

RISK ASSESSMENT – PREMISES

RISK: LOSS OF OR SERIOUS INJURY TO PUPILS

Likelihood 2 Impact 10 Existing Controls 2 Product 40

Mayville Nursery at the Cottage.

The Nursery has sole use of this building. It has a fenced rear garden with safety surface. An enclosed front garden.

One door is used for entry and exit of pupils on arrival. This entry door remains locked and is only to be opened by a member of staff. There is an inner gate which remains closed during operational sessions as a further safeguard.

The Nest

This is housed on the first floor of the building. The stairs are guarded top and bottom by gates and the inner door to the Nursery is kept locked. A bell is available to gain entry. Storage facilities exist under the eaves and are kept locked. A gate is available to stop children entering the sleeping or nappy changing area if unsupervised. Pupils in the Nest use the rear garden and may be taken on outings in pushchairs. Radiators are guarded. Pupils sitting in high chairs for meals are strapped in.

See following risk assessment:

Procedures for

- Taking children upstairs
- Sleeping
- Nappy Changing
- Outings
- Fire evacuation
- Snacks
- Use of Playground

Cygnets

Cygnets have two adjoining rooms – entry to these rooms is guarded with a safety gate. Pupils have free access to toilets and small art area. Radiators are guarded. Pupils may sleep in the ‘quiet area’.

See following assessment:

- Taking children Upstairs
- Sleeping
- Nappy Changing
- Outings
- Fire Evacuation
- Snacks.
- Use of Playground

Swans

Swans use four adjoining areas and toilets. They are protected from stairs by a safety gate, cannot enter Cygnets because of safety gate and cannot enter hall/front door area because of safety gate.

Glass doors section off the art/creative area from the play area. These have stickers on them so the children are aware whether they are opened or closed.

The pupils have access to the kitchen area except at lunch time or when staff are making coffee. In the kitchen any hazardous substances are stored in wall cupboards.

Swans utilise the small hall and playground at Kenilworth House. They are taken up by at least three members of staff – one at the front of the group, one at the rear and one in the middle. Children will walk in pairs holding hands. Any pupils who it is believed will not follow staff instructions should either hold the staff member's hand or not be taken on these trips. They will cross St. Simon's Road by the crossing opposite the 'Kenilworth site' white doors. Just prior to using these facilities a member of nursery staff will visit these premises to ensure safety.

See:

Procedures for

Toileting

Snacks

Outings

Fire Evacuation

Use of Playground.

Walking Children to Pre-prep and Back.

Visitors

All visitors must sign in and out of the Visitor book. Visitors unattended by a member of staff must wear a badge.

Telephone Access is available to the Emergency Services (dial 9 and 999) at all times or, for less serious incidents to the School Office, extensions 2221, 2222, or 2223.

The Headteacher's extension number is 2224.

RISK ASSESSMENT

RISK TO CHILDREN WHEN UNDERTAKING ON SITE ACTIVITIES

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All activities must be appropriate to the age and stage of development of individual children.

Equipment must be checked to ensure it is safe and clean before use.

The playground area must be checked for safety and cleanliness before it is used.

Water play

Children can drown in a couple of inches of water so staff must be especially vigilant during water activities –

- a) Staff must be with children all the time they are undertaking water activities.
- b) Before using the playground be aware of areas where water might collect, e.g. buckets, in certain toys etc.
- c) Empty water trays promptly after use.

Sand play

When using the external sand tray

- a) Staff must ensure it is clean and ready for use – sifting for foreign bodies.
- b) Sand should be rinsed with diluted sterilising agent.
- c) Children must wear hats to ensure sand does not get into hair
- d) The tray must be covered up immediately after use.
- e) Sand must be replaced regularly.
- f) Do not put spilt sand back into the sand tray.

See – Procedures for toy safety.

Cooking

When cooking –

- a) Children must be taught about potential dangers in the kitchen.
- b) Care must be taken with use of utensils – knives must be blunt and only used with 1:1 supervision. Equipment is plastic and unbreakable.
- c) Oven – pupils will not put items into oven or remove items from oven.
- d) Tins/trays will be cooled out of reach.

Cutting

Use of scissors –

- a) Only scissors suitable for the age and development of the child are available for free choice activities.
- b) Children are taught safe use of scissors and are supervised 1:1 or in small groups.
- c) When using scissors children must be seated.
- d) Children's scissors are used.