

RISK ASSESSMENT-CHECK LIST

8.10 Safety and suitability of premises, environment and equipment

NAME OF SETTING: Bow Lane Pre-school

See risk assessment for updated check

IDENTIFY HAZARDS	Risk Level Level 1-death Level 2- Serious Injury Level 3 – Minor Injury	Carried Out D=Daily W=Weekly M=Monthly A=Annually	ACTION TAKEN TO REDUCE/REMOVE HAZARD	ADDITIONAL ACTION TAKEN FOLLOWING REVIEW/INCIDENT & DATE ACTION TAKEN
AREA-OUTSIDE				
DRAINS/WATER/PONDS				
Drainage covers are secure and in place	3	D		
FENCING				
Fencing complete and secure	3	D	Checked before children go out to play	
GATES/DOORS				
Gates in good condition	3	D		
All gates secure	3	D	Gates bolted before children go out to play in garden	
ACCESS				
Pedestrian access free of obstruction Wheelchair access free of obstruction	3	D		
Vehicle access free of obstruction	3	D		
Surfaces in good condition	3	D	Cracked slabs replaced 2018	
PLAYGROUND/GRASS				
Paving stones secure	3	D		
Site free from debris and hazards	3	D		
Grass/other surfaces free	3	D		

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from tripping hazards				
Site free of litter	3	D	Checked every day	
Site free from animal faeces	3	D	Checked every day	
Site free from surface water (more than 4 inches deep) or supervision in place	3	D		
Site checked for hazardous plants	2		No plants seen as yet in play area. Some berries in bush but has been cut back.	
REFUSE				
Waste bins have cover or foot pedal with lid in position	3	D	Foot pedal broken but works well	
Refuse collection appropriate for amount of rubbish and waste stored out of children's reach	3	D	Zoe takes to land refill weekly	
Area around the bin/s free from rubbish	3	D		
Nappies/sanitary waste disposed of correctly	3	D		
AREA-OUTDOOR PLAY EQUIPMENT				
Check all outdoor play equipment for damage to ensure that the equipment is in good condition and safe to use (<i>specify</i>)				
1. Outdoor toys			All placed in shed and brought out daily. Checked daily.	
2.				

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3.				
4.				
5.				
6.				
Ensure Sand pits covered when not in use and checked for hazards/animal faeces etc	N/A			
Check external water trays etc are emptied after use	N/A 2	D		
AREA-IN THE BUILDING				
HEATING				
All heating appliances in good working order and installation and services certificates readily available	Yes. Cert in boiler room		Awaiting certificates from 1st Morden Scouts	Located in boiler room (oct 18)
Radiators are kept at a suitable temperature or covered if they are too hot to touch	3	D	radiators covered	
Carbon monoxide detector fitted where	3	W		

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every there is a flame burning appliance i.e. gas boiler.				
ELECTRICAL SYSTEMS				
Ensure installation and services certificates readily available Metre adequately protected	Scouts have 3	New electrics installed Oct 13 D	Scouts have certificate Meter in locked cupboard	
Electrical equipment is tested annually by a registered electrical (Portable Appliance Testing) PAT contractor	Yes		Carried out yearly	
All switches and sockets in safe working order	3	M		
Socket covers in place where applicable	N/A as sockets high up on wall			
All trailing leads are tidy and inaccessible	3	D		
LIGHTING				
All lights working Materials and equipment stored safely	3	D		
WATER				
Any evidence of water leakage	3		summer garden wall. Leak has been reported.	

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Taps in good working order	3	D		
PASSAGEWAYS				
Passageways clear of obstruction	3	D		
FIRE PRECAUTIONS				
Written fire evacuation plan/procedure in place and displayed	3	D		
Are staff aware of the location of the designated fire assembly point	3	Informed at start		
Fire blanket fitted	3	D		
All fire fighting equipment in position and ready for use	3	A		
Are detectors of the right type and in the appropriate locations	3	W yes		
Are extinguishers Annually serviced	3	A		
Are extinguishers suitable for the purpose	3			
Are there enough extinguishers sited throughout the premises and are they located in the right position	3	Checked yearly		
Fire exits clearly labelled	3		Will need to get a new label as	Put back up

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			decorator has taken down	
All exits unlocked and kept clear and accessible at all times the building is occupied	3	D		
No smoking signs in prominent positions and policy/procedure	3	Policy renewed annually		
Ensure regular fire drills practised and documented	3	6 weekly AM and PM		
Clear access for fire engines	3	D		
Are children and staff aware of the importance of maintaining the safety of the escape routes	3	D		
FIRST AID FACILITIES				
Stocks of first aid equipment adequate and checked regularly/expiry dates	3	weekly		
Effective systems in place to record and assess accidents	3	Yes		
TOILETS/NAPPY CHANGE				
Toilets/basins thoroughly cleaned and checked	3	Twice daily		
Toilets flush in working	3	D		

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order				
Ensure toilet brush stored out of reach	3	D		
Ensure cleaning materials in a lockable cupboard/signage in place	3	yes	Cleaning cupboard re arranged to ensure materials off floor. Door always locked with sign on 'keep locked'	
Dryers in working order	3	D	To be switched off.	
Adequate supplies of toilet paper, disposable towels and bin liners	3	D		
Waste bins; foot pedal with lid cleaned and emptied	3	D		
Floor clean and dry	3	D		
Correct equipment e.g. step for the basin/toilets	3	D		
Ensure disposable gloves and aprons are available at every nappy change	3	D		
Ensure soap dispenser in place and at accessible height	3	D		
Ensure nappies are disposed of safely	3	D		
Ensure the area is free from electrical appliances	3	D		
Ensure toilet can be unlocked from the outside	3	D	Door jammers to be put on daily. Big gap under door so would be able to get child.	

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Ensure water temperature of the taps monitored/TMVs (thermostatic mixing valve) fitted	3	W		
STORAGE AREA				
Storage areas for hazardous materials and equipment secured	3	D		
Material and equipment stored safely	3	D		
Access to stored materials and equipment free from obstruction	3	D		
If cleaning equipment stored ensure “Keep Locked” sign in place	3	D		
COSHH regulations adhered to and hazardous chemicals not decanted inappropriately	3	D	Kept in locked cupboard	
Audit the height of items stored/provide ladders/kick stool	3		Stool provided	
Ensure staff trained in regard to manual handling	On induction		ongoing	
Ensure area risk assessed in regard to manual handling			On induction	

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regulations				
Cleaning cloths/mops coded/labelled for different uses	3	D	Different colours used. Note on cleaning cupboard wall of the colours to use.	
DOORS/WINDOWS				
Security system working	3	D		
External doors securely fixed and in good working order/repair	3	D		
Internal doors securely fixed and in good working order/repair	3	D		
Internal doors fitted where ever possible with devices to stop them slamming onto fingers	3	D	Doors secured back by hook and eye where in constant use. Toilets secured by 'door jammers'	
Locks and door fittings secure and in good working order	3	D		
All glazed door/window panels meet safety glass standards (toughened if less than 18 inches off the ground) and are in good condition/working order	3		British kite mark	
Window locks in place/restricted openers are fitted and in good working order to prevent	3	D		

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them being opened more than 6.5cms(2.5").				
KITCHEN				
Ensure kitchen inaccessible to children	3	D	Has lock on	
All floors and surfaces clean and free of spillage	3	D		
All utensils and equipment clean	3	D		
Cooking facilities clean and in good working order	3	D		
Storage facilities clean and free of spillage and vermin	3	D		
COSHH regulations adhered to	3	D		
Fridge temperatures checked and documented	3	D		
Fire fighting equipment in good condition blanket/extinguishers	3		Checked by certified company	
Basins and sinks clean	3	D		
Bins clear and cleaned	3	D		
Cleaning cloths/mops coded/labelled for different uses	3		Different colours used.	
AREA-INDOOR PLAY				
1. Check all in door	3	D	Checked as equipment is got out.	

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play equipment to ensure that the equipment is in good condition and safe to use				
2. Floors checked for slipping/tripping hazards	3	D		
3.				
4.				
5.				
6.				
7.				
8.				
9.				
AREA-SECURITY				
Entry phone system regularly maintained and in working order		D		
Ensure visitors book in place and procedure if evacuating the building	3	D		
Ensure staff/child	3	D		

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registers in place and procedure if evacuating the building				
Which doors are locked/un-locked & keys readily available	3	D	No keys used while building occupied All scout rooms not used will be locked. Others will have bolt on, so can be unlocked if needed. cleaning room has key.	
INSURANCE				
1. Public Liability insurance in place and expiry date	3	A	Buildings insurance is organised by Scouts. Bow Has public liability	
2. Building and contents insured and expiry date	3			
RELEVANT INFORMATION				
Ensure all information on children attending accessible	3	D		
ANIMALS				
GENERAL				
1.				
2.				
3.				

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ANY OTHER COMMENTS:

As a new pre-school, we will be looking and observing and risk or hazards that come. This will be implemented into our main risk assessment and incorporated into our daily/weekly/half termly/annual risk assessment if necessary.

NAME OF PERSON COMPLETING THE RISK ASSESSEMENT: *(sign)*

(print)

DATE: