

RISK ASSESSMENT POLICY

As The Community Playgroups operate from within various Community Centres, the rooms and outdoor areas are used by many other groups.

As part of our daily setup, we ensure that furniture is safely stacked, and within reason, in a designated area, away from the main play area. We also ensure that any hazards are dealt with promptly. If hazards are found, they are entered onto our Hazard Log Sheet, and the appropriate action is documented. All electric plug sockets within the play area have child proof covers on them, and the radiators and heating/water pipes are all covered.

The same process applies with our Outside Play Area. We make daily entries of any findings onto our Outside Play Area Hazard Log Sheet, and document any action taken or further action needed, along with a realistic deadline for completion.

We check that all doors and fire exits are clear of any obstructions, and we check the toilet area to make sure that the floor is dry, to avoid any slips or falls when the children arrive, and to ensure their cleanliness. In the toilet area, the hot water supply to the wash basins is controlled thermostatically to prevent scalding.

We keep a constant check of any equipment that may have become dangerous, these items are immediately removed from the play area, and then the findings are recorded on the Hazard Log Sheet.

As the kitchen area is only accessible to staff members, we always keep the door to the kitchen closed to prevent children getting into an area of danger, and this practice also constantly reinforces the boundaries to the children.

All of our cleaning equipment is kept out of the children's reach on a high shelf in the Playgroup's storage cupboard, which is only accessible to staff members and volunteers.

Written risk assessments for the indoor play area, outdoor play area and toilet areas have been completed and are reviewed once per year by the Playgroup Leader.