbestos in building | 8 | 1 | Daily check of window cills for cracks or breaks.Request school to replace current window cills with UPVC.  | 01/05/15 |  |
| Fire Escapes  | 8 | 2 | Visual checks and staff, children's awareness. Regular fire/ emergency evacuation drills.  | Ongoing |  |
| Toxic Substances  | 8 | 3 | Stored above adult head height shelf or in restricted area. Angela to keep all COSSH paperwork | Daily and ongoing  |  |
| Sockets and wires | 8 | 3 | Child-proof protectors on each socket. Wires secured.. No training wires | Continually |  |
| Venetian blind cords | 8 | 3 | Cords always kept tied up out of children's reach. Consider removing blind.  | Ongoing. Summer 2015 |  |
| Sand  | 6 | 4 | Ongoing staff and children’s safety awareness.  | Ongoing |  |
| Toys | 8 | 4 | Ongoing staff and children’s safety awareness.  | Ongoing |  |
| Uneven ground levels in tree roots | 6 | 4 | Ongoing staff and children’s safety awareness.  | Ongoing |  |
| Sloping path | 6 | 4 | Ongoing staff and children’s safety awareness. Keep paths clear of sand/mud daily | Ongoing |  |
|  |  |  |  |  |  |