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| --- | --- | --- | --- | --- | --- | --- |
| **What are the Hazards?** | **Who might be harmed?** | **What are we already doing?** | **Is any further action required?** | **Action by whom?** | **By When?** | **Date Action is complete** |
| Site SecurityPendoylan Child Care Risk Assessment for Premises and Provision | Child Absconding from premises/ groundsUnauthorised entry onto site and contact with strangers entering the site/building unannouncedChildren entering other areas of the school/premises unauthorisedContact with other pupils within the school | Internal doors which separate the Nursery area from the rest of the school are secured by means of a ‘twist lock’.Perimeter CCTV and main school grounds are locked from 12.15- 2.50pm.Fob system on all external doorsSupervision of pupils will be within the 1-8 ratio at all timesChildren entering the Nursery area will do so through the designated Childcare entrance, not the main school entrance.Children will only be handed over to adults known to staff and designated by parents to pick up and drop off. At the beginning of the year a password will be allocated to each child/parents.Childcare finishes 15 minutes before the rest of the school and should have left site prior to the exit of main school pupils. | At times children may use the school premises such as the school hall or playing field. Extra care and close supervision is required at these times. | Childcare manager and practitioners | As required | On-going |
| Kitchen Area | Electrical CookerStaff, childrenBurn- contact with hot surfacesContact with cleaning materials causing skin irritation/burns/drinking | Only designated staff allowed in the kitchenette area and door/shelf completely closed to prevent entry by small children.All cleaning products to be locked in Cleaner’s cupboard with COSH information. | Ensure that hygiene and Level 2 cooking certificate & First Aid is renewed as required for all Childcare staff.  | Childcare manager to inform Responsible Individual of renewal requirements | As required | On-going |
| Manual Handling/Positive Handling of pupils | Staff handling equipment/small children- stooping/twisting/liftingWorking at low height with children | A ‘positive handling’ plan put in place for any child requiring additional handling above normal expectations for working with small children. Staff familiar with techniques for handling small children.Staff to work at low height ( sitting on small chairs or floor) rather than stooping.Adopt principles of good manual handling ie:Bend knees- do not stoopGet a stable base with feet spread apart.Get close to an object to prevent over stretching. | Arrange for staff to have ‘Team Teach’ positive handling training. | Responsible individual to arrange a date for training. | To be arranged. |  |
| Toileting | Changing children/ assisting using the toiletSafeguarding children.Working at low height | Designated changing area.Low height toiletsFollow ‘Intimate Care Policy’Avoid stooping as outlined above. |  |  |  |  |
| Play equipment | Cross contamination-viral, bacterial agentsSmall parts/choking hazardsScissors activitiesInjury from handling toys inappropriately causing minor cuts and grazes. | Designated store room and outdoor shed which is locked for safe storage.All toys checked daily for loose or damaged parts and all damaged toys will be removed immediately.Regular cleaning using recommended safe products ( See Health & Safety section concerning COSH). In instances of child illness, toys will be removed and thoroughly cleaned with and anti-bacterial agent.All children to be encouraged to have good hygiene routines such as regular hand washing. |  |  |  |  |
| Fire | All staff to have completed the basic Fire safety compliance on-line course.Keep fire exit doors clear/ensure that ignition sources kept from combustible materials and adhere to the Fire safety protocols.All electrical items to be PAT tested.Fire Risk assessment to be completed by VOG every 3 years.Portable extinguishers present and automatic detection is also fitted.Weekly testing of fire alarm is carried out by the school caretaker and children take part in a termly fire drill. |  |  |  |  |  |
| Accidents | Injury from handling toys inappropriately causing minor cuts and grazes etc.Outdoor Play- awareness of potential falls from climbing equipment etc.Wet sand/ muddy play- contact with food or ingredients during supervised activities.Skin reactions/ anaphylactic shockVomiting/diarrhoea | Outdoor play will be supervised in accordance with the 1-8 ratio.Floor surfaces are regularly checked for damage or slip/trip hazards- Cordoned off and reported to management as appropriate.Assessment of weather conditions will determine suitability of outdoor play.eg. avoid decked area when wetSun safety will be taken into account and adequate sun protection taken ie. cream, sun hat etcParents/guardians will be advised beforehand if there are any potential risks to any activities and written consent will be obtained as appropriate.(See Policy on administration of medicines).All staff hold current First Aid certificate and there is a First Aid kit available in the Childcare area. |  |  |  |  |

**Completed By Responsible Individual (Headteacher):**

**Date: Summer 2018 Review Date: Summer 2019**