

Health & Safety

**Flying Start Pre-School - Yearly Risk Assessment
for Hall and Surrounding property**

Date of assessment: 03/09/2020

Review date: 03/09/21

Hazard/ Activity	Persons at risk?	Severity	Likelihood	Rating	Existing Controls	Comments / Actions
Clear view exiting main gate	Vehicle, occupants, pedestrians	8	1	3	Bushes and view obstructions maintained to minimum at property exit	
Cars reversing out from parked position & unaccompanied children walking along drive	Children, parents/carer's	8	3	7	Welcome pack and newsletters advise all parents to reverse park and to always hold their child's hand	None
Low fence around grassed area – children leaning and climbing over	Persons above 1.5 metres	2	2	2	Set rules that children do not climb on the fence Vigilant staff	
Trip/fall hazards	All using grassed area	4	3	5	Fill holes in grassed area with earth and compact if needed	Ongoing
Fire	All occupants and property within hall and surrounding area	10	1	5	Fire extinguisher service contract, fire drill carried out termly, good housekeeping maintained in hall. Abide by 'Fire drill procedure' DO NOT TACKLE FIRE EVACUATE Wait for emergency service	Ensure fire exits are clear at all times both inside and out
Kitchen Area	All entering kitchen or using equipment therein	8	2	5	Out of bounds restrictions verbally applied to children	Ensure door always closed Encourage good hygiene Keep staff food hygiene training up to date. PAT test or replace

						equipment every 3 years
Hazard/ Activity	Persons at risk?	Severity	Likelihood	Rating	Existing Controls	Comments / Actions
Bathroom	Anyone entering area	3	2	2	Keep to hygiene and cleanliness routine. Mop up spillages immediately. Encourage independence but aware of falls on toilet	Ensure cleaning products are out of reach in the high cupboard above changing station
Electrical system	All	5	2	3	Do not use wet hands on switching plugs and appliances on	Ongoing
Storage cupboard	Anyone entering area	2	2	2	A programme of tidying and restocking	Ongoing
Trip Hazard	Staff, visitors, children	8	8	7	Toys are moved if in the way of walk ways on nursery floor, hallway or bathroom	Ongoing
Toys, equipment, tools	All taking part in activities	5	3	4	Supervise when using sharp or small items. Stipulate nursery rules, sitting at the table	Ongoing
Security	All on premises	8	2	4	High handle on main door and inside door, only accessible by staff. Lock main door and check each morning the door bell is working	Ongoing
Manual Handling - Toys/ equipment/children	Staff	7	6	4	Manual handling policy in place which all staff are aware of. Staff are informed of how to lift, carry, hold toys/equipment/resources Adults to change children's nappies at waist height	Ongoing

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Trip hazard Front, side door Toilet door to garden Back fire exit	All entering	3	2	3	Signs on all doors 'Mind the step'	