

DAILY RISK ASSESSMENT FOR GOUDHURST VILLAGE PRE-SCHOOL

(As our premises is rented and shared with other groups in the community it is essential that risk assessments are carried out to ensure previous uses have not left the Church Rooms unfit for our use.)

ACTIVITY/SITUATION/HAZARD	RISK LEVEL	ACTION REQUIRED	STAFF RESPONSIBLE
Outside area / entrance	M	Free from man-made and natural trip hazards	All staff
Front door leads onto public area	H	Door to be locked with quick release, high level lock when children are in the building	Deputy
Fire Risk	H	Two fire exits clearly marked. Exits to be kept clear at all times. No smoking signs are prominent. Fire extinguishers in place and checked. Fire blanket in kitchen checked.	Manager
Floor in Main Hall may become slippery when wet	M	Staff to make sure that floor is mopped well and children are told not to run in the main hall.	All staff
Brick fireplace with hazardous edges	M	Children instructed not to run in this area and for it to be blocked off (table).	All staff
Stairs	M	Access to stairs blocked at all times with retractable stair gate	All staff
Radiators	M	Temperature controlled by thermostat. Radiator covers.	Manager
Windows	M	Safety glass filled throughout. Windows locked. Children instructed to keep away from windows.	All staff
Tables/chairs left for other hall users	L	These are to be turned around in a safe position prior to every session and screened with a temporary partition.	Leader

DAILY RISK ASSESSMENT FOR GOUDHURST VILLAGE PRE-SCHOOL CONTINUED

Kitchen	H	Door to be secured with a lock at all times. Warning signs in place as appropriate. Cooker unplugged and stored at a high level. Any cleaning products or sharp objects inaccessible to children and locked away. Fridge temperature to be checked. Food in fridge checked for freshness and thrown away if out of date.	Deputy
Toilets	H	In a high standard of cleanliness. Sanitary bins to be removed to staff toilet upstairs. Check bins are empty. Emergency cord is hooked up out of reach of children	All staff
Toys and Equipment	M	As toys and equipment are brought out from the storage shed each day they are to be checked for damage and cleanliness.	All staff
Craft and Play materials	L	As craft and play materials are brought out for daily use they are to be checked that they are still suitable to be used.	All staff
First Aid Kit	H	Stored out of reach of children and contains everything on contents list within.	All staff
Decking	M	Checked for debris, newly grown plants through fence, wet surface and cleanliness (animal droppings etc.)	Manager
Record Keeping	M	Especially child collection, medicine administration and accident record information for that day.	Deputy
Electricity	H	Socket covers to be on at all times. No wires to be left dangling or as trip hazards.	Manager
Playground	H	Checked thoroughly before taking children out there for rubbish and damage as used by public.	Manager

Date:

Checked/signed by:

VEGETABLE & FLOWER GARDEN RISK ASSESSMENT FOR GOUDHURST VILLAGE PRE-SCHOOL

ACTIVITY/SITUATION/HAZARD	RISK LEVEL	ACTION REQUIRED	STAFF RESPONSIBLE
Check no items have been thrown into the area	M	Remove from area using protective clothing if necessary	All staff
No tools or resources are left in the walk ways	M	Remove from area using protective clothing if necessary	All staff
No 'sharps': nails, damaged wood or fencing is protruding	H	To be made safe or repaired asap or the area to be cordoned off to prevent access from children	All staff
Dehydration	M	Children to be provided with water before they go to the garden area	All staff
Sun Protection	M	Children wear hats and to have sun cream applied if permission has been given by parents	All staff
Hand Tools	M	Gardening equipment to be checked for suitability and safety.	All staff
Staff Communication	M	Staff accompanying children in the garden to be in possession of the pre-school mobile in case they cannot be heard by internal staff	All staff

Date:

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**WEEKLY RISK ASSESSMENT FOR GOUDHURST VILLAGE
PRE-SCHOOL**

ACTIVITY/SITUATION/HAZARD	RISK LEVEL	ACTION REQUIRED	STAFF RESPONSIBLE
Waste Material	L	All waste material is removed from the premises including all out-of-date food from the kitchen.	All staff
Record Keeping	L	All children's records are up-to-date (e.g. illnesses/medication requirements)	All staff
Outside storage and equipment	M	All sheds are locked securely and equipment is stored away (or disposed of if broken/damaged beyond repair). Outside equipment such as sandpits and playhouses are secure.	All staff
External building	H	Check roof for loose tiles, fence, wooden gate and decking in good repair.	All staff
Website	L	Inform Alison of any updates needed.	Manager
Staff Meeting	L	All staff to meet to discuss any issues that may have arisen.	Manager

Date:

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**MONTHLY RISK ASSESSMENT FOR GOUDHURST VILLAGE
PRE-SCHOOL**

ACTIVITY/SITUATION/HAZARD	RISK LEVEL	ACTION REQUIRED	STAFF RESPONSIBLE
First Aid Box	H	Check the content list for adequate supplies.	All staff
Medication	H	Check expiry dates are clearly marked and have not been exceeded.	Manager
Toys and Equipment	M	Check the toys and equipment inventory is updated. Dressing-up clothes are washed if necessary.	Deputy
Staff Training	M	Ensure staff training is up-to-date and relevant and initiate action if necessary.	Manager
Record Keeping	M	All children's records are up-to-date (e.g. illnesses/medication requirements)	All staff
Outside storage and equipment	M	All sheds are locked securely and equipment is stored away (or disposed of if broken/damaged beyond repair). Outside equipment such as sandpits and playhouses are secure.	All staff
Website	L	Inform Alison of any updates needed.	Manager

Date:

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HALF-TERMLY RISK ASSESSMENT FOR GOUDHURST VILLAGE PRE-SCHOOL

ACTIVITY/SITUATION/HAZARD	RISK LEVEL	ACTION REQUIRED	STAFF RESPONSIBLE
Fire Drill	H	Staff and children to practice evacuation procedures and record time and effectiveness.	Manager
Parent Information	L	Disseminate a half-term newsletter both in hard copy, via email and on website informing parents of need to keep their and their child's information updated. Also informing parents of any news, fundraising information or changes.	Manager
Toys and Equipment	M	Check the toys and equipment to ensure they are still serviceable.	Deputy
Hedge next to outside decking	H	Check the hedge is trimmed properly and kept at a height to avoid branches coming through the fence	All Staff
Supervision Meeting	M	All staff to have a supervision meeting to discuss children's progress, any issue that may arise and their own development. They may be asked to sign a new self disclosure form.	Manager

Date:

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TERMLY RISK ASSESSMENT FOR GOUDHURST VILLAGE PRE-SCHOOL

ACTIVITY/SITUATION/HAZARD	RISK LEVEL	ACTION REQUIRED	STAFF RESPONSIBLE
New hazards	H	Check the hazard analysis form.	Manager
Gardening	M	Ensure the hedge beyond the decking is at decking level and not growing through to where the children play. Area outside kitchen window is free from weeds.	Deputy
Toys and Equipment	M	Check the toys and equipment to ensure they are still serviceable.	Deputy
Fire Procedures	H	Trial evacuation procedures are carried out, recorded and if necessary improved upon.	Manager
Pest Control	H	A check of the premises is carried out to check for vermin and if necessary the pest control company is called to investigate.	Deputy.
Insurance	L	Operational insurance cover is up-to-date and certificates appropriately displayed.	Manager
Emergency contacts	H	Ensure parents' emergency contact details are up-to-date.	All staff
Illness / medication	M	Check that no child has had an illness you should be aware of since last attending. Medication records are updated.	Manager
Utilities	M	Check that the heating, ventilation and plumbing are in good working order.	Manager
Fire Equipment / Records	M	Check the fire extinguishers, fire blanket, fire whistle, smoke alarms and that the evacuation procedures are in a prominent place and all drill records are updated.	Manager

Record Keeping	L	All children's records are up-to-date (e.g. illnesses/medication requirements)	All staff
Parents Evening	L	All parents to meet with Key Person to discuss their child's progress and development.	All staff

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**ANNUAL RISK ASSESSMENT FOR GOUDHURST VILLAGE
PRE-SCHOOL**

ACTIVITY/SITUATION/HAZARD	RISK LEVEL	ACTION REQUIRED	STAFF RESPONSIBLE
Electrical equipment	H	Check all electrical equipment has been safety checked (by a qualified electrician in some instances).	Manager
Boiler	H	Ensure service history is updated.	Manager
Utilities	M	Check that the heating, ventilation and plumbing are in good working order.	Manager
Kitchen	H	A deep clean has been carried out.	Manager
Fire	H	A fire risk assessment has been carried out.	Manager
Open Day	L	Invite existing and prospective parents and the community.	Manager
Annual Staff Appraisals	M	All staff to have a well-structured meeting with the Manager. Sign new self-disclosure form.	Manager

Date:

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