



Little Dino Playgroup

Risk Assessment Policy

Purpose:

To identify potential hazards within the playgroup environment and activities, assess associated risks, and implement measures to minimise or eliminate risks, ensuring a safe and enjoyable environment for children, staff, and visitors.

1. Introduction

- The playgroup is committed to providing a safe, healthy, and stimulating environment.
- Regular risk assessments are conducted to maintain safety standards.

2. Responsibilities

- Playgroup Manager/Leader: Overall responsibility for risk assessments and safety policies.
- Staff Members: Assist in identifying hazards and implementing safety measures.
- Parents/Guardians: Follow safety guidelines and inform staff of concerns.

3. Risk Assessment Procedures

- Conduct initial and regular ongoing assessments of all areas, equipment, and activities.
- Use a risk assessment template to record findings, risks, and control measures.
- Review assessments periodically or when changes occur.

4. Areas and Activities Covered

- Indoor play areas
- Outdoor play zones
- Toys and equipment
- Food and snacks
- Staff and volunteer activities
- Emergency procedures

5. Common Hazards and Control Measures

Hazard	Potential Risk	Control Measures
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Slippery floors	Falls and injuries	Regular cleaning, non-slip mats, immediate spill cleanup
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Playground equipment	Falls, cuts, entrapments	Regular inspections, maintenance, age-appropriate equipment
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Sharp objects	Cuts or punctures	Keep out of reach, safe storage of tools and materials
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Allergens in food	Allergic reactions	Maintain allergy records, exclude known allergens
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Choking hazards	Suffocation	Supervised eating, appropriate snack sizes
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Staff and child supervision	Incidents or accidents	Adequate staffing ratios, active supervision
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6. Emergency Procedures

- Clear procedures for accidents, injuries, fire, and other emergencies.
- Staff trained in first aid.
- Emergency contact information readily available.
- Regular drills conducted.

7. Record Keeping

- Maintain a risk assessment log.
- Document incidents and actions taken.
- Review and update policies annually or as needed.

8. Staff Training

- Regular training on safety procedures and risk awareness.
- Child safeguarding and emergency response training.

9. Review and Monitoring

- Ongoing review of risk assessments.
- Feedback from staff, parents, and children.
- Implement improvements based on reviews.

Reviewed regularly and communicated to Staff at Little Dino Playgroup