



## **General Risk Assessment Policy**

The safety of young children is of paramount importance. In order to ensure the safety of both children and adults, Windsor Kindergarten will carry out the following actions.

An annual risk assessment is carried out, using the checklist provided by the Pre-School Learning Alliance. Findings of the risk assessment will be communicated to all persons affected. The need for a detailed risk assessment must be considered after any recorded accidents or incidents. Any incident that causes or could potentially have caused serious injury must be risk assessed as soon as possible. We operate a daily risk assessment. There is a separate risk assessment for outings, which is undertaken before the nursery school go on a visit/outing. There is a separate Fire Risk Assessment undertaken annually.

We do not have sole use of the premises during sessions.

### **The Community Centre Office (St Margarets)**

We have full details of the employer who work in the Community Centre Office during Kindergarten sessions. There are other users of the building who do not have access to the nursery rooms. If children are moving between the main hall and smaller room next to the office they are kept supervised by the team at all times.

### **Parish Office (Twickenham)**

We have contact details of the people who work in the Parish Office during the Kindergarten session hours. Visitors to the Parish Office do not have access to the nursery rooms and are escorted in and out of the building by their office people. Children are supervised at all times.

### **Risk Assessment and our Environment**

- Safety checks on premises, both indoors and outdoors, will be made before every day/session. (Daily Risk Assessment)
- Main entrances are kept locked and entry is by a buzzer system, closely supervised by the team.
- Visitors are only allowed in if they are pre booked for a definite purpose and their visits logged in our Visitors' Book.
- Our outdoor space is kept secure.
- Equipment will be checked regularly and any dangerous items repaired/discarded.
- The layout and space ratios will allow children and adults to move safely and freely between activities.
- There will be adequate systems and equipment for the detection and control of fire.
- Fire doors will never be obstructed and fire exits will be easily identifiable.



- A record will be kept of any checks by the Fire Safety Officer/Manager and also of fire drills and servicing of fire safety equipment. Any recommendations by the Fire Safety Officer will be carried out.
- All dangerous materials, including medicines and cleaning materials, will be stored out of reach of children.
- Large equipment will be erected with care and checked regularly.
- 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.

## **Supervision**

- All children will be supervised by adults at all times.
- Only adults will open/close any doors/windows on the premises. ASC children should always ask permission from an adult.
- All entrances and exits are to be opened/closed by a member of the team at all times.
- Children will leave the group only with authorised adults.
- Children will not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials.
- See the separate 'Outings Policy' for details of outings.
- If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.
- Whenever children are on the premises at least two adults will be present Adult Safety
- All adults in the group, both team members and visitors, will be aware of and respect the safety policies.
- Adults in the group will have access to advice on manual handling.
- If adults need to reach up for stored equipment, they will be provided with something safe to stand on. Heavy materials will not be stored above head height.

## **Management**

- During the course of the session, any accident will be recorded by our named First Aider, and counter signed by the parent/carer at the end of the session.
- Regular safety monitoring will include checking of the accident record as a basis for risk assessment.
- Any incident will be recorded in the Incident File, and action taken.
- All adults, including parents and other carers, will be aware of the system(s) in operation for children's arrivals and departures and an adult will be at the door during these periods.
- Adults will not walk about with hot drinks or place hot drinks within reach of children.
- Fire drills will be held at least once every Half Term, and recorded.



- A register of both adults and children will be completed as people arrive and leave so that a complete record of all those present is available in any emergency.
- Smoking is prohibited on the premises.
- A correctly stocked first aid box will be available at all times.
- Fire extinguishers will be checked annually and the team will know how to use them.

## Special Considerations

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

- Currently we have no children attending Windsor Kindergarten who are subject to court orders preventing access to parents. A review of existing control measures would be undertaken at such time if necessary.
- Children playing with or near water will be continuously supervised.
- Sand and water inside will be located away from thoroughfares to minimise risks from slipping. The member of the team on 'floating' will ensure the area is kept free from spillages.
- There will be safe surfaces beneath and around all climbing equipment and such activities will be appropriately supervised.
- All cooking activities involving the use of heat will be continuously supervised.
- Stored equipment belonging to other organisations will be checked for potential hazards. (St Margarets)
- Access to dangerous areas such as stairways will be physically restricted and closely supervised.
- Systems will be in place to ensure that children are not at risk from swinging doors.
- Systems will be in place to ensure that no child can leave the premises unattended.
- We refer to our Health and Safety Policy for further information.

Reviewed and updated by the Director, Managers and Staff -

March 2013

May 2015

September 2015

Signed: .....

Date: .....