

Watery Lane Preschool

Risk Assessment Policy and Procedures



Policy statement

Watery Lane Preschool believes that the health and safety of children is of paramount importance. We make it a safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

Procedures

Staff will be vigilant at all times to prevent avoidable accidents and children will be supervised at all times. In order to offer a challenging but low risk environment within the preschool, the premises and our activities are risk assessed on a termly basis, or more frequently if incidents occur. This will include:

- **Environment and Premises.** (A daily checks list will also be completed at the start of each day).
 - ✓ Security of premises from intrusion and to prevent children from wandering off.
 - ✓ Safe structure of premises.
 - ✓ Hygienic and restricted kitchen area.
 - ✓ Heating and lighting.
 - ✓ Electrical equipment.
 - ✓ Outdoor area.
 - ✓ Food and drink.
- **Equipment**
 - ✓ Resources and equipment checked for wear and damage at each use.
 - ✓ Storage
 - ✓ Cleaning materials – stored appropriately, complying with COSHH regulations.
 - ✓ Risk assessment carried out on all new equipment and guidelines stored in Cardex system if appropriate.
- **Activities** (undertaken by both staff/volunteers and children).
 - ✓ Outings and visits – risk assessments are carried out for each outing. For new or less frequently visited venues, pre-visit and/or route checks will be completed as part of the process.
 - ✓ Cookery (see Guidelines displayed in kitchen)
 - ✓ Manual Handling
 - ✓ Potentially hazardous activities – guidance in Cardex.
- **Fire Risk Monthly checklist**
 - ✓ Detection – alarm system checked regularly as part of school contract.
 - ✓ Layout
 - ✓ Escape routes
 - ✓ Evacuation procedures in place. All staff trained and take into account the individual needs of the children.
 - ✓ Fire Drills practiced regularly, log kept and used for training. Fire drills will be planned to ensure all children complete a fire drill during the first half term of each

academic year, thereafter fire drills will be planned one per half term. In addition, an unannounced fire drill will be carried out by one of the managers each term.

- ✓ Servicing of appliances.
- ✓ End of day checks.
- **Records and written policies**
 - ✓ Emergency contacts for staff/volunteers and children.
 - ✓ Evacuation procedures.
 - ✓ Policies to cover Safeguarding, Health and Safety, Hygiene, Arrivals and Departures, Outings etc.
 - ✓ First Aid and Medication procedures in place including a designated member of staff responsible for regular checks of the contents of First Aid boxes.
 - ✓ A review of Accident Forms.
 - ✓ Staff recruitment and Induction.
 - ✓ Guidance for pregnant staff.

Links to other policies and legislation

- **Link to: Covid-19 risk assessment and Covid-19 procedures during the coronavirus period**
- Management of Health and Safety at Work Regulations (1999), amended 2006
- Please see our policies relating to Safeguarding Children, Arrivals and Departures, Health and Safety, Food and Drink, Health and Hygiene, Selecting Toys and Equipment, Outings, Use of a Minibus and also our Forest School Policies.

| A unique Child | Positive Relationships | Enabling environments | Learning and development |
|---|------------------------|------------------------------|---|
| 1.3 Keeping Safe 1.4 Health and Well-being | | 3.3 The Learning Environment | 4.1 Play and exploration 4.2 Active Learning |

This policy was adopted at a meeting of **Watery Lane Preschool** held on _____

Signed on behalf of management committee _____

Name of signatory _____ Role of signatory _____

Date to be reviewed _____