



Early Years Risk Assessment

The health and safety of the children in our care is one of our main priorities. It is important to assess and minimise hazards and risks to ensure that our Early Years department is a safe place for children, parents and staff

The Risk Assessment Process.

1. Identification of risk
 - What is the risk?
 - Where is the risk?
 - Who is at risk?
2. Measures to reduce or eliminate risk.
 - What needs to be done?
 - Ensure others will follow what is required to reduce the risk.
3. Monitoring and review
 - Check what has been put in place is working
 - Is it thorough enough?
 - If it is not working, it may need to be changed or maybe think of a better solution.

Responsibility's

Fire Evacuation Procedure -Please read the BST whole school Fire safety and emergency evacuation policy.

The school (following Spanish law) employs an outside agency to draw up a yearly school plan. For monthly checks the Head of Early Years is responsible for carrying out risk assessments in her department. This is completed by a checklist and notes on when and how risks have been resolved. It is also the Head of Early Years responsibility to ensure that risks or equipment broken daily is reported to the school maintenance staff.

Any serious risks the Head of Early Years will report her findings to the Health and safety committee- Please see whole school health and Safety policy.

Each class have responsibility to check the following areas.

Playgroup

Classroom-Teacher

Bathrooms-Teacher

Outside area-Assistants.

Nursery

Classrooms-Teachers

Bathrooms-Assistants

Main playground-Assistants

Reception

Classrooms-Teachers

Bathrooms-Assistants

Outside area- Assistants

Each member of staff must follow the following procedure

- Checking indoor, outdoors and activities for any risks or hazards
- Assessing the level of risk, who could be affected.
- Act accordingly with which areas need attention.
- All concerns or incidents should be reported to the Head of Early Years.
- On Monday mornings all staff should complete a classroom and outside check, any risks or hazards should be dealt with immediately.
- When arriving each morning staff should check for risks or hazards and continue to monitor the areas throughout the day.

Daily General Risk Analysis

- Main gate is closed
- Floors, clutter free, check for trip hazards
- All unused electrical sockets covered with safety covers.
- Spilt liquids to be mopped up and wet floor sign to be placed over it.
- Sand to be swept up promptly.
- Cables not to trail on the floor.
- Remove or replace broken resources.
- Activities should be safe and age appropriate.
- Children should be supervised at all times-inside and outside.
- Children should not be in the kitchen unsupervised.
- No hot drinks in the classroom or playground when children are present.
- Temperature of tap water needs to be appropriate.
- Toilet doors are hooked back.
- Doors to toilets should be left open at all times-no parents should be allowed in the children's toilets.
- Staff should position themselves appropriately in the classroom and outside to ensure children can be seen at most times.
- Fire exits must remain clearly marked and fire doors are free from obstruction and easily opened from the inside.

Activities that may have additional risk.

Risk assessments should be carried out for any different activities that may have additional risks for the children. Eg. Cooking, nature walks, this should be carried out by the class teachers. Additional form should be completed and signed by the staff member and Head of Early Years.

Jenni Garnett

To be reviewed-January 2020