



Risk Policy Statement

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Reviewed

When	First Review	Approval	Published
11/12/2015	JLindow	TWilson	2015
03/01/2016	JLindow	TWilson	2016
16/01/2017	JLindow	TWilson	2017
19/09/2017	JLindow	TWilson	2017
05/08/2018	JLindow	TWilson	2018
16/02/2021	JLindow	JWilson	



Risks

We believe the risks in the Pre-school environment are low and we will maintain the maximum protection for children, staff and parents. The pre-school will:

- Ensure all entrances and exits from the building, including fire exits are clearly identifiable and always remain clear of obstruction.
- Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment and take the necessary remedial action.
- Ensure all staff, visitors, parents and children are aware of the fire procedures and regular fire drills are carried out.
- Have the appropriate fire detection and control equipment which is checked regularly to make sure it is in working order.
- Ensure all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and children.
- Ensure all members of staff take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate.
- Ensure there are suitable hygienic changing facilities.
- Prohibit smoking on the pre-school premises.
- Prohibit any contractor from working on the premises without prior discussion with the officer in charge.
- Encourage children to manage risks safely and prohibit running inside the premises unless in designated areas.
- Risk assess all electrical sockets and take appropriate measures to reduce risks where necessary and ensure no trailing wires are left around the pre-school
- Ensure all cleaning materials are placed out of the reach of children and locked away.
- Wear protective clothing aprons and gloves.
- Prohibit certain foods that may relate to children's allergies, e.g., peanuts are not allowed in the pre-school.
- Follow the allergies and allergic reactions policy for children who have allergies.
- Ensure risk assessments are undertaken on the storage and preparation of food produce within the pre-school.
- Familiarise all staff and visitors with the position of the first aid boxes and ensure all know who the appointed first aiders are.
- Provide appropriately stocked first aid boxes and check their contents regularly.
- Ensure children are supervised at all times.
- Ensure no student or volunteer is left unsupervised at any time.
- Ensure staff have appropriate in date paediatric first aid certificates.

Risk assessment

Staff are required to complete daily risk assessments (appendix 1 & appendix 2 for COVID) to assess the safety of the room the premises and throughout the daily duties conduct headcounts (please see [risk assessment policy](#).)



Appendix 1 Daily Risk Assessment

Lilly Brook Pre School Risk assessment and daily checks

From date - to end date

Risk
general
Staff all have fire whistles in case of emergency
Staff put personal phone in box
Staff aware of duties initial when checked board
Nappies & Potty training
Snack duties
Outside v inside time
Toilets
Kitchen
Individual planning
Focus
Circle Time
Outside Area before children arrive
Outside Area fencing secured Including tent pegs at base of orange fencing.
Front entrance gate in place, notice board for parents displaying Insurance and Ofsted Certificate in date where parents can view
Sensory board securing gate to field
Checked for cigarette butts, glass , swept and ready for children. TO BE DONE BEFORE CHILDREN GO OUTSIDE
Toilets
Check Toilet bin - never allow to overflow.
Toilets flushed, cleaned, fresh towels out and plenty of soap by sinks.
Fresh Blue cloth out ready for use
Child seats down, urinal out, steps in place
Cleaning products in back bathroom cupboard and locked key up high.
Mobile charged and ready for calls
Ipad charged and ready for circle time
Fire escape padlock removed and placed by front door
Fire escapes free from obstruction
Fire drill rucksack by main exit with list of children and phone numbers plus portable first aid kit
Windows all secure in bathroom & kitchen
First Aid box on kitchen side



Kitchen door secure and lounge barriers in place
Back Door secure
Signing in and out on the staff table with Thermometer and comments book with Pen
Visitor sign in and sign out book by door
Register on counter for circle time with Pen (during day in fire ruck sack)
Self-registration to be placed at entrance table for children
Food area
Check and record fridge temperature
Check new cloths in place and yesterday's sent for wash
All food in fridge /cupboards is labelled with an opened date and date of expiry - throw out out of date food
Ensure zippy bags/labels prepared for children and staff lunches with pen to complete
Children's lunch is checked and labelled with name for fridge if appropriate
Check Microwave is clean
Check Dish washer is empty and clean
Fridge cleaned at least once a week more if required
general before 09:30
Do we need paint?
If yes make it assign someone to make it or check thickness and thin it out
Do we need Playdoh?
If yes make it assign someone to make it - alternate colour
Check toys stored back in shed if not needed before - check blue box with odds 09:30
Carpets vacuumed - check bar side during lockdown
Check building for any damage or repairs and log below and report to manager.
Toys checked for damage and breakage - throw or set aside for repair inform management including boxes
Are there any noticeable hazards, breakages i.e. broken lights, taps



Check room bins - if hardly used can leave one day, do not leave more than 2 days and never allow to overflow.
Mop kitchen
Mop bathroom
Mop Bar area
Mop main Hall
general before 12:30
Check toys stored back in shed if being swapped and no longer needed = also check blue odds box before 12:30
Do we need new toys?
Clean existing toys and put away
Get new toys and ensure clean
Setup in an inviting way for children (ask if not sure)
general before 15:30
Check toys stored back in shed if not needed before 15:00
Re-check bins - if hardly used can leave one day, do not leave more than 2 days and never allow to overflow.
Mop kitchen
Mop bathroom
Mop Bar area
Mop main Hall

**Manager or deputy manager
signature after review all tasks completed**

Record any issues



Appendix 2 COVID Risk assessment

Areas	Who is at risk?		Hazard/Risk	Control measures	Reviewed
Arrival/departure	All		Cross contamination Risk of infection Lack of social distancing	Staggered arrival and departure times (allocated times), different entrance and exits. Mark path with 2m distance markers, leading from gate to distance any parents arriving before allotted time. Parents requested to wear masks unless exempt.	TW - 18/05/2020
Entrance to the Preschool	All		Cross contamination Risk of infection	Temperature check for staff and children - if temperature is above normal in accordance to the Government guidelines persons are to be refused entry and must self-isolate in line with government guidelines and policies. Handwashing for 20 seconds * on arrival (children and staff) Cleaning regime to include disinfecting entrance areas	TW - 18/05/2020
Preschool Equipment	Staff and children		Cross contamination Risk of infection	Individual packs of equipment in small amounts per child Only using easily wipeable/cleanable equipment to be washed/disinfected between uses/groups Handwashing for 20 seconds *after playing (adults and children)	TW - 18/05/2020
Free flow learning	Staff and children		Cross contamination Risk of infection	Adult led learning Smaller easy to clean activities	TW - 18/05/2020



			Lack of social distancing	Easily wipeable/cleanable equipment Handwashing for 20 seconds* between uses (adults and children) Smaller groups , smaller adult: child ratio Keep children with the same keyworker	
Children's basic care including bottom wiping/nose wiping	Staff and children		Cross contamination Risk of infection Lack of social distancing	Correct PPE to be worn in line with policies Handwashing for 20 seconds* Encouraging children to manage own self care Tissues to be provided for Children Nose wiping to be disposed of in peddle bin.	TW - 18/05/2020
Snack times/eating	Staff and children		Cross contamination Risk of infection Lack of social distancing Choking Allergies/intolerances	Adults to use correct PPE Handwashing for 20 seconds *before and after eating small groups to help maintain social distancing Staff to make sure they check allergy/intolerance lists before serving Staff to remain with the group until all have finished	TW - 18/05/2020
Hand sanitiser usage	Children		Ingestion causing injury or fatality	Strict adult supervision to ensure correct usage, ensure that it is completely rubbed into hands. Follow manufacturer's instruction and use only when handwashing facilities are unavailable i.e. when outside the setting Individual hand sanitiser for each member of staff.	TW - 18/05/2020
Coughs/sneezes	All		Cross contamination Risk of infection	Have a nose wiping/tissue station with tissues and a lidded pedal bin. Promote good hygiene and handwashing for 20	TW - 18/05/2020



				seconds* if within the setting and use of hand sanitiser if outside the setting.	
If a child becomes unwell or shows signs of Covid 19 during the session	All		Cross contamination Risk infection	Take child's temperature. An isolation area will be set up (outside if weather permits) if staff are unable to social distance in this instance a fluid resistant mask may be worn and visor if necessary) PPE must be worn in line with policies. Parents be informed and must make arrangements to collect immediately . The same member of staff to remain with the child until collection. PPE and other waste to be double bagged time and date recorded and stored for 72 hours before putting into normal refuse.	TW - 18/05/2020

*= Handwashing following policy and government guidelines