Risk Assessment@ Jewell

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| **Hazard- what threat/ hazard it poses to children & adults.** | **Groups at risk** | **What are we doing to manage this? Is it enough?**  **A= adequate**  **I= inadequate** | **What needs to be done, by whom and by when?** | **Review of this hazard-** | **Name and date of assessment:**  **Karen Hodgson** |
| Security- unauthorised persons gaining access from outside the school/club | Children & staff- potentially high risk | The main entrance doors to the room allow us to see persons awaiting entry and control who comes in. the main gate by the road is open, at the times we are open.  Alternative entrances are locked when all the children have arrived, our inner doors are lockable. If a hot day the main door to the room can be opened staff to be aware that this could be a risk.  Parents are not permitted to walk around unaccompanied.  A | All staff to check ID of people before entering the premises and to be vigilant with people coming onto the school grounds |  | review  daily |
| Security- unauthorised persons gaining access from within the building | Children & staff- potentially high risk | All visitors are signed in at the main reception at school office and once in St Claire’s room signed into St Claire’s ipal system. Children monitored and supervised at all times when leaving the main room.  A | Secure doors once all children present.  All staff |  | review  daily |
| Children absconding | Children & staff- potentially high risk | Encourage feeling of ownership as we have sole use of the main room, so can layout/ display as desired. Provide a happy, caring atmosphere to prevent the desire to abscond. Doors will be monitored and kept secure.  A | Ensure room set up attractively, children’s drinks station, notice board, toy teams etc all up to date, any special jobs accessible etc.  All staff |  | review  daily |
| Children absconding | Children & staff- potentially high risk | All staff to be vigilant about doors being locked / shut and routes in and out of the setting being secure.  The register updated when children arrive and leave the premises.  A | Check daily |  | review  daily |
| Moving the children around site | Children & staff- potentially high risk | The boundaries are secure, checked before taking children outside. Children only allowed by the front of school with close supervision- be aware that some children may get into other areas, stay alert. Two members of staff must accompany all children outdoors. First aid kit, water & cups and mobile must be accessible.  ~~A~~ | Before going out, all children lined up by door, one going over rules for playing outside.  All staff |  | review  daily |
| Moving children offsite on outings. | Children & staff- potentially high risk | Children should walk in line with a member of staff leading in the front and one at the back. Children should never stray out of this until arrived at location. Headcounts done on leaving and on arrival. CHILDREN SHOULD NEVER RUN AHEAD OUT OF SIGHT OR STRAGGLE BEHIND MEMBER OF STAFF. Members of staff to keep the line close without large gaps- if something happens at the back and the leader is too far ahead they may be left alone which is a risk. ~~A~~ | Before going out, all children lined up by door/gate, go over rules for walking in line  All staff |  | review  Termly |
| Toileting- staff alone with child, child unaccompanied | Children & staff- potentially high risk | Children to go collectively where possible.  One member of staff to go with children and stand at top of corridor, one standing in doorway so in sight of others and all children.  A | All staff when children require |  | review  termly |
| Children ingesting or accessing/ using our cleaning chemicals | Children & staff- potentially high risk | Our things to be kept in our room are low risk items (anti-bac’ spray & washing up liquid) to be used with supervision for under 5’s. Washing up liquid with cloths etc. Blue cloths for food, green for crafts.  Manager to take laundry home as necessary.  Children have no access to the kitchen area alone.  Shape knifes to be kept out of reach in the lockable cupboard in room.  A | Anti bac’ spray to be taken out and put away before & after use.  All staff to remind children not to enter the cupboard. |  | review  termly |
| Children ingesting or accessing/ using school chemicals | Children & staff- potentially high risk | Staff to check no unsuitable items left in the room or accessible to children- to remove & make safe if seen, note on Actions Taken  A | All staff before children arrive |  | review  termly |
| Slips & trips | Children, staff & visitors | All staff to constantly check the floor for items that may cause a slip or a trip- toys, marbles, lego, liquid etc. All need to be either put on a mat or cleaned and the area marked unsafe until dry. Ensure the correct tools are used for cleaning the floor- eg, don’t use toilet mop on children’s play surface!  A | All staff before children arrive and during the session  All staff to do a daily risk assessment  . |  | review  daily |
| Heavy items falling on someone | Children, staff & visitors | Staff to be aware of heavy items, such as TV, electrical equipment, books, filled boxes etc being at a height where they may fall on a child or adult- also during use (many TV’s are ‘front heavy’ and can tip forwards onto a child watching it.) Ensure children sit back from the TV and items are not stored at height. No child is permitted to access the storage cupboards.  A | All staff to monitor and enact  Children do not have access to storage cupboard |  | Review  Weekly cupboard tidy |
| Risk of strangulation | children | Staff to be aware of ‘looped’ items- blind cords, flag posts, trailing electrical cords, tangled play/ gym equipment in which a child may become stuck. Curtain/ blind loops should be cut so they are separate strands, electrical cords tidied and tied, gym equipment in plain sight and tidy, children not allowed on it to play  A | All staff to monitor and enact |  | Assessed |
| *General Safety* | *children* | *STAFF POSITIONING IS VERY IMPORTANT- STAY AS MUCH AS POSSIBLE AROUND THE OUTSIDE OF THE GROUP LOOKING IN, KEEPING AS MANY CHILDREN AS POSSIBLE IN YOUR SIGHT. BE AWARE OF WHAT OTHERS CAN & CAN’T SEE AND COVER CHILDREN OUT OF STAFF SIGHT. WHEN IN AN ACTIVITY BE EXTRA VIGILANT AS TO WHAT IS GOING ON AROUND YOU, DON’T KEEP YOUR HEAD DOWN!* | *ALL STAFF AT ALL TIMES, PARTICULARLY OUTDOORS & ON TRIPS* |  | *Assessed* |

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| Outdoors:  Hard Surface- tarmac- falls & slips etc could cause cuts, grazes, head injury, & possibly broken bones | All, but particularly children involved in risky play, high speed play, sports or climbing. | Where possible sports are done on a field, First Aid kit & water (washing cuts) taken out, children should be reminded to play sensibly/ not excessively, no climbing on objects providing height, no handstands etc.  A | Rules gone over with children before going outside, staff to take out necessary items, any holes/ uneven surface/ ice etc pointed out to children/ cordoned off beforehand |  | review  termly |
| Playground risks- falling from play equipment | Children | Children to be supervised closely and staff to not allow activities at height or on slippy or unstable equipment. Any faulty equipment to be noted on Actions Necessary and the relevant site manager made aware.  A | Staff to supervise closely and control children effectively |  | Assessed |
| Playing outdoors in varying weather conditions & the dark | Children & staff | In winter: CHILDREN MUST WEAR COATS and any hats etc parents supply them with.  They should not be allowed to take them off until they are warmed up doing an energetic activity and to put them on again at the end of the activity. Staff to be extra vigilant in the dark and keep the children in an area where they can be clearly seen  In summer: children must be supported to protect themselves from the sun- see the policy for this. Children need to drink water to stay hydrated, staff to be vigilant and ENSURE they see children intake sufficient fluid.  A | All staff to monitor and enact |  | Assessed |

Add Your Own:

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All staff have read and understood the risk assessment for Jewell

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| Staff member | Signature | Date read |
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Please sign each time you read the Risk Assessment