

Rougham Acorns Pre-School and Woodlands Extended Care

Risk Assessment Policy

The safety of young children is of great importance. In order to ensure the safety of both children and adults, Rougham Acorns and Woodlands will ensure safety in the following areas:

- Safety checks on premises and equipment, both outdoors and indoors, will be made before every session.
- Outdoor space will be securely fenced.
- Public space used will be checked for litter and other dangers
- 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 detected.
- A record will be kept of any checks by the Fire Safety Officer and also of fire drills and servicing of fire safety equipment.
- Any recommendations by the Fire Safety Officer will be carried out.
- All electrical sockets will be adequately guarded.
- All dangerous materials, including medicines and cleaning materials, will be stored in a locked cupboard/ area out of the 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

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- All children will be supervised by adults at all times and will always be within sight of an adult.
- Children will leave the group only with authorised adults.
- Children will not have unsupervised access to kitchens, coolers or any cupboards, storing hazardous materials including matches.
- On outings, the adult:child ratio will be at least 1 to 2.
- 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 2 adults will be present.
- All adults in the group, both staff and visitors, will be aware of and respect the group's safety policies.
- Adults in the group will have access to advice on safe lifting.
- If staff 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.
- If adults need to gain access to the overhead storage cupboards, they must ask a member of the committee to do this for them, as insurance does not cover this area.

Management

- A book will be available at each session for the reporting of any accident/ incidents.
- Regular safety monitoring will include checking of the accident record as a basis for risk assessment.
- All adults, including parents and other carers, will be aware of the system 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.

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- Fire drills will be held at least twice a term.
- 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 an emergency.
- There will be no smoking in or around the preschool building.
- A correctly stocked first aid box will be available at all times.
- Fire extinguishers will be checked annually and staff will know how to use them.

Risk Assessment

- An annual risk assessment is carried out, using the checklist provided by the Preschool Learning Alliance.
- This risk assessment will be reviewed annually.
- Finding 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.

This policy will be reviewed annually

This policy was adopted on:

Signed: (Chair)

Signed: (Manager)

Review date: