










## Risk Assessments for SSFU 2018-19




Identified hazard <b>Internal:</b> Keeping children safe	Persons at risk	Existing procedures and personnel awareness	Risk Level High	Risk Level Med	Risk Level Low	Additional action required? <u>Person responsible:</u> All staff unless specifically mentioned person
Access to the building by non-authorized persons	Children and adults	<p><b>Outside doors</b> All external doors must be closed whilst sessions are in progress. Access to the primary building is only possible by using the coded keypad (staff) or by ringing the bell (parents). SSFU parents waiting in the foyer area are authorised to allow other SSFU parents known to them to enter the premises by pressing the internal green entry button. They must <u>not</u> allow access to visitors or persons unknown to them but should always check with SSFU staff first. Door to outside play area should be kept locked when play area not in use.</p> <p><b>Internal doors:</b></p> <p>1. <b>Main SSFU door:</b> SSFU Staff to meet and greet SSFU children/SSFU parents when the setting opens or closes and make sure SSFU children are only collected by their parent/carer or nominated person at the end of their session.</p> <p>After drop off/pick up times the main door will be locked and any parents must ring the internal doorbell and wait for a member of staff to open the door and allow access. The same policy applies</p>			✓	SSFU staff are responsible for making sure the internal exit doors into the primary school are closed and locked during sessions.

<p>Access to the building by non-authorized persons</p>	<p>Children and adults</p>	<p>to any TKS staff or children or any visitors requiring access to SSFU through the main entry door during setting hours.</p> <p><b>2. Other SSFU internal doors:</b> The door off the primary corridor is locked during setting hours or if children are present. The link doors to the Y4 room are kept shut and access to and from the Y4 room through these doors is not currently possible.</p> <p><b>Visitor access</b> by invitation or request only. Visitors must report to TKS reception first. <b>TKS reception staff must check visitor's identification before allowing access to the primary building.</b> SSFU staff will inform the TKS office if visitors are expected.</p>				
<p>Children trying to leave premises on their own.</p>	<p>Children</p>	<p>Member of staff on welcome to keep a vigilant eye ensuring any children already registered in the setting do not vacate the room unless accompanied by their parents or a member of the staff team.</p> <p>Staff on duty in outside area to make sure no children leave the play area unless supervised by a member of SSFU staff.</p> <p>Parents have full responsibility for their children's wellbeing and security prior to the start of a session and once they have been collected from the setting. Parents are advised not to leave their children unattended whilst in the primary school building, the site car park or anywhere else onsite.</p>				

Child registration	Children	All staff to be vigilant and ensure that <u>time</u> of arrival or departure is recorded in the register where children arrive before or after the session start time, or where they are collected before or after the normal session finish time.  Notes from parents about their child's absence are kept with the register and noted on the register when received. If parents have not sent a note or email they will be required to fill in an absence form. The completed forms are kept in the register.				The manager or session leader/deputy manager to complete the register up to 9.00am. After this, times of late arrivals/early pick ups must be recorded by the child's key person. The manager or session leader/ deputy manager will be responsible for recording the times of children leaving the setting.
Child collection procedure	Children	All parents to complete a <b>child collection authorisation form</b> , giving permission for those adults who may collect their child. Parents can inform staff verbally on a given day of any changes so the form can be amended. In an emergency, a telephone call to the school office giving alternative arrangements is acceptable. A password system can be used if needed.				See notes above. Where a child is collected by a person other than a parent, the manager or deputy manager will ensure the adult is asked to sign our child collection book. Names of people dropping off / collecting are recorded in the register.
Kitchen access	Children	A child may <b>only enter</b> the kitchen with an <b>authorised adult</b> present for specific purpose				
Electrical equipment	Children and adults	Staff to ensure any <b>electrical equipment</b> used is safe (ie has had annual pat check). When using laminator staff to be vigilant. No child to have access to equipment without adult supervision.				
Plugs and sockets	Children	Wall sockets to have plug or socket cover in place during session time. Staff to switch off computer and other electrical gadgets when leaving at end of session.				
Heating/lighting	Children and adults	Heating needs to be at an appropriate temperature. This is controlled by thermostat and				

		adjusted when necessary. Staff to ensure there is adequate lighting and any broken bulbs are to be reported to and replaced by site maintenance person.				
Doors, windows and glass	Everyone	Ensure windows are locked at end of session and no open windows/doors cause hazards, ie hitting at eye/head level. Ensure there is adequate ventilation at all times. See previous notes for risk assessment of the security of internal doors.			✓	
Floors	Everyone	Keep floors and carpet area clean and teach children to watch out for toys and resources that could cause a trip hazard. Any spillages to be dealt with quickly using the appropriate cleaning equipment.			✓	
Furniture	Children and adults	<b>Chairs and tables</b> to be stored correctly when not in use, ie tables to be folded and placed out of harm and chairs to be stacked 6 high only! <b>Computer workstation</b> to be used with enough space for access for adult and child.			✓	
Toys and equipment	Children and adults	<b>Climbing frame</b> and large equipment are kept in PE store room <b>Toys in main room</b> to be stored appropriately, either stacked in boxes or placed on shelving for safety. All toys to be checked regularly and damaged toys to be repaired or replaced.			✓	
High storage	Adults	Adults accessing equipment stored on shelves out of reach should use the step ladder kept in the toilet area.			✓	

Hygiene cleanliness, minimising the risk of infection, accidents etc	Persons at risk	Existing procedures and personnel awareness	Risk Level High	Risk Level Med	Risk Level Low	Additional action required? Person responsible:
Hygiene cleanliness and minimising the risk of infection	Staff and children	See separate Personal Care Policy, Food Hygiene and Handling Policy and First Aid and Medicines Policy. See also daily checks.			✓	
Food and drinks	Children and adults	Children's snack time is to be fully supervised. Milk and perishable items to be stored in fridge. Art and craft area and food preparation area to be kept separate and separate washing up bowls / draining area used. Washing up is left to drain where possible. Adults need to store the kettle, flask of hot water and drinks out of the reach of children. The kettle should not be used during sessions. Special thermos mugs with lids to be used for all hot drinks. Tables and food preparation surface to be wiped with anti-bacterial cleaner before food is consumed and after messy play activities. Children must wash their hands before snack times and lunch, and after messy play. Parents must be informed of any of the notifiable allergens in food served at SSFU.			✓	Keep parents informed by display in foyer of potential allergens in all food served at SSFU. Parents are responsible to inform staff of any food allergies their children may have List of food allergies and medical needs concerning food kept in register. Manager to make all staff aware of these.




Food preparation	Adults/children	Adults to ensure hands and equipment are clean prior to food preparation. If children are assisting in preparation, ensure their hands are clean and they are supervised using equipment. Staff to wear apron when preparing food and this should be wiped using anti-bacterial spray following afternoon snack. Any cuts to be covered with a plaster. Food and preparation equipment to be kept in suitable safe storage area when not in use and any knives used to be kept out of reach of children. Tables and food preparation surface to be wiped with anti-bacterial cleaner before and after food is consumed. Separate chopping boards (see guide) to be used when preparing food. Separate cloths are used for dishes, wiping tables/surfaces, and cleaning up after messy play. Food preparation area is kept separate from art and craft/messy play preparation area, and separate washing up bowls/drainage areas used.				
Medicine/first aid	Children	Most medicine, including staff medicine, to be stored in the designated area (ie in locked cupboard in small room). First aid kit, inhalers and any Epi pens are stored in cupboard above sink in main classroom. Any action taken is to be recorded appropriately. Any individual child's medication is to be named and indicated on authorisation form. Any significant existing injuries to be recorded.				
Illness:	Children	If a child is ill whilst at the setting, parents are to be informed by phone and asked to collect their child as soon as possible. If a child attends a session with an infectious disease/illness they will be asked to return when their doctor has cleared				

		them. Parents need to inform setting if a child is unwell and will not attend the setting that day. See home-school agreement form.				
Accidents and incidents	Children and staff	All accidents should be recorded at the time of the event on an accident form (in red file in lockable cupboard) by the person witnessing or first informed of the accident if not witnessed. Forms to be signed by staff member and parent. First aid incidents must also be recorded on the school system. All incidents to be recorded on an incident form (kept in same book) and copied and given to both parties to sign on a no names basis. See policies for details.			✓	
Illness:	Staff	When a member of staff is ill relief cover will be provided to ensure guidelines /ratios are met.			✓	
Toilet	Children	Children to be taught hand washing and drying routines. Children must only be changed by staff with up to date CRB/DBS checks, unless their parent is in the setting.			✓	
Sand	Children	Children to be shown how to play safely in the sand being aware of others, and all staff to be aware of hazards, ie sand in the eyes! First aid person to deal with incidents as appropriate. If sand stored outside check for foreign bodies and replace at regular intervals. Make sure sand is covered when not in use or after session ends.		✓		Bags that sand came in must be retained each time new sand is purchased and only disposed of when old sand is replaced with new sand annually.
Climbing frame, benches and trampoline in use in hall, class room or outdoors	Children and siblings	To ensure safety, put mats in place at all times whilst equipment is in use indoors. Jumping from equipment to be done with adult supervision and children made aware of waiting in turn to avoid unnecessary incidents!			✓	

Water and messy play	Children	Ensure water play remains in area provided and is not transported using receptacles to other areas in the setting. All staff to be vigilant and to keep floor from getting too wet and slippery! Make sure any spills from messy play resources eg gloop, cooked pasta or rice, play dough are wiped up to avoid a slippery floor. Children to wash hands after messy play. Train children not to eat the play dough. (See notes in harmful substances section for more details.)			✓	
Pens, pencils, chalks and paints	Children	Children have access to this equipment under staff supervision.			✓	
Scissors etc	Children	Staff to train children in their use of scissors and supervise appropriately. Similarly, children's use of any other sharp implements used for cutting, hole punching, or fastening (eg paper fasteners or staplers) should be supervised appropriately.			✓	
Hall time:	Children /adults	Adults only to access the equipment from the PE store room and set up in hall. Children to do warm up/down exercises prior to activity. Adult leading activity to ensure correct safety is taken when using hall/equipment, ie mats when using climbing frames, parachute play safety awareness, running when appropriate etc.			✓	
Outings and trips	Staff and children	See separate risk assessments.				
Fire safety	Staff and children	Follow fire safety procedures and take part in school fire drills. See fire policy for details and SSFU fire procedures. Fire exit must be kept free from obstruction.			✓	



Other	Persons at risk	Existing procedures and personnel awareness	Risk Level High	Risk Level Med	Risk Level Low	Additional action required? Person responsible:
Monitoring sleeping children		Sleep mats are available for children who need to sleep during a session. Children who sleep will be checked frequently.				
Linens such as T towels, towels and bedding	Staff	T towels for drying dishes, and cloths for washing dishes and wiping tables to be changed on a daily basis and washed at a suitable temperature to kill bacteria. Separate cloths to be used for dishes, tables, messy play area and floor (see colour coded guide). Towels for mopping up water play spillage/drying toys inside/outside and any blankets to be changed on a regular basis.			✓	
Any harmful drinkable substances	Staff and Children	Ensure all liquids are kept in their original containers and not decanted (excludes liquid soap in toilet dispensers and those substances provided by school office). Ensure liquids that should not be drunk are kept in cupboards away from children or in the case of washing up liquid and anti bac spray and hand gel kept out of reach of children. If a child does drink any unsuitable liquids or eat any substances harmful to health eg soap, paint, play dough, refer them to the first aider immediately and try to find out how much has been swallowed. The first aider will take action appropriate for the substance swallowed as directed on paediatric first aid training. If uncertain contact the child's GP or NHS direct asap after the event. Always inform the parents of the event and any actions taken.			✓	

<p><b>Outside:</b> Play area</p>	<p>Children</p>	<p>Ensure sand has not been tampered with. Storage of sand and water outdoor play equipment is in large plastic bins with lids. If children assist in getting or putting away toys in the shed ensure that an adult is present for support/assistance. Check safety of use of equipment during wet and icy weather, ie bikes and ride-ons, slide, climbing frame. Check play area is safe for use in extreme weather conditions (eg icy or very windy) and children using the area are suitably dressed if it is very cold, wet or sunny. Check for any items likely to cause tripping and train children to be aware of others using the same space to avoid accidents. All accidents to be dealt with by first aider and recorded in accident book. Check play area is free of any other hazardous items.</p>				<p>Bags that sand came in must be retained each time new sand is purchased and only disposed of when old sand is replaced with new sand annually.</p>
<p>Water play</p>	<p>Children</p>	<p>Children who get water from the tap to be supervised by an adult. Staff to be vigilant when children playing with water. Replace water frequently and make sure vulnerable children wash their hands after playing in water.</p>				
<p>External boundaries</p>	<p>Children</p>	<p>Remove any dirt, foliage, and rubbish by collecting/ sweeping prior to playtime. Check fencing and gate in good working order. Staff to be vigilant in supervising children outdoors and maintain appropriate ratios of staff to the number of children using the outdoor area. Staff to make sure no child leaves the outside</p>				

		play area unattended and be vigilant to ensure no unauthorised person enters the play area.				
Entrance	Children and adults and siblings	Ensure entrance to the setting is kept clear for emergency access not blocked by buggies, car seats etc.!			✓	
Weeds and poisonous plants	Adults and children	Staff to remove all such plants wearing rubber gloves and dispose of in green storage bin provided by school, notifying school if necessary.			✓	
Transporting equipment safely into shed or other allocated areas.	Adults Children	During tidy up time children are to be trained how to carry equipment safely and stored with adult supervision. Adults are to ensure that they protect themselves by transporting/setting out equipment without causing risk to themselves, ie where an item is heavy /bulky 2 people to assist in the task!			✓	
Pets and other animals	Visiting animals	Children to wash their hands after handling any animals visiting the setting. Staff to check any allergies in current cohort of children.			✓	