

HIGH WYCH PRE-SCHOOL NURSERY – RISK ASSESSMENTS – ENVIRONMENT

WHO IS RESPONSIBLE FOR RISK ASSESSMENTS: Officer Trustees and Trustees for 2025 to 2026	
Named people who implement risk assessments, review and update accordingly: Donna Turner (PSL&M), Lynda Spenner (Deputy), Jacqui Harrison (Office Manager)	
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IMPLEMENTATION: 14/09/2023	REVIEWED: 04/05/2025 REVIEWED: 11/08/ 2025 Reviewed: 07/05/2025 Reviewed: 13 /04/2026 Reviewed:
POSSIBLE HARM / RISK	EXISTING CONTROL MEASURES IN ORDER TO HELP MITIGATE RISK

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<p>ACCIDENTS</p>	<ul style="list-style-type: none"> • A list of all staff who own a current Paediatric First Aid certificate is clearly displayed on the staff notice board. • An Accident form is completed on Family as soon as a child has an accident including any head injury. This system allows parents to have an instant record of what happened. • Parents are contacted immediately through the Family app which asks for acknowledgement. They can then decide whether to collect their child. • First Aid procedures followed. • With head injury, children are supplied with a yellow ‘Head Bump’ wrist band to wear, with time and date written on it. • Parents are contacted by phone if there is a head bump, prior to the accident being logged on Family. • An assessment made by a Paediatric First Aid trained member of staff. Paediatric First Aid trained staff on site will decide whether a phone call to parents is needed for accidents other than head bumps. • Non-First Aid trained staff can be given instruction by First Aid trained staff. • Accident forms are kept for 21 years. • It is the responsibility of parents must keep emergency contacts and medical information up to date on their Family account. • An accident also includes a child being hurt by another child and our Management of Behaviour Policy is adhered to.
<p>INCIDENTS</p>	<ul style="list-style-type: none"> • Incidents are logged onto Family and shared with parents to acknowledge. • An incident can include a child hurting another person or damaging toys and equipment. • Our Management of Behaviour Policy is adhered to. • The Hertfordshire Therapeutic Approaches to Behaviour (TAB) toolkit will be used in conjunction with parents to assess behaviours and resolutions. (See Management of Behaviour Policy)
<p>ILLNESS and INFECTION CONTROL Cross contamination</p>	<ul style="list-style-type: none"> • We refer to the Guidance on infection for schools and other childcare settings from the Health Security Agency for infection control. • Children will not come into setting if they are ill. • Hygiene standards are adhered to when cleaning surfaces. • Children who become ill during their session will be sent home and an acknowledgement of the time and illness logged on Family for parents to acknowledge. • Sick children will be isolated with the support of a staff member. • The staff member can choose whether to wear a face mask. • Gloves will be worn, and disposable paper towelling used to clear up any vomit, blood or other bodily fluids. Gloves and disposable towelling are double wrapped and disposed of in normal rubbish.
<p>Contact HWPSN</p>	<ul style="list-style-type: none"> • Parents must put a message to the Office on Family, email, text or phone HWPSN as soon as they know that a child will be absent from setting. • This must contain the reason why they are absent and possible return date. •
<p>Illness and incubation periods</p>	<ul style="list-style-type: none"> • Parents must inform HWPSN of the illness a child has, as this may have an effect on others. Recommended incubation from the UK Health Security Agency is follows: - Scarlet Fever – child can return 24 hours after their first dose of antibiotics. Chicken pox, - at least five days from the onset of the rash and until all the blisters have crusted over. Diarrhoea – clear for two whole days after their last episode of diarrhoea. Vomiting – clear for two whole days after the last episode of vomiting.

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	<p>Impetigo – until sores are crusted and healed or 48 hours after starting antibiotics. Rubella - German measles, measles- four days from the onset of the rash as long as the child is better. Mumps – four days after the swelling started. Scabies – once they have started their first treatment Whooping cough – 48 hours from the first dose of anti-biotics or 21 days if no anti-biotics are given No isolation periods needed, but parents must inform us if their child has the following:- CMV cytomegalovirus – cold sores, herpes – no isolation period Hand, foot and mouth Head lice Threadworm Glandular Fever Tonsillitis Slapped cheek More information can be found on the Health Security Agency website and the above lists are not definitive.</p>
Administration of medicines	<ul style="list-style-type: none"> • If a child is on medication and their GP has said that it is ok for them to attend Pre-school, then we will administer prescription medication. • If medication is to be administered, it must be brought in in its original packaging, with the medical label containing the child’s name and instructions for administering for us to follow. • Staff fill out an Administration of Medication form on Famly, giving full instructions and parents will then acknowledge, prior to staff administering medication. • At the required time, a staff member will administer and one to witness, both names to be submitted onto the Medication form, submitted onto Famly for parents to acknowledge. • Nonprescription medicines can be administered in the same way. • We hold Calpol for temperatures, Piriton for hayfever, hives etc and Child’s Farm nappy care ointment, to be only used with parental permission.
Child becomes ill during the session	<ul style="list-style-type: none"> • If a child becomes ill during their session, parents will be contacted by phone call to collect. • Illness will be logged onto Famly, stating why we have requested collection and for parents to acknowledge. • We ask parents to refer to NHS or UK Health Security Agency website. We take our incubation periods from these sources. • Child will be isolated away from others. • Temperature taken with non-contact thermometer if the parents give permission on Famly. This may not be 100% accurate and parents must seek further professional advice. • Sick bowl provided if necessary. • Staff member to stay with child until parents arrives to collect. • Parent is required to keep us informed of possible return date.
Returning to HWPSN	<ul style="list-style-type: none"> • Children are not to return to setting until they have fully recovered and are well. • Children coming into setting when they are still ill can have a major impact on other children and staff, therefore they must be kept home until they are well enough to come in.

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<p>PRE-EXISTING INJURY</p>	<ul style="list-style-type: none"> • Staff are vigilant when children come into setting. • Staff to speak to person dropping child if they see any noticeable marks, scratches, bruising, burn marks etc. • Staff to enter onto the Family accident form, stating it is a pre-existing injury (PEI) and that they have either been informed by parent or have noticed it after parent left. Parents to acknowledge the Pre-Existing Injury on Family. • Patterns are looked for if children continue to arrive with injury. • Further investigation carried out if suspected safeguarding issues occur. • Safeguarding processes to be followed. • Pre-Existing Injury forms are kept for 21 years with accident and incident forms. • If an injury is noticed during the session, that did not happen at Pre-school, parents will be contacted for an explanation. Existing Injury form produced on Family for parents to acknowledge.
<p>Broken limbs Water damage to cast Problems keeping arm in a sling Toys on the floor which may present tripping over</p>	<ul style="list-style-type: none"> • Children who have a broken limb and cast can still attend. • Follow any instructions from parents. • Vigilance will apply when carrying out any activity, in particular physical activity. • Ensure that child is aware that their cast can have the potential to harm others, if the child is being particularly boisterous.
<p>PHYSICAL CONTACT</p>	<ul style="list-style-type: none"> • There may be times when a staff member must use physical contact to prevent danger or harm. • This may involve picking up a child or carrying a child for a very short distance. Due to health and safety, when children are picked up, adult must try to sit down with them as soon as possible. Arms around a child’s shoulders and child standing or sitting, next to an adult, will be given for comfort. • Parents will be informed using our Accident, incident etc forms to acknowledge on Family
<p>DATA STORAGE FOR ACCIDENT, INCIDENT AND PRE-EXISTING INJURY FORMS</p>	<ul style="list-style-type: none"> • All information relating to Accidents, Incidents and Pre-existing injury forms will be printed from each child’s Family account at the end of each half term. • It is then to be stored for 21 years as part of our legal requirement. • All information will be logged at the end of each half term, to see if there are any patterns to the accidents, incidents, pre-existing injuries.

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ADMINISTRATION OF MEDICINES	<ul style="list-style-type: none"> Prescribed and non-prescribed medicines can be administered.
Forms for administration of medication – short term	<ul style="list-style-type: none"> Staff to fill out permission to administer medication form on Family and parents must acknowledge immediately. Staff to ensure parent has filled out all the relevant medical information on Family. Staff to observe where medication is to be stored and when it is to be administered. Staff member administering medication must be witnessed by another member of staff and entered onto Family. Parent must acknowledge the form on Family.
To ensure an overdose is not given	<ul style="list-style-type: none"> Staff administering to check the form on Family, prior to administration, to check the time and dosage to be given. Follow all instructions on medication. Staff to be a witness to the staff member administering dose. If an accidental overdose is given, a paediatric first aider will evaluate the situation. If necessary, seek medical attention from parent, dial NHS 111 or 999.
Long term administration of medications	<ul style="list-style-type: none"> A Health Plan on Family is to be filled out by staff and acknowledged by parents for long term conditions such as asthma. Staff members to ensure they read and understand how and when medication is to be administered.
Audit	<ul style="list-style-type: none"> A termly audit is to be carried out to ensure that all medicines kept on site are in date. When a child leaves HWPSN to go to another setting / school, unused medicines are to be given back to the parent or label identifying child removed and taken to a pharmacy for destruction.
Children with specific medical needs ie Asthma, Allergy, type 1 Diabetes	<ul style="list-style-type: none"> Staff members may need to be specifically trained to meet a child’s medical needs. The child may not be in setting, unless Staff have been trained to administer or if their medication is not on site. Any child who has specific medical need, will have their own Health Care Plan, kept with their medicine, in conjunction with how their medicine should be stored. Some children may need specific Health Care Plans from other professionals, which will also be kept with the child’s medication. These medicines will be stored in an Air-Lock Box with the child’s name clearly labelled on the top of the box. Only staff members trained will be able to administer medication. There must always be a witness to any administered medication.

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<p>CAR PARK Children being run over / hit by a car</p>	<ul style="list-style-type: none"> • Vigilance by parents is required at all times from anyone driving into, around and out of, the car park. • Vigilance by staff is required when walking children through the park or during an evacuation / invacuation emergency or fire drill. • All drivers are required to drive extremely slowly into the car park. • Be aware as families who walk, may also be using the main entrance. The gates at the side of the containers are open for pedestrians. • Be very aware of children who may run off from their parent and into the car park. • Avoid parking along the pathway where children and families walk, possibly with buggy's' or ride on toy, bikes. • The car park is covered in gravel and care must be taken by all when walking.
<p>Children falling over</p>	<ul style="list-style-type: none"> • Parents and carers to keep children with them until it is time to before they come into the hall. • Parents to be aware of the ground and prevent children from running around to avoid falling over. • If a child does fall over, prior to coming into setting, parents will be required inform a staff member what has happened. Then acknowledge a Pre-Existing Injury form on Famly, once completed by a staff member.

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<p>Children trying to escape</p> <p>Escaping from the double doors / main doors and running into the car park / road. Getting run over or taken by someone.</p>	<ul style="list-style-type: none"> • This risk assessment reflects the environment we are in, and the precautions taken to keep children safe. • Children inevitably may try to escape at some point. Some are more inclined to than others. • Every precaution must be made to make children safe while in setting. • Staff are made aware of the children who are likely to try to escape.
<p>Precautions in place</p>	<p>SAFETY GATES ACROSS FIRE DOORS</p> <ul style="list-style-type: none"> • By their very nature, the double fire doors can be pushed open by the bar across the middle, very easily and with little effort. • Without extra precautions, children would be able to escape very easily by pushing the bars. • We always put safety gates across the double fire doors and clips ties around the fire door bars. The ties alone do not prevent the doors being locked tightly together and if pushed, create a 'child sized' gap. • Bells are attached to the gates by the double fire doors, to alert everyone if a child tries to climb up the gates. • We are very aware that the fire doors are seen as 'blocked', but staff members are capable of unlocking the safety gates and ties quickly. • Both are very easily opened by an adult and all staff are very aware of how to do this in an emergency. • We practice emergency evaluations, evacuations and locking down, every half term. <p>DOOR LEADING TO STAIRS AND UPSTAIRS FIRE ESCAPE</p> <ul style="list-style-type: none"> • We have risk assessed the situation and are choosing to lock the door until such times children do not try to escape. The risk of escape is much higher than the risk for the need to evacuate upstairs. • Children are therefore not able to assess the stairs and escape through the landing fire exit. • A key for locking the door is kept on either side of the door for adults to use to lock, inlock and escape through the door if necessary. • Anyone using the mezzanine floor or in the office, have means of escape through the fire door.
<p>Trying to escape from the double door fire doors when they are open at drop off and collection times. Running out into the car park then out onto the main road</p> <p>Dangers from cars, getting run over or taken by someone.</p>	<ul style="list-style-type: none"> • Double fire doors are only open at collection time at 3.00pm. • A member of staff to stand at the double doors any time they are open. • Staff will remain hyper vigilant to watch for possible escapees. • Staff will close the safety gate and be vigilant, each time a family comes into the building, to prevent children in the hall from escaping. • Families are asked not to distract the staff member at the gates, as they are their primarily to keep children safe. • If they need assistance, a member of staff must not leave the gates but shout out for help. • Should a child escape into the car park, staff member calls for help and staff member run after child and shouts for help to parents. • Parents are asked to wait at the bottom of the slope to ensure that their child does not run out.

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<p>DROP OFF AND COLLECTION Escapes and Car Park/Car park</p>	<ul style="list-style-type: none"> • Staff are to supervise and remain vigilant of children going to parents / people designated to collect. • Parents to be vigilant that children do not run off into the car park while waiting to come into setting. • It is the parents’ responsibility to go after their child if they run off into the car park, once they are out of the building. • At 3.00pm collection only, one member of staff remains on the double fire doors to allow families in. This gate must be closed after each family enters the building. • One member of staff stays on the hall gate to log children out as they leave. This is to remain closed after each family leaves, to prevent escapes. • At lunch time collection, all children leaving will have their belongings put in the foyer area. One member of staff remains in the area while the children go to their parent. • Children leave one at a time.
<p>Drop off Injury from cars Falling over</p>	<ul style="list-style-type: none"> • Children stay with their parents until they are called forward by a staff member. • Vigilance is priority with staff member and parent in case the child tries to run away by going back through the gate. • Child remains the responsibility of the parent until they come through the main doors. • Parents are to supervise their own children whilst in the car park and be vigilant of moving vehicles.
<p>Collection Car park vigilance Handing child to right person</p>	<ul style="list-style-type: none"> • Staff will acknowledge the person collecting to ensure they are aware that their child is being released to them. • Staff will only release child to parent, or any person authorised by the parent to collect child. • Parents are to provide a photograph and password on Famly, of anyone else who is to collect. • Child becomes the responsibility of parent or person collecting as soon as the person comes into the hall. • All Staff to remain vigilant.
<p>Failure to collect</p>	<ul style="list-style-type: none"> • If we have not heard that a parent is going to be late, we make every endeavour to contact the parent or people on their emergency contacts list on Famly. • It is the parents’ responsibility to keep all information on Famly up to date. • If after 20 minutes, we cannot contact parent or anyone on their emergency contact list, we have the right to contact Family Services and follow their procedures. • Parents may be charged a late collection fee.
<p>Drop off and collection</p>	<ul style="list-style-type: none"> • MORNING DROP OFF • All children will be dropped off at the main front door. • MORNING COLLECTION • All children leaving at lunch time will be collected from the main front door. • Children and their belongings will be taken into the foyer area, with two staff members, prior to pick up time. The safety gates will be closed to prevent children going back into the main hall and to ensure children staying for the day, do not go into the foyer area whilst others are leaving. • AFTERNOON DROP OFF • All children to be dropped off at the main front doors. • AFTERNOON COLLECTION • If any child is to be collected before 2.45pm, this is to be done at the front main door. • At 3.00pm the double doors up the slope at the side of the building will be opened. • People collecting will be invited into the hall to collect children and their belongings. • As soon as a person collecting a child comes into the hall, the child immediately becomes their responsibility. • Once people collecting have their child and belongings, they will leave the hall by the main front door. This means that people collecting will come into the hall from the side double doors and leave by the main front door. • A member of staff will be at the double doors to ensure children do not leave and another member of staff will be on the gate in the hall to log children out. • Staff member at the door will also check with other staff members if they do not recognise the person collecting.

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	<ul style="list-style-type: none"> If HWPSN has not been informed or received authorisation from the parent and someone unknown tries to collect, the child will not be given to that person, unless we have photographic evidence from the parents and a password.
E-SAFETY Tablets, laptops Mobile phones	<ul style="list-style-type: none"> Children do not have access to any electronic equipment that can access the internet, without adult supervision. Tablets, laptops and mobile phones are for staff only.
Licence	<ul style="list-style-type: none"> We have a music licence and a TV and Moving Picture licence. We are signed up to Twinkl and Spotify. We have a licence to play videos or clips from any internet site.
MOBILE PHONES	<ul style="list-style-type: none"> Parents or anyone dropping off or collecting children MUST NOT use their mobile phone on the premises. You will be asked to leave the building or finish your conversation, if you are on the phone entering the building. If anyone who is collecting has their phone ringing while you are in the building, they MUST NOT answer it. If you do, you will be asked to leave, if you need to take the call.
Child's tablets	<ul style="list-style-type: none"> Children have tablets that are specifically for children and are signed up through Amazon Firefox. They do not use them unsupervised.
Parents	<ul style="list-style-type: none"> Families are reminded of the possibility that children may inadvertently access inappropriate websites at home. Families are reminded that they cannot use their mobile phone in setting.
Family	<ul style="list-style-type: none"> Famly is fully compliant with the General Data Protection Regulation (2018) and has secure systems to protect data. The system is purchased from Famly, a reputable, secure site, which has stringent safety measures to protect information. The Famly online learning journals is used to log children's progress and development. The Famly system also has means to store information and process data such as personal records, registration, invoicing and asking permissions. Staff cannot message parents directly and vice versa. They can have access to information such as emergency contact details, permissions from parents and children's learning journals. Staff members have their own log in passwords. Parents and carers set up their own passwords and log in details and only add permission to enable other family members to have access. Passwords are stored centrally and known only to Pre-school Leader, Deputy and Business Manager. Equipment used to record information is stored overnight in a locked filing cabinet. Laptops and tablets used for Famly are stored on overnight in a locked filing cabinet. Antivirus systems are set up on laptops and all-in-one computers. Tablets are not used to store materials.

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<p>FIRE AND EVACUATION</p> <p>Fire starting in the main hall. Risk to a person of burning, injury, or death. Possible equipment to cause fire – Lighting, heating Tablets, music station, battery operated toys and equipment, karaoke sound box, projector, laptops,</p>	<ul style="list-style-type: none"> • SYPRC responsible for keeping the building safe for hirers. They ensure fire extinguishers and alarms are checked regularly. We hold a copy of paperwork to ensure compliance. • PAT testing carried out annually on all electrical appliances and PAT testing compliance paperwork kept. • Staff and children are logged on entry into the building to ensure it is known who is on site. • Visitors are logged on and off site, to ensure it is known who is on site. • Fire / evacuation / lock down procedures are practiced every half term, alternating mornings / afternoons. • Deputy or Room Leader will instigate these practices. • Fire drills / evacuations / lock downs are recorded and kept ensuring compliance. • Fire drill procedures are adjacent to all doors. • During induction, staff are informed of procedure and shown what to do in the event of a fire. • Staff and children will exit from the main doors if they are in the foyer area, taking a set of keys with them. • During fire drill practice or evacuation, a member of staff to check the toilet area. They will exit from the main door taking keys. • Main front door keys to always be situated in the foyer area. These are out of reach of children. • One set of keys to be in the main hall at all times, out of reach of children. • A paper copy of children’s contacts and the sessions they attend (allocation sheet), is on the staff table for Deputy or Room leader to take with them during evacuations. • Staff to take register to ensure everyone is out of the building and close the fire doors behind them. • Assembly point is in the car park near the containers ensuring that children do not runout of the car park gates. • In the event of a real fire or need for evacuation, call emergency services and no one will go back into the building. • All heating and lighting to be switched off at the end of each day. • The internet can be left on at all times. • SYPRC organise Fire Safety checks and we hold a copy of the paperwork.
<p>FIRE AND EVACUATION (in case of a real fire)</p>	<ul style="list-style-type: none"> • Main alarms from the building will sound. • One staff member used the Pre-school phone to dial the Emergency Services on 999. • Evacuation takes place promptly ensuring a mobile phone and allocation sheet is taken outside. • Any staff in the toilet area to immediately exit with any children they are supervising and leave by the main door (keys always available on hooks at the main door). • Depending on where a fire starts, evacuate all children and staff out of the main fire doors in the hall or out of the main front door. • Staff working on the landing area to exit by the middle door fire exit and assemble with staff and children near container. • If the fire occurs on the mezzanine, office door to be closed before exiting building. • If fire occurs in the office, the office door is to be closed before exiting the building. • Leave belongings if they are not close to hand. • Register to be taken to ensure everyone has been evacuated. Staff not to return to the building if you believe someone is trapped inside but relay this information to Emergency Services / Firefighters when they arrive. • Explain situation to Emergency Services / Firefighters, if asked.
<p>Fire in the kitchen. Risk to a person of burning, injury, or death.</p>	<ul style="list-style-type: none"> • As above. • Evacuate the kitchen as soon as possible. Staff will not attempt to put the fire out, unless they are confident in using the fire extinguisher. • Follow evacuation / fire drill procedures. • Evacuate out of the main doors or fire doors in the hall.

HIGH WYCH PRE-SCHOOL NURSERY – RISK ASSESSMENTS – ENVIRONMENT

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Possible equipment to cause fire - Lighting, electrical appliances, toaster, microwave, cooker, water boiler, fridge, freezer, and electrical mains switch board. Possibly lead to explosion.	<ul style="list-style-type: none"> PAT testing is carried out annually.
Fire in the upstairs office and mezzanine floor Risk to a person of burning, injury, or death. connection hub, dongle,	<ul style="list-style-type: none"> As above Staff and children to evacuate down the first flight of stairs and leave the building from the middle floor fire door and go down the stairs to the car park assembly point near the containers.
Possible equipment to cause fire - Lighting, computers, laptops, printer, heater, fan, laminator, shredder, phone, mobile phone, extension leads, internet connection hub, dongle, vacuum cleaners, walkie talkies, sound and light machine, projector	<ul style="list-style-type: none"> All equipment is PAT tested annually. Equipment to be in good working order. Equipment given to us to be in good working order, have manufacturer’s instructions and PAT tested at the next annual test. Batteries to be changed in toys and equipment as soon as they go dead.
INVACUATION Outside dangers	<ul style="list-style-type: none"> There may be cause to invacuate due to any unforeseen outside dangers if employees, children and visitors are outside of the building. Whistle is blown and all employees, children and visitors will walk back into the building as quickly as possible at the nearest exit. One employee to guide at the front and one at the back, others to be spread along the line. Children who are known ‘runners’ to be encouraged to hold an adult’s hand. Keep calm and once indoors, children are to be reassured.
LOCKING DOWN	<ul style="list-style-type: none"> As with our Emergency contingency plan, we will practice locking down where all staff and children will lie down on the floor wherever they are in the room. If possible, we will close windows and blinds. The signal for locking down is three sharp blows on a whistle. All permanent staff members have a whistle.
MOBILITY	<ul style="list-style-type: none"> Children with limited mobility may need to be carried inside or outside. Designated staff members for this are Donna and Chloe.

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<p>PAEDIATRIC FIRST AID</p>	<ul style="list-style-type: none"> List of current First Aid trained staff is on staff notice board. As least two people with Paediatric First Aid training will be onsite at all times.
<p>FIRST AID BOX AND BAGS Health and Safety Policy, including First Aid, will be followed.</p>	<ul style="list-style-type: none"> Paediatric First Aid Box – to be kept on kitchen area Leaflet giving general guidance on First Aid and items in Box <ol style="list-style-type: none"> three pairs of disposable gloves one roll of hypo-allergenic tape (i.e. Micro-pore) one pair rounded end scissors six individually wrapped medium sterile dressings two large individually wrapped sterile dressings four individually wrapped disposable triangular bandages 5 non-adherent dressings 5cm x 5cm 5 non-adherent dressings 10cm x 10cm safety pins two sterile eye pads sterile eye wash one finger bandage and applicator ten packs of 5 sterile gauze swabs, approx. 5cm x 5cm Hypo allergenic plasters are kept in the First Aid box, however, will only be applied to the skin with the permission of the parent/carer of the child. Saline solution for cuts, grazes and eyes are stocked in the outdoor bags. There are two ‘outdoor’ First Aid’ bags (red – Butterfly area and green – Caterpillar area). Regular checks of the First Aid Box and outdoor bags are made to ensure that stock levels are kept up and that items are not out of date.
<p>Administering First Aid</p>	<ul style="list-style-type: none"> Paediatric First Aid trained staff to administer First Aid. Non-Paediatric First Aid trained staff can be given instruction by those holding a current certificate. They must follow instructions carefully. First Aid to be administered in cases such as cuts, bruising, grazed, pinches, bumps, bleeding etc. This list is not definitive. Adults to keep calm and reassure child. Accidents forms to be filled in on Family for parents to acknowledge. Collection may be required depending on the assessment and severity of the accident.
<p>First Aid bags for outdoor use.</p>	<ul style="list-style-type: none"> Bags to contain essentials for outside and to include sterile water wash and eye wash.

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<p>HAZARDOUS SUBSTANCES AND CHEMICALS</p> <p>SENSORY MATERIALS</p> <p>The list below is not definitive</p>	<ul style="list-style-type: none"> • Our hazardous substances and chemicals that may cause irritation or burns are kept out of children’s reach, either in the Office or in a lockable kitchen cupboard. The kitchen is also gated and inaccessible to children. • The SYPRC, keep hazardous substances in the kitchen in the cupboard under the sink. The kitchen is gated and inaccessible to children when we are in session. • Certified Paediatric First Aid trained staff on site at all times. • Any cleaning anti-bacterial substances that are sprayed, must be done so into a cloth, and used to wipe the area, if people / children are in the vicinity. This is to prevent airborne inhalation. • Any form of accident with substances, chemicals, sensory materials or hot food and drink, is treated immediately by a First Aid trained person. • Wipe eyes outwards and not across the eyes. • Accident forms to be filled in on Famly for parents to acknowledge. • Parents notified immediately.
<p>Legionella</p>	<ul style="list-style-type: none"> • The SYPRC Manager is trained and carries out regular checks for Legionella.
<p>HOT FOOD AND DRINKS (STAFF)</p> <p>Danger to child through irritation, burns to the skin and eyes or accidental ingestion.</p>	<ul style="list-style-type: none"> • Staff hot drinks are always in a lidded cup. • Hot drinks are kept at the back of the kitchen for staff to access. • Staff may transport drinks upstairs in a lidded cup. • Hot food must be transported with a lid and may need to be wrapped in a tea towel. • Vigilance of any possible spillage must be adhered to if eating with children. • Staff not to leave hot food on the table near children if they have to go away from the area.
<p>Hand gel</p>	<ul style="list-style-type: none"> • To be used by staff only and kept out of reach of children.
<p>Hand wash</p>	<ul style="list-style-type: none"> • Hand washing is modelled and taught. • Children are to be supervised when hand washing takes place. • Children are taught to use the sink or mobile sink, unless they are in the toilet area.
<p>This is not a definitive list:- Bubble bath , Soap flakes ,Food colouring, Shaving foam, Cooking oil, Gloopy playdough, Paint</p>	<ul style="list-style-type: none"> • Any liquid that begins to cause irritation is washed away with clear water. • Possible use of a paper towel may be needed. • An eye bath may not be suitable for young children so water and paper towel may be used.
<p>This is not a definitive list:- Sand, Glitter, Soil, Sawdust</p>	<ul style="list-style-type: none"> • Encourage children to wash hands after play to avoid unnecessary abrasion. • Foreign body in eyes, wash away with clean water.

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<p>INDOOR</p> <p>Tripping Hitting head on the floor or wall Column posts</p>	<ul style="list-style-type: none"> • Pre-school rule – Walk indoors, children are taught through modelling and following instructions. • We teach children the consequences of running indoors – what could happen if you run? • We teach children to look where they are going and watch out for items on the floor • Safety pads put around the columns in the hall.
<p>Trapping or catching fingers Toy kitchen, bike, trikes and ride-on toys See-saws Toys with openings / hinges Tables, Doors, Gates</p>	<ul style="list-style-type: none"> • Safety guards are attached to doors. • Children made aware of what will happen if fingers are put in gates, toy kitchen, toys that have any sort of opening / hinges toys etc. • Tables are opening correcting. Any damaged tables or chairs are taken out of action and repaired before it is used again.
<p>Falling From climbing on table Chair Windowsill Bike, car, trike, ride on toy Trip over toy</p>	<ul style="list-style-type: none"> • Pre-school rule – Walk indoors. • We teach children to look where they are going and give warnings of what may happen. • Children are encouraged to climb down / off tables etc, with the consequences explained.
<p>Stairs</p>	<ul style="list-style-type: none"> • If it is deemed a good learning experience for a children to go upstairs, they may accompany an adult to visit the office or mezzanine floor to play in small groups. • The children must hold the railing in one hand and the adult must follow behind on ascending and in front on descending. Adults to encourage children to hold the rail at all times.
<p>PHYSICAL AREA Falling off or bike, trike, ride on toys, climbing frame</p>	<ul style="list-style-type: none"> • Supervision is carried out at all times. • If supervision cannot be carried out, the physical area is closed to children. • Children are encouraged to use toys appropriately and the consequences of using them inappropriately explained. •
<p>Glass and mirror</p>	<ul style="list-style-type: none"> • Due to the introduction of the curiosity approach, real glass items are used. Care is taken to only use items that are made of thick glass. • Instruction and modelling are given to the children on how to use items. • Children are taught consequences if the glass smashes. • Children are moved away from the area and glass swept up and disposed of by wrapping in paper, before putting it in the bin. • Children spoken to collectively and reminded of dangers.
<p>Eating something they are shouldn't / choking on a small toy</p>	<ul style="list-style-type: none"> • All small item toy play is supervised. • In the event that a child may eat or begin choking on something they have put in their mouth, First Aid applied. • Accident procedures followed if needed.
<p>Escaping</p>	<ul style="list-style-type: none"> • The main fire doors in the classroom are kept together by using a removable strap and have a safety gate across them. • The gates into the hall are closed and bolted unless access to the toilet is required. • Gate on the kitchen area is bolted and only staff access this area. • When coming from the toilet area, children are taught that only grown-ups open the gate when it is safe.

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	<ul style="list-style-type: none"> Supervision is carried out at all times when moving from the indoors to outdoors and vice-versa. Register is taken outside for the whole group. The staff display board given the number of children in setting at any given point. During warmer weather the main doors are open and gated to prevent escapees. The mat in front of this area has a yellow and black boarder to depict danger. Children are taught not to go into this area. Children may try to climb over the gate. Physical intervention may be needed.
Hurting themselves on a broken toy	<ul style="list-style-type: none"> Any broken toys are removed and either repaired or thrown away. First Aid applied.
Wooden toys and 'real items', tables and chairs - splinters	<ul style="list-style-type: none"> Staff to ensure that there are no rough edges that could cause splinters. First Aid applied if a child does get a splinter.
Real items Inappropriate use could cause harm	<ul style="list-style-type: none"> Children shown and taught to use items appropriately that does not interfere with their imagination and play.
Being trodden on by their peers or an adult when children on the floor	<ul style="list-style-type: none"> Adult to be vigilant of where children are in the room. Support children in understanding their own space and spatial awareness.
Main hall	<ul style="list-style-type: none"> As the Butterfly children access the main doors into the hall, gates to the foyer and toilets are not used. This is to promote independence. Gates are to be used across the double doors in the main hall when the double doors are open during session. Vigilance is paramount as this is the Caterpillar area for younger children. Discourage children from playing on the mat in front of the gates / double doors.
Kitchen area	<ul style="list-style-type: none"> Kitchen area is gated and out of bounds to children. Gates have yellow and black tape to depict danger. Children are taught not to touch the gates.
INDOOR WOODEN CLIMBING FRAME	<ul style="list-style-type: none"> Staff to ensure that the wooden climbing frame is put up safely and securely. Crash mats to be placed under and around climbing frame. Children to be always supervised when using the climbing frame. Only allow two children at a time on the climbing frame. Cordoned off when not in use.

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<p>MOBILITY</p> <p>To enable support to be given to meet child’s needs Non-mobile or children with limited mobility</p>	<ul style="list-style-type: none"> • We adhere to the Healthy and Safety Law from the Health and Safety Executive, with regard to lifting and handling. • Due to health and safety, staff only pick children up in extreme circumstances. This is also part of health and safety at work by the Health and Safety Executive and the NHS 10-point lifting directive. • Staff do not carry children, only in extreme circumstances and for a very short time. Staff will sit down with a child at the earliest opportunity. • A meeting with families to discuss mobility is carried out during visit to setting or home visit, prior to starting. • Family to provide medical documentation. • Risk to be assessed for each individual child. • Staff will assess child’s mobility during the first three weeks and of them starting, carry out a baseline assessment and begin to put measures in place. • Other meetings with parents may be needed to establish further mobility needs once the child has started. • An Individual Assessment of Educational Learning and Development will be carried out. • A support plan to be put in place which is sensitive to the child’s needs through assessment, planning, doing, and reviewing. This is reviewed every half term. • Funding to be requested through the Inclusion Funding at headcount week and then through the Local High Needs Funding. • Other professionals such as Health Visitors to be contacted and visits arranged. • An Occupational Therapist may be requested through Single Service Referral. • Parents to request an Educational Health Care Plan. • One to one support cannot be provided unless there is specific funding to do so. • Walking aids to be provided by family, if needed and appropriate. Specifically, if child is non-mobile and cannot walk unaided.
<p>Walking aids</p> <p>Wheelchairs getting stuck, tipping or other children climbing or tripping Walking frames, getting stuck, others climbing to tripping Walking sticks, being moved by others as child is walking</p>	<ul style="list-style-type: none"> • Families to provide walking aids. • Families to instruct staff on how the child uses the aid and how staff are to support the use. • Space and time will be given for adjustment for the child. • Adapt the environment as much as we can to meet their needs. I.e., activities at different heights or on the floor. • Other children will be naturally curious. We will endeavour to explain, in term which are appropriate, the child’s mobility needs.
<p>Limited mobility Crawling Slip Fluids on floor Cruising around the room - tables, chairs, barriers, other children Move away from situations Others not aware of someone on the floor Getting hurt on smaller objects</p>	<ul style="list-style-type: none"> • Staff to support child as much as possible. • As much as possible items to be moved and are not in the way of child moving around. • Small objects could hurt hands and knees if child cannot see them, we endeavour to move out of the way. • Items may be thrown by others, so staff will endeavour to protect child. • Child may not be able to move away if water or fluids are spilled on the floor, so we will endeavour help child move out of the way. • If child attempts to cruise along barriers, they could tip over if pushed for balance. Ensure child is supported by adult to stand.

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Protection	<ul style="list-style-type: none"> • Adult to move quickly to try to protect child from any situation, whether it is from others, toys or fluids on the floor.
Evacuation and fire drills	<ul style="list-style-type: none"> • A means of additional walking or mobility support may be needed to evacuate child, if appropriate. • In a real emergency, a capable member of staff may have to carry the child. Designated named members of staff are Donna and Chloe. •
Outdoor play	<ul style="list-style-type: none"> • Suitable waterproof clothing to be provided by family. • Child may need a means of additional walking or mobility support, to help access outdoor play. • Child cannot be carried outside, and mobility support will be needed. • Tarpaulin will be used outside for child to play on to prevent child being on wet grass or surface. • Outdoor play will be weather dependant.

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CHILDREN WHO ARE ORAL SENSORY	<ul style="list-style-type: none"> • Children are supervised and ratio’s adhered to. • Some children have the need to put items / toys in their mouth to feel the sensation. • Children who have an oral sensory need are identified and known by staff members. • Children who are identified as oral sensory, parents will be asked to provide a ‘chew buddy toy’. • These items can be anything from squidgy chewy to rock hard items with knobbles and spikes. • Every effort is made to ensure that children do not put items in their mouth. • If items are put in the mouth, every effort is made to remove the item from play. The item will then be cleaned. • Any toys /item that have been in a child’s mouth will be taken out of play and washed. • If appropriate language can be used with the child, we will explain why toys / items should not go into their mouth, unless it is one that can. •
Choking	<ul style="list-style-type: none"> • Every endeavour is made to ensure that very small items are not in the vicinity of identified children. • A child may put a small item in their mouth which could cause choking. • Staff members remain on high alert when there is a possibility that a child may put something in their mouth. • Staff member will retrieve the item from the child’s mouth, if this is easily achieved. • This may be achieved by fishing it out with a hooked finger if needed. • Staff member will be careful not to push the item into the child’s throat.
Chewing Rubber Foam	<ul style="list-style-type: none"> • A malleable toy such as rubber, foam items may be chewed or teeth marks left in them. •
Messy play (not a definitive list) Sand Shaving foam Glitter Playdough Sawdust Jelly Oats Rice	<ul style="list-style-type: none"> • Messy play materials may also cause choking hazards, if child manages to stuff a hand full in their mouth. • Every endeavour is made to prevent this by having supervision. • If children do manage to put messy stuff in their mouth, every endeavour is made to remove it and child will be encouraged to drink water. •
Lunch and snack	<ul style="list-style-type: none"> • Risk assessments are in place to cover these areas. •
	<ul style="list-style-type: none"> •

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<p>OUTDOOR PLAY Appropriate clothing and sun cream</p>	<ul style="list-style-type: none"> Families are asked to provide children with appropriate clothing and shoes. Warm weatherproof clothing and wellingtons, during winter / wet weather. Sun cream needs to be applied prior to coming into setting. All day children will need sun cream brought into setting in a clear sandwich bag with their name visible on the outside. Each child must have their own hat, name clearly labelled on the inside rim. Shoulders must be covered. Suitable shoes as children will climb and crawl about. It will also avoid shoes coming off and tripping hazards.
What we take outside	<ul style="list-style-type: none"> Certified First Aid trained staff on site at all times. Children are supervised and instructed to take care and warned of any dangers of tripping, falling, where to play that is safe. Staff to have whistles and instruct children to stop and listen when the whistle blows. Children will be taken out as a whole group or in small groups, Butterflies or caterpillars. Ratios are adhered to. Children wear hi-viz tabards. Blue for everyone and yellow for children who could possibly try to escape or run off. They must hold an adults hand when going to and from the park area. Children instructed on the dangers of running off and not being with their Teddy School grown-ups. Risk assessment on the area to be carried out prior to going out. Register containing emergency contacts, mobile phone is taken outside. All staff will know how many children are on site. Outdoor First Aid bag will be taken outside. The environment, toys and equipment will change.
CCTV	<ul style="list-style-type: none"> The Bullfields Centre (SYPRC) has CCTV in operation for the outside area only. There is signage on the building to inform everyone of this.
Stranger danger	<ul style="list-style-type: none"> Children are taught not to talk to adults they do not know. This is by telling them that if people are not wearing our 'safety ranger' jackets, then they must not talk to them. If any person we do not know talks to the children, we politely ask them not to. If anyone approaches who we believe may cause an issue, only the Deputy or Room Leaders are to talk to them. This will be done in a quiet, calm and respectful manner, in order to defuse any issue that could occur. All other staff members are to remain engaging with our children and not interfere unless asked to do so by Deputy or Room Leaders. If the situation escalates, Deputy or Room Leaders will phone the Office to ask Pre-school Leader & manager or Business Manager for assistance. Pre-school children will be lined up and brought back into the building (Invacuation), if we feel they are in danger. A decision to call the police will only be made if there is a fear of danger or harm.
Grass, flowers, stinging nettles, fungi	<ul style="list-style-type: none"> Children are taught to look and not touch. Any overgrowth is reported to the SYPRC to address.
Children with asthma Possible asthma attack	<ul style="list-style-type: none"> Asthma pumps are taken outside if instructed by parents. Asthma pumps given prior to children going outside if instructed by parents. If children become out of breath, sit them down and help them to remain calm. Follow instructions on medication on how to administer or see child's individual Health Care Plan.

HIGH WYCH PRE-SCHOOL NURSERY – RISK ASSESSMENTS – ENVIRONMENT

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Unknown, suspicious person	<ul style="list-style-type: none"> • Staff to be vigilant of anyone who appears to be taking an interest in one child. • People driving slowly passed and watching / staring at children. • Anyone who appears to be taking photographs or filming children. • Anyone who appears to be ‘over interested’ in children and asks questions. • Incidents to be reported to PSL&M and Deputy and a decision made as to whether further steps are needed. • Follow safeguarding procedure.
Children In Need / Child Protection in place.	<ul style="list-style-type: none"> • Staff to be made aware of any issues that may affect a child during outdoor play. • Follow steps as above. • Contact Children’s Services to report any issues. • Contact police if child is believed to be in imminent danger.
FIELD Danger of children running off away from main group / escapees.	<ul style="list-style-type: none"> • Risk assessment to be carried out prior to going outside. • Staff to be always vigilant. • Staff to blow a whistle and instruct children to stop if they hear it. • Staff to take out walkie talkies in case a child runs off and they need to keep in contact or summon help. • Teach children about boundaries and encourage them back into the main group.
Use of cones	<ul style="list-style-type: none"> • Areas can be cones off and children supported in understanding that sometimes there will be a designated area to play in, inside the cones.
Walking onto the field, Danger of slipping	<ul style="list-style-type: none"> • Children to be instructed to walk carefully on to the field when the weather has made the entrance very muddy and bog like.
Basketball concrete area	<ul style="list-style-type: none"> • Children to learn about not running into the fence. • Children to learn about keeping on the concrete area if instructed to do so.
CORDONED OFF PLAY AREA	<ul style="list-style-type: none"> • Some equipment to be stored in the locked fenced area at the back of The Bullfields Centre. • Staff may cordon off an area using ground spikes, pegs and green garden netting. A mallet is to be used to secure the spikes and pegs. Staff to be vigilant when using mallet. • Outdoor toys and equipment to be brought from the container or storage round the back of the building. Care will be taken when carrying. • Staff will be vigilant of any children trying to escape the cordoned off area. Children taught about the dangers of running off by themselves. Procedure as above is followed. • First Aid kit and daily register taken outside.
PLAYGROUND AREA Danger of children running off, prior to getting to the play area. Rubbish and possible animal faeces causing cross contamination. Stinging nettles in summer.	<ul style="list-style-type: none"> • Risk assessment to be carried out prior to going outside. • Ensure the main gate out of the field is closed near the entrance to the playground. • Children taught the ‘Walk along the fence / going outside ’ songs. • Staff will station themselves around the areas of the playground and stations closed if vigilance cannot be kept in all areas. • Gate to be closed behind and secured with a bungee clip. • Nettles are to be reported to SYPRC if they cannot be pulled out. • One adult to take up to four children to the toilet at a time, walking around the outside of the fence. • If the steps are being used, one adult either side of small steps to assist children to climb over for the fence to go inside to use the toilet.

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<p>LARGE PLAYGROUND EQUIPMENT</p>	<ul style="list-style-type: none"> • Risk assessment to be carried out prior to use. • Used only by Butterfly children, those who are aged 3 to 4 years old, who will be going into reception class. • Limit children to ensure safety. IE one child at a time up and down the slide. • Children are shown how to use equipment. • Children are talked to about the dangers of using the equipment and risks they are taking.
<p>Paddling pools and water play</p>	<ul style="list-style-type: none"> • Equipment set up appropriately with a shade if needed. • Enclosed area for waterplay. • Outdoor mobile phone accessible at all times. • Suncream must be applied before going outside. • Staff to supervise and control the play and talk to children about the dangers of playing in water and who do we call for help. •

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<p>SNACK AND LUNCH Cross contamination</p>	<ul style="list-style-type: none"> We have a 5-star rating from the Food Standards Agency (04/02/2022) Tables are cleaned, prior to snack and lunch time. Cloth is sprayed then tables wiped. Staff vigilance is needed to support children who do not understand that they must only have their own food and drink.
Allergies	<ul style="list-style-type: none"> Parents are required to inform HWPSN on their child’s Family account, whether their child has any allergies. Key People will create separate place mats for children with allergies. These will have instruction on the allergy and how to avoid cross contamination. During snack and lunch, children with allergies are not to sit next to children who may bring in the food that they are allergic to.
Snack	<ul style="list-style-type: none"> A healthy snack is to be provided by HWPSN. Kitchen log to be filled in prior to preparing snack. Allergy list, with child’s photo available for all staff. Check for allergies. This consists of choices of healthy snack of fruit, or vegetables and a carbohydrate. Promoting children are encouraged to make healthy lifestyle choices. Snack is set up in the main hall and children have the choice to have or refuse snack. Table is cleaned prior to use. Children are offered the opportunity to learn pouring, cutting and spreading skills. Milk is available at snack time.
Lunch box	<ul style="list-style-type: none"> Lunches are to be provided by parents, in a lunch box, which a child can easily identify and has their name clearly labelled on the outside. All food that parents provide is to be opened so that children make their own choices.
Drink bottles	<ul style="list-style-type: none"> Parents are to provide their children with a drink bottle, clearly labelled with their child’s name. At home, parents are to help children identify their own drink bottle. Drinks are kept on a drink table and children taught how to access their own drink bottle.
Choking	<ul style="list-style-type: none"> Parents are asked to cut up grapes, cherry tomatoes, olives, etc, to avoid choking hazards.
Nut free zone	<ul style="list-style-type: none"> We ask that parents ensure that we are a nut free zone, We ask that parents refrain from putting any food that may contain nuts, into children’s lunch boxes.

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<p>TOILETTING, CHANGING CLOTHES AND APPLYING SUN CREAM Safeguarding</p>	<ul style="list-style-type: none"> All staff members taking children to the toilet have a DBS enhanced check. Staff will look out for, and raise concerns with either Designated Safeguard Lead Person, if any child has signs of physical abuse or makes a disclosure. This will possibly present as bilateral bruising, continued infection around the genital area, sensitivity to touch reluctance to be changed, mood swings etc. – see Safeguarding policy. Staff will not have their personal mobile phone on them when they are with children. See E-safety policy. Our Safeguarding Policy is adhered to.
<p>Toilet area</p>	<ul style="list-style-type: none"> Entrance to the kitchen in the foyer area and is gated to prevent children going in there on their way to the toilet. Toileting is supervised. Toilet trained children are encouraged to take care of their own hygiene. Non toilet trained children will be taken to the toilet for nappy changing. A changing trolley is used and children are encouraged to climb the steps onto the table to be changed. The changing mat is wiped after each child.
<p>Children in toilet area</p>	<ul style="list-style-type: none"> Gates to the toilets must be locked when children are in the toilet area. One adult in the disabled toilet area while changing a nappy. One other child, who is capable of using the toilet, can also be using the disabled toilet at the same time. One adult at a time, with a maximum of three children, who are capable of using the toilet, with one child in each of the three cubicles. Other children can wait at the gate and be swapped around when children come back into the main room. Staff member must be extra vigilant, to ensure that the three children are using separate toilets and do not go into another child’s cubicle. Staff to be very aware of any Safeguarding concerns that could take place and protecting children is paramount. Staff must bring to the attention of Designated Safeguarding Lead’s, any concerns that they have about a child. This includes the child’s actions or what they may say, which is not appropriate for their age and development level. We understand that children are curious, however, we will teach them about privacy. We expect parents and their families to also teach children about privacy. We will support families and their children to help alleviate further repercussions. Safeguarding will be adhered to.
<p>Nappy changing trolley Children falling off, tripping on steps, staff unprepared, bang head on wall behind, rolling off, feet dangling onto the steps, standing up on trolley</p>	<ul style="list-style-type: none"> Staff will ensure that the trolley is locked, and the steps assembled correctly prior to any child climbing onto the trolley. Staff will ensure that a changing mat is on the trolley at all times. Staff to be prepared with gloves, nappy sacks, wipes etc prior to changing a child. Staff will encourage children to climb the steps themselves. Staff will ensure child is lying down on the trolley and avoiding their head touching the wall behind. Staff will remain vigilant at all times when child is on the trolley. SEN&D children may need more initial encouragement so two staff members may need to be on hand to encourage before attempting nappy changing. If SEN&D children completely refuse to be changed on the trolley, they will be changed on the floor. Staff will ensure children descend the steps carefully and appropriately. Staff will clean the area after each nappy change.

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Falling / slipping off potty or toilet, bashing head on sinks, falling off steps	<ul style="list-style-type: none"> • Adult will be vigilant to the safety of children. • Steps are in place for children to use the toilet or when washing their hands.
Cross contamination	<ul style="list-style-type: none"> • Aprons, gloves, and face masks to be used. A different set of PPE used for each child. • Staff ensure that children do not touch themselves while nappy changing. This prevents cross contamination if children then touch the changing mat, floor, toilet or sink. • Used gloves / PPE are double wrapped and disposed of in the normal rubbish. • Used nappies are double wrapped and placed back in children’s bags to be disposed of at home. • Changing mats are cleaned after each use. • Children wash their hands after toileting.
Changing clothing Cross contamination	<ul style="list-style-type: none"> • Children are encouraged to be independent and help with removing and putting clothes back on. • Wet clothing is double wrapped and placed in child’s changing bag.
Self -care	<ul style="list-style-type: none"> • Encouraging children to help with changing their clothes. • Encouraging children to wipe their bottoms front to back and checking on toilet paper to ensure they are clean. • Children wash their hands after toileting. • Children wash their before eating. • Cultural preferences are taken into consideration and children encouraged to carry out these tasks themselves for preparation of school readiness.
Sun cream – cross contamination	<ul style="list-style-type: none"> • Children who are in attendance for three hours sessions, parents are required to apply sun cream before children arrive. • Children who are in session for a whole day, parents are required to provide suncream, clearly labelled with the child’s name in a zip lock bag. • Staff to wash their hands each time they apply sun cream to a child. • Sunshade is provided. • Children are not taken out during the hottest part of the day.

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<p>VISITORS</p> <p>Refusal to follow instructions Mistreatment of staff</p>	<ul style="list-style-type: none"> • Visitors are expected to follow any instructions given by staff, especially for evacuation purposes. • Visitors will not deal with any altercations between children or to administer First Aid. • Visitors are expected to respect staff, children, equipment and building. • Visitors are expected to leave when asked, especially if they are displaying anti-social behaviours.
Log entry in case of fire	<ul style="list-style-type: none"> • Visitor log is to be used to record entry and exit times.
Mobile phones	<ul style="list-style-type: none"> • Visitors are not allowed the use of their mobile phones which will be placed in the kitchen until they leave. • Visitors are responsible for collecting their phones when leaving. • The exception for keeping a phone would be for other professionals who may need to log information. A staff member will remain with them at all times.
VISITORS	<ul style="list-style-type: none"> • Prospective families can come to view from the outside of the building, with a tour and talk given by a staff member. This will be for up to 20 minutes. • The possibility of prospective families visiting will be under constant review each term. •
ASCENDING AND DESCENDING STAIRS	<ul style="list-style-type: none"> • Visitors are expected to be vigilant and take their own risk when ascending and descending stairs. • Staff may remind visitors to take care.