

The Avenue Pre-Preparatory School and Nursery

Risk Assessment School Buildings and Garden

Date of policy: September 2023

Date of policy review: September 2024

Authorised by Mary Fysh, Principal and Sarah Tapp, Head and
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Rationale

At the Avenue Pre-Preparatory School & Nursery (The School) we regard the health and safety of all its pupils, staff and visitors to be of paramount importance.

To this end, we have in place stringent Health and Safety procedures which are monitored by the Principal who is the Health and Safety Officer of the School. This policy applies to the Early Years Foundation Stage and Key Stage 1.

Policy Aim

The aim of this Policy is to ensure that any risks are identified and action is taken to reduce the risk or remove the potential for accidents on School premises. This relies upon the constant monitoring of the School equipment and premises, both inside and out.

Staff Responsibilities

Everyone working at the school has a personal responsibility to identify risks, to take action to reduce risks and to report hazardous issues. The school staff are also equally responsible in ensuring that the Health and Safety Policy procedures are strictly adhered to. This should be achieved by observation and common sense. Any departures from safe practice must be rectified and brought to the immediate attention of the Principal.

Risk Assessment and weekly risk assessments of school premises and grounds

School Standards Regulations require that all Schools have a written Risk Assessment Policy detailing appropriate action taken to reduce risk. The Risk Assessment Policy for the School is made up of the following documents, which, taken together, cover all aspects of the School's operations. The school will keep a record of weekly risk assessments for all aspects of the school and will take action to minimise any assessed risks without delay, based on an assessment of potential risk, pupil access to parts of the school or defined areas and the arrangements for pupil supervision.

- Health and Safety Policy
- Risk Assessment - School Buildings and Grounds
- Educational Trips Policy
- Risk Assessment – Regular Offsite Activities

The Educational Trips Policy contains a template of the Risk Assessment paperwork, which is completed for each trip. (Please see separate policy).

Delegation of responsibilities

The Principal will oversee all risk assessment activities but may delegate the weekly evaluation of risks in school premises or grounds. It will be for the Principal and/or delegated individual to undertake a weekly check of the whole school in line with the template below. Any issues of immediate risk must be brought to the immediate attention of the Principal who will decide on any action to be taken and time scale involved. The completed template for each week will be held within the school record system and overview of records will be a regular consideration for the Advisory Board.

School Services and Appliances

Testing and risk assessments of All portable electrical appliances, fire prevention equipment, playground structures, gas safety etc takes place on a regular basis by registered external contractors. Information relating to this testing is recorded and made available for inspection purposes.

See summary list below:

What	Frequency	Company	In house school checkList?
Portable Appliance	Annually	Clarke's Electrical	
Legionella	Every 2 Years	Aquaid	Yes - daily
Fire Risk Assessments	Annually	GFA	
Fire Smoke Alarms Inspection	Twice a year	TSF	Yes - weekly
Fire Doors Risk Assessment	Annually	GFA	
Fire Equipment Inspections	Annually	GFA	Yes - weekly
Emergency Lighting	Annually		Yes - every 6 weeks
Fixed Wiring Inspections	Annually	Clarke Electrical	
Gas Safety Inspection	Annually		
Security Cameras/fobs	Annually		
Security Alarms	Annually		
Playground equipment	Annually	Play Inspection Co	Yes - daily
Asbestos	Every 5 years	Quartec	

Risk Assessment - Areas of the School / Location Areas

Location	Areas Included in this Risk Assessment are:
Ground Floor	Hallway, Front Pre-Nursery classrooms, spare classroom (with access to the cellar), Hall/Reception Classroom and adjoining area, toilets, front, back and side doors.
Nursery Wing	Anti room and main classroom, toilets, disabled toilets and storeroom
Ground Floor	Main Nursery in Rear Garden (MFW)
First Floor	Hallway, 2 KS1 Classrooms, Library and toilets
Top Floor	Hallway, Principal/Head's Office, School Office, Staff Room, Photocopying Room, bathroom, storage shelving
Stairways	Stairs to basement, stairs between ground and first floor, stairs between first and top floors.
Garden and Playground	Front steps and ramp, bin store, safety-surface playground, lawned area with climbing frame, greenhouse, climbing frame with bark safety area below, shed, trees, steps to garden from School Hall, picket fence around playground.

Location		The Avenue Pre-Preparatory School and Nursery					
Assessor		Mary Fysh			Review Date:		August 2024
Hazards	Risks	People Affected	Existing Control Measures	SR	PR	RR	Further Action Required
Wet Floors Obstructions Stairs in school building and outside front of school and in school garden	Slips and trips Slips and trips	Children, Staff and Visitors Children	<ul style="list-style-type: none"> • Doorways to be kept clear of obstructions. • Coats to be hung up on pegs provided and not left on the floor. • Any spills to be cleared up immediately. • Chairs in classrooms should be tucked under the tables when not in use or stacked no more than 6 at a time • Staff to report any uneven/damaged flooring immediately. • Children are to walk from place to place – they are not allowed to run. • They should only run as part of a specific activity – eg PE and Dance • Children’s shoes to be done up correctly – shoe laces and buckles to be correctly tied and fastened to prevent tripping up • No long dressing up clothes to be worn by the children outside their classrooms. Especially not on the stairs. • Adult supervision for the younger children. • Children reminded of procedure for going up and down the steps – always hold onto the handrail and no pushing or running • Always climb the steps in single file • Steps to be kept clear of leaves and snow 	1	2	3	<p>Staff to enforce rules, especially those for using stairs.</p> <p>Ensure guardians are monitoring children in their care at all times.</p> <p>Daily checks recorded by staff</p>
Hazardous substances	Poisoning Ingestion/skin abrasions/	Children, Staff and Visitors	<ul style="list-style-type: none"> • Any cleaning products or other potentially dangerous substances to be stored out of reach of children and only to be used by adults. • All paint/glue/art materials which the children use independently must be products which are designed to be used by children. • Child locks on cookery cupboards, regularly inspected and replaced when required. • Disabled toilet and staff toilet on 1st floor to be kept locked from the outside when not in use • Disabled toilet and staff toilet on 1st floor to be kept locked from the outside when not in use. • Cleaners’ cupboard by Reception coat hooks to be kept securely locked when not in use. • Cupboard under fish tank to have child safety catches fitted. • Fridge in Hall and Main Nursery to have child lock 	2	2	4	Daily checks recorded by staff
Scissors, cookery knives, cutlery and any other sharp implement	Cutting or stabbing with sharp implement	Children and staff	<ul style="list-style-type: none"> • All scissors used by children should be designed for use by children and have rounded ends. • If children need to use any other sharp implements, they should do so only under close adult supervision. • Sharp knives to be stored separately from cutlery tray (children use for spoons etc. to eat their lunch with) • Special safety knives for cookery • Safety rules emphasised before children engage in carpentry classes· Carpentry – reminders about correct use of tools before each session. • Falling; children are not allowed to stand or climb on any furniture, including chairs. 	1	1	2	<p>Safety rules before cookery classes</p> <p>Weekly checks recorded by staff</p>

Working from heights	Falling off ladders	Staff	<ul style="list-style-type: none"> ● If a member of staff needs to use the large step ladder to put up high displays etc. a second member of staff should be present too. ● NEVER use ladders when on their own, always have another member of staff with them. ● The staff are to use the small step ladders (located in disabled toilets in the hall) when putting up displays. ● If a member of staff needs to use the large step ladder to put up high displays etc a second member of staff should be present to hold the base of the step ladder to keep it stable whilst in use. ● Another member of staff must hold the base of the step ladder to keep it stable whilst in use. ● Children are not allowed to stand or climb on any furniture, including chairs. The staff are to use the small step ladders (located in disabled toilets on the ground floor) when putting up displays 	4	2	6	Staff reminded at regular meetings
Falling Objects	Concussion, injury	Staff and children	<ul style="list-style-type: none"> ● Heavy objects not to be stored above (average) head height. ● Objects stored above head height should be accessed by adults using the small step ladders. ● All objects stored above head height should be done so securely. ● All bags to be stored in personal lockers. 	1	1	2	
Missing children Unlawful access to the school/classroom	Security – Doors left unlocked	Staff and children	<ul style="list-style-type: none"> ● Front and side door to school to be kept bolted at the top at all times ● When staff/parents leave through the front door, another member of staff to be told so the door can be bolted –the School. ● Side door on automatic lock when closed. Doors to the cellar and disabled toilets to be kept locked at all times ● The door into Main Nursery is kept locked and the doors to terrace are on automatic lock when closed. ● The children are not to play by doors or sit near doors to prevent them being hit when the door is opened/closed and prevent trapped fingers ● Doorways to be kept clear of obstructions ● Part time staff and School visitors must sign the list by the front door on arrival and departure ● Children signed in and out by member of staff ● Nursery and Reception children are escorted to the garden and supervised throughout. ● All visits must be pre-arranged and noted in the diary which is kept outside the School Office. ● All doors to be closed at night time· ● Staff toilets to be kept locked at all times. ● Monitor perimeter fencing, ensuring intact and secure. 	4	3	7	Signage around the school & grounds Notice to remind staff/ parents about this. Check fencing regularly and replaced when required Weekly checks recorded by staff

Cooking and General Fires Hazards	Burns/Fire		<ul style="list-style-type: none"> • Cooker to be turned off at the mains when not in use • Fire blanket to be easily accessible. • Use of the hob is restricted to staff only. • Children not allowed to stir hot saucepans etc • Computers, including whiteboards to be turned off at end of the day – whiteboards at the mains • Door shields fitted to fire doors • If non fire doors are to be propped open this should only be done using a doorstep/hook 	2	2	4	<p>Safety rules before cookery classes</p> <p>Weekly checks recorded by staff</p>
Children gaining access to secure areas	Children go missing/lost. Injury as unsupervised. Storage items become accessible to children	Children	<ul style="list-style-type: none"> • Staff toilet doors to be kept locked at all times. • Door to the basement is kept locked at all times. • Storeroom in the Main Hall is kept locked at all times. 	2	2	4	Weekly checks recorded by staff
Bin Store	Unauthorised access	Children and Visitors	<ul style="list-style-type: none"> • Door to be kept locked at all times. 	1	1	2	Weekly checks recorded by staff
Stairs and ramp at front of school	Falling down steps and off walls/railings	Children and Visitors	<ul style="list-style-type: none"> • Children to be supervised by guardians at all times. • Railings and glass in place to prevent climbing through. • Parents are informed of the dangers to children who climb on walls, reminding them that this is not permitted at any time. – Notices outside the school. • Children are reminded at Circle Time and Assemblies that they must not climb the walls. • Children are reminded frequently not to run down the ramp. • Snow to be cleared from the ramp and steps when necessary and salt, which is kept in the bin store, used. 	4	2	6	<p>Children reminded of correct and expected behaviour.</p> <p>Weekly checks recorded by staff</p>
In Playground	Falling out of trees / getting scratched by branches Falling off climbing apparatus Falling/pushing Falling off bikes and wheeled toys	Children	<ul style="list-style-type: none"> • Adult supervision, children reminded about behaviour towards each other. • Sharp and jagged branches to be kept smoothed or cut off. • No boots to be worn when climbing trees • Children warned of dangers. • Children were reminded of appropriate way to use the equipment. • Apparatus to be checked regularly for any faults. • Toys discarded if beyond repair or have jagged edges. • Bikes regularly maintained 	4	2	6	
Garden waste area	Injury from compost heap.	Children	<ul style="list-style-type: none"> • Gate to be kept locked at all times. • Children not allowed unsupervised access 	2	2	4	

SR = SEVERITY RATING 1 to 5

1 = first aid treatment only
2 = absent three days + recovery,
3 = absent one month,
4 = severe incapacity,
5 = death.

PR = PROBABILITY RATING 1 to 5

1 = almost impossible,
2 = improbable,
3 = could happen occasionally,
4 = probable,
5 = inevitable.

RR = RISK RATING = SR x PR

1 to 8 LOW,
9 to 14 MEDIUM,
15 to 25 HIGH

Remember to consider if risks can be avoided/reduced by substituting the activity, reducing the number of people exposed or the exposure time.
Record your consideration in the FURTHER ACTION column.