



Risk Assessment policy

At Tandridge village Pre-School the health and safety of every child is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers by identifying and minimising the hazards and risks. This is to enable the children in our care thrive in a healthy and safe environment.

The Tandridge village Pre-School committee and staff have identified the following potential hazards. These are potential hazards for staff, parents and the children:

Slips, Trips and falls

- Staff will therefore endeavour to eliminate these indoors, for example by removing trailing flexes, avoiding spillages, and maintaining a clear thoroughfare by removing unnecessary items from the floor.
- Additionally, staff will adequately supervise all children using the climbing frame equipment.
- Staff will liaise with the village hall management committee to limit the presence of contractors during Pre-School. This will reduce excess contractors equipment in the setting.
- The children are always encouraged to walk whilst in the setting.
- All staff and children will be wearing appropriate footwear

Kitchen

- All children will be supervised if access is needed to the kitchen area.
- The Tandridge Village Hall Committee will liaise with the Pre-School regarding the safety of equipment.
- All electrical equipment will be PAT tested in accordance with relevant statute.
- All hazardous substances will be kept in a safe place, away from and inaccessible to children.
- Any medications will be kept next to the first aid box or in the fridge, out of reach from the children.

Fire precautions

- As per the fire certificate, training and fire evacuation drills are held every half term. These are completed so every staff member and child is aware of the procedure. The fire evacuation point will be in St Peter's school playground (adjacent to the village hall) or near the slide in the field (behind the village hall). These are logged in a Fire Drill book.

First Aid

- All level 2 and 3 staff will have the appropriate first aid training.
- Copies of all current certificates are available in the staff certificate folder (located in the lockable filing cabinet in the main hall).
- It is every practitioner's responsibility to check the list of children who have allergies and adhere to their needs.

Supervision of children

- Pre-School staff will ensure adequate supervision of the children at all times, this will be enhanced by adequate training.
- Children are to be within sight and hearing at all times.
- When going on walks down to the field or through the village the correct staff to child ratio will be adhered to.



- The fire exit doors will only be open to help circulate air flow when warm in the hall. The exit will be blocked by our fence barriers. All staff will be made aware that the doors are opened and will supervise. Staff should maintain that no child walks out of the hall unauthorised, and no one will have unauthorised access to the premises.
- Going outside to the St Peter's playground all staff will adhere to the 'going outside policy', therefore maintaining the safety of every child.

A daily risk assessment chart is completed every session by a member of staff and signed at that time (Please find a blank copy enclosed.) Managers or supervisor must sign this at the end of every session to say that everything has been completed and checked. Any concerns are noted down and dealt with immediately to make safe and if needed or required contact is made with the hall Management Committee. For separate risk assessments, ie Animazing – all staff and people in attendance will be asked to read and sign.

An in depth termly risk assessment is carried out by the manager which covers security, doors, windows, floors, ceilings, storage, equipment/activities/resources, records, heating and lighting, electrical equipment, outdoor area, kitchen area, food and drink, hygiene, procedures for adults, first aid and medication, Fire and additional risks.

Once a year a more in-depth risk assessment is completed by a committee member. The management communicate directly with Tandridge Village Hall committee with any issues that need addressing.

If on reviewing our risk assessment sheets, there is a repeated incident, the manager, co-chairs and health and safety representative will compile an action plan, with timescales, to minimise identified risks.

This policy has been adopted by Tandridge Village Pre-School Committee.

Signed on behalf of the Pre-School:

Date

This policy will be reviewed: Autumn 2025

(Unless there is a change in legislation or with direct guidance from an educational body)

Staff Signatures:

Date: