



GENERAL RISK ASSESSMENT POLICY

Pat West and Yvonne Bradley carry out the following risk assessment of Adversane Hall annually. The assessment is based on risks to a maximum of 22 children per session as well as a minimum child ratio of one adult to six children, parents, other siblings and visitors.

This risk assessment will be reviewed at least once in every twelve month period and also after any accident or incident affecting the safety or well-being of staff, students, children, or visitors.

Risks Inside the Building

- The majority of risks to child safety are as the result of inadequate supervision. Bobtails is registered for 22 children at any session and will provide a minimum supervisory ratio of one to six.
- Visitors to the setting will not be left alone with children and will be monitored at all times. They will be advised of emergency evacuation procedures and the place of optimum safety.
- There is sufficient space for 22 children and 4 adults per session. (See Statutory Requirements booklet).
- Although the administering of medicine will be discouraged on the premises any necessary medication will be kept in the kitchen area, which has a gate and will only be accessible to the children with an adult present. No medication will be administered without written instructions from parents or carers.
- A safety chain is fitted on the main door to identify callers and deter intruders.
- There are steps leading to the kitchen and toilet areas, the kitchen is guarded with a safety gate to avoid the risk of falling and to stop children from entering the kitchen area without supervision. There is a hob, oven, microwave oven and toaster in the kitchen, which is for the use of adults only.
- Toilet facilities are adequate but are not child sized. A stool and a step seat are provided for the children to reach the wash hand basin and toilet. Smaller children will be supervised in the toilet but they will be allowed as much independence as possible in caring for their own personal needs. Liquid soap and paper towels are provided. There are baby wipes & Kandoos to help clean children up after using the toilet if necessary.
- Heating units at floor level are fully guarded. Auxiliary heaters are above children's and adult's heads and out of reach even with a chair and do not present any risk.
- Walls and ceilings are in good repair.
- The wooden floor has been replaced with wood laminate flooring and is in good repair.
- All windows are above the height of the children and do not present a hazard. Windows can be opened for ventilation and present no danger to the children because of their height.
- The temperature of the building will be checked and maintained at between 65 & 68 degrees C where possible. In the summer term the temperature can be high therefore mobile (plug in and vented) air conditioning units are provided to try to keep the temperature at an acceptable and comfortable level for staff and children. Ceiling fans have also been installed to drive the hot air up and out through the roof.
- Some electrical sockets are accessible to children.





- Portable Appliance testing is completed annually. The parish Council arrange for the electrical circuits to be tested.
- Spillages and wet floors can present a risk of falling or slipping and must be cleared up immediately. Cloths are available, as are other cleaning materials and disinfectants for bodily fluids. All chemical cleaning materials are stored in the kitchen cupboards, out of the reach of children. Chemicals each have a data safety sheet; that are kept in the appendix of the policy folder.
- Toys and play equipment will conform to BSEN safety standards or Toys (Safety regulation 1995) & will be checked and cleaned on regular basis. Damaged or broken equipment is removed or repaired immediately.
- As far as possible learning materials and play equipment will not contain small objects thus reducing the risk of swallowing or choking. Some Montessori learning materials do contain small parts and these exercises will be supervised at all times by a responsible adult.
- Hot drinks could give rise to scalding or burning accidents. Hot drinks may be taken by adults in the kitchen. In winter warm drinks of milk or chocolate milk will be tested for temperature by staff before allowing children to help themselves to drinks.
- There is a risk of back injuries to staff from lifting or carrying children. Staff will be encouraged to comfort children whilst seated and advised on safe lifting practices.
- There is a potential fire hazard from electrical equipment. To reduce such risks a qualified person on a regular basis inspects electrical equipment. A fire blanket and extinguisher are provided.
- Fire Protection Officer has advised that smoke and heat detectors are not required. See appendix
- The candle used for birthday celebrations could be a hazard but it is closely supervised and children are made aware of risks.
- The school and hall committee operate a no smoking policy, inside and outside the hall.
- The schoolroom area is prepared on a daily basis with safety in mind.

Risks Outside the Building

- There is a possibility of children running out of the hall through the main door and into the road. At times when the door is open, children will be asked to sit at a table or in the book area with a member of staff responsible for groups of children.
- In addition a member of staff is stationed at the main door until all parents have delivered their children and left the premises in order to ensure that no child can leave the building without a responsible adult. Our policy states that once the children have been handed over to their parent/carer they become the responsibility of the adult collecting them. Parents have been asked to be vigilant and to be aware of other people's children as well as their own.
- Lack of attention and vigilance on the part of parents could form an additional risk to child safety. We cannot be held responsible for any accidents that occur before or after the child has been committed to our care; or for any child who is not enrolled in the school.
- Parents and carers are reminded regularly to be aware of the dangers of traffic in Adversane Lane.
- To reach the garden children have to exit through the front door and walk along a path along the side of the building. They are supervised both to and from the play area.





- The play areas are safety surfaces to allow all weather play and there is little risk of injury from falling. Children are supervised at all times and dangerous activities are discouraged.
- Children are taught to use wheeled toys with care and consideration for other children to minimise the risk of accidents.
- Sand, stone and water play is supervised at all times
- The patio area at the back is protected by a UV proof canopy. Parents are still asked to provide sunscreen or cream their children before coming to Nursery. Sun hats are encouraged and spare Bobtails uniform hats are available.

A daily check is carried out both inside & out of the building. This is recorded & any risk minimised. Breakages will be removed, repaired or replaced.

To be reviewed September 2014.

