



Barnett Wood Pre-School

Risk Assessment Policy and Procedure

Contents:

Our Aim

Our Procedures

Last Updated: 17th June 2014

Aim

Children need to learn to manage risks which are appropriate to their age and stage of development and Barnett Wood Pre-School aims to provide an environment where children can do this. Not all risks can be eliminated, and children may be encouraged to take acceptable risks in the knowledge that an adult is nearby to help them if needed.

Procedures

- Steph Marsden named person at the setting responsible for Health & Safety. However health and safety is the responsibility of every member of staff.
- A risk assessment is carried out by a member of staff before the start of each session. This risk assessment looks at safety and cleanliness of both the indoor and outdoor environment. (see attached form)
- The risk assessment form is kept in the Red Room, near the changing room/adult toilets/
- An additional check is made of all entrances/exit gates to the Pre-School premises before children are allowed into the playground and during the session.
- Toilet and changing areas are checked during the session to ensure a good level of cleanliness is maintained.
- Hazardous substances (such as cleaning agents etc) are kept in the locked kitchen area.
- All electrical equipment is PAT tested annually. All wall sockets either have an electrical item plugged in or are fitted with a socket cover.
- All fire extinguishers in the Pre-School are tested annually

- The children take part in fire drills once every half term to ensure they are aware of the procedures in case of an emergency.
- The sandpits are kept covered when not in use.
- Children are not permitted to enter the kitchen area or store cupboard.
- A list of children's allergies is displayed in the kitchen.
- All meal/snacks taken by children must be consumed whilst sitting at a table. Meals and snacks are always supervised by at least one member of staff.
- Members of staff must use safety mugs for hot drinks, and these must be kept out of children's reach.
- The First Aid box is checked termly as part of the indepth risk assessment.
- An indepth risk assessment is carried out by members of the Parent Group once every term. Specific paperwork is completed in this regard to comply with the insurance policy.
- Staff members are aware that they need to be continually vigilant of risks in the environment (e.g. trip hazards, slippery surfaces etc).
- A strict adult:child ratio is maintained throughout the sessions. For Caterpillar sessions this is 1:5 and for Butterfly sessions it is 1:8.

Action	Date
Adopted	25 th June 2013
Reviewed and re-issued	17 th June 2014

Signed on behalf of the Pre-School:

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Director

Date