

Risk Assessment Policy

At Kingfisher Kindergarten we recognise the importance to ensure the safety of our staff, children and visitors and eliminating as many risks in our setting as we can. Our extensive Risk Assessments are completed and checked termly to ensure they are accurate and up to date.

Daily checks

Daily Risk Assessment checks are completed prior to opening our doors to the children to ensure the environment is safe and poses no risk to the health and safety of our staff and children. These checks are completed by the Manager or Deputy Manager.

Areas included in the Daily Risk Assessment are:-

- Main Room
- Small Play Room
- Kitchen
- Garden
- Toilets
- First Aid Kits
- Broken Toys
- Any hazardous objects
- Fire exits

If there is anything that becomes an issue, the staff is to make a note of this on the back of the list and notify the Supervisor/Deputy Supervisor who should deal with it immediately.

Our daily checks are signed by the relevant person completing them and filed for reference in the risk assessment folder.

Events / Outings

We ensure that all events we may host onsite, such as Sports Days/Nativity performances to families are thoroughly risk assessed. The best procedures for visitor arrivals are always followed to ensure the safety of all visitors, staff and children. Relevant information is passed on to visitors to ensure they follow procedures, such as parking, signing in, no phones, fire exits and emergency procedures.

If we take the children on the field or on walks off site, these are always risk assessed and well thought out. Please also refer to our Supervision of Children on Outings Policy.

Termly and Annual Checks

We ensure our risk assessments are checked termly and updated accordingly.

We also assess the accident and incident folder after each term to determine any reoccurring injuries and the risk associated with the accidents. We will then act upon the findings and make changes to our risk assessment or setting to ensure they do not keep occurring.

We file the report each term for reference.

This policy was adopted by Kingfisher Kindergarten Ltd

Date to be reviewed

Annually

Signed on behalf of the provider

La-Ryne van der Westhuizen

Role of signatory

Owner