



RISK ASSESSMENT AND HEALTH AND SAFETY POLICY

Current Version 2.0

Risk Assessment and Health and Safety Policy

The safety of young children is of paramount importance. To ensure the safety of both children and adults, the Pre-school will ensure that:

- the children are supervised by adults at all times and will always be within sight of an adult.
- visitors to Pre-school will be asked for identification. We do not allow unauthorised visitors onsite. All visitors are required to sign the visitor's book upon arrival and to sign out when leaving. A member of staff must always be notified when a visitor leaves to ensure that all external doors are secured.
- incident/accident forms are used and parents/carers are informed of any incidents involving their child.
- parents will be contacted immediately if a child becomes ill during the course of a session. A member of staff will observe and comfort the child as necessary until the parent arrives.
- detailed Risk Assessment forms are completed by a member of staff each day to check the safety of the equipment, the hall, and grounds. Other Risk Assessment forms are completed for outings and for children with SEN, or additional needs.
- the no smoking policy on the premises is enforced.
- fire drills take place several times a term. The emergency assembly point notice is displayed in the car park and signs showing the assembly point are located beside all extinguishers in the building.
- fire doors are never obstructed but a removable safety barrier is used during sessions for security reasons.
- internal safety gates are used, as necessary.
- fire extinguishers are checked and staff know how to use them.
- heaters, electric points and leads are guarded.
- children do not have access to the kitchen.



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- adults do not place hot drinks within reach of the children. All hot drinks must remain on the hatch during free play.
- adults are aware of the systems in operation for children's arrival and departures as set out in the prospectus. An adult will always stand at the external door during these periods.
- if your child has not been collected within 30 minutes of the close of session then, by law, the Manager is required to contact Social Services.
- a register of both adults and children is completed as people arrive, so that there is a complete record of all those present.
- children will leave the group only with an authorised adult. A password is essential for each child.
- the layout is planned to allow freedom and safety of mobility between activities.
- equipment is checked regularly and any dangerous items repaired or discarded.
- children have no access to dangerous substances, such as medicines and cleaning materials.
- a correctly stocked first aid box is available at all times.

COVID-19

A separate Covid-19 Risk Assessment was created in May 2020. This is reviewed and updated with GOV.UK latest guidance. Risk Assessment documents are sent to all families and staff whenever there are any changes or updates.