



TASK DESCRIPTION

Using the Prep playground for playtimes and supervised outdoor activities.

DATE 2019-2020

BENEFITS FOR CHILDREN

Children are participating in 'higher-risk activities'. These activities are not available to the children until certain behaviours and boundaries are established.

Children are encouraged and supported in recognising and managing risk for themselves, through real life situations and experiences.

Children develop gross motor skills, co-ordination and balance, strengthen muscle tone through the use of physical activity.

Children have access to outdoor space which has benefits for their health, well-being, physical and social development.

Date/Time of Activity Little Break, Lunchtime Playtime and supervised Outdoor Play sessions

Place Prep Playground

Adults Involved in Activity Prep and Pre-Prep Staff

Children taking part in Activity Nursery, Prep One, Two, Three 3-7 yrs of age (nb some 'rising 3s' in Nursery)

Hazard / Risk Why is this a hazard? Who is at risk? <i>Likely places/ways that people could be seriously harmed</i>	Severity	Likelihood	Existing Control Measures <i>Consider the suggested measures below. Add extra measures in each section as needed. (NB Also need to take account of local/individual circumstances).</i>	Residual Risk Rating	Action Required
Gates -Children could get out through the gates Unauthorised adults could get in through the gates	<p style="text-align: center;">MAJOR 4</p>	<p style="text-align: center;">CONCEIVABLE 2</p>	<ul style="list-style-type: none"> *Main playground gates are locked and unlocked by Estate Staff. When gates are opened in morning and at end of day they are supervised by members of staff. In the absence of Estate Staff or in case of emergency evacuation, the Head of PPP has keys. *Reminders for Reception staff to be vigilant about asking for name and purpose of visit for people who are entering site. Reminder to be vigilant about possibility of ‘tail-gaters’. *Notices on doors and regular reminders at staff briefings reminding all staff to be vigilant and ensure that they are closed securely when coming in and out of the classrooms. *CCTV camera in place to monitor Prep playground. *The first member of staff out on duty ensures that ALL gates are closed securely. *Playtime ratios are maintained at all times. There are always at least 3 adults on duty. *Each member of staff carries out a visual inspection whenever they come into the Prep playground on duty to ensure that there are no gates open or slightly ajar. *Notices displayed on all gates reminding staff to close the gate when they come through it. *Playground gates that lead out onto the car park or road have either a lock, a keypad entry or are operated electronically. *If any unauthorised adults approach the Prep playground, staff will approach them and ask if they can help them, they will then direct them to the appropriate destination/person. Staff on duty are vigilant and will not allow unauthorised adults to speak to children in the playground. *Staff on duty have walkie talkies with them so that they can call for assistance if the need arises. 	<p style="text-align: center;">8</p>	<p style="text-align: center;">Monitor + review termly</p>

			*Vehicles are not permitted in the Prep playground at any time during the school day except in exceptional circumstances with permission from the Head – eg ambulance.		
Broken or damaged equipment	MINOR 2	CONCEIVABLE 2	*Each member of staff carries out a visual inspection whenever they come into the Prep playground on duty to ensure that none of the equipment or fixtures are damaged. Any damaged items are reported to Estate Staff and cordoned off or removed as necessary.	4	Review equipment daily
Children could run or fall into the pagoda	MODERATE 3	LIKELY 3	*The pagoda is a designated quiet area in the Prep playground and children are encouraged to take part in more physical activities in other areas of the playground.	9	Monitor + review termly
Playground Surface- Slippery or unsafe surfaces could cause falls or collisions	MODERATE 3	PROBABLE 4	*Estate staff ensure that the Prep playground is swept regularly so that leaves and other debris is removed. *Rubbish bins and recycling bins are in place in the Prep playground so that children can dispose of litter responsibly and appropriately. *Each member of staff carries out a visual inspection when they come into the Prep playground on duty to ensure that there are no hazards. Any hazards or maintenance requirements are reported to Estate staff immediately via walkie talkie or in person if it is serious, or via the Estates Helpdesk if it is not a serious hazard. *Prep staff on duty in the Prep playground are trained Paediatric First Aiders and carry first aid kits. * Prep staff on duty in the Prep playground ensure that there are not too many resources out at any one time so that children have space to be physical and can run, skip, move around freely. NB – special consideration for skipping ropes and balls as these need additional supervision. *The Head of Preps and Pre-Preps consults with the Estate Staff in inclement weather conditions such as ice, snow, heavy winds or rain to make a decision as to whether the playground is to be used for outdoor playtimes and activities.	12	Monitor + review termly
Railings/Fencing- Children could run or fall into the railings. Children could get splinters from fences	MODERATE 3	CONCEIVABLE 2	*Staff are vigilant and watch to ensure that children are not running or taking part in physical activities close to the railings. *Activities and boards attached to railings at various points to act as a safety barrier. *Children are reminded not to go down the steps or the slope.	6	Monitor and review termly

			*Paediatric First Aiders on duty to deal with splinters or bumps.		
Large Construction Play – children could knock each other with equipment	MODERATE 3	CONCEIVABLE 2	*There is a designated area for construction play. *Staff ensure that children have been shown how to carry equipment properly and that they know that they need to look around and be aware of other children and the space around them. *A member of staff supervises this activity.	6	Review equipment daily
Wheeled toys - could cause falls or collisions	MODERATE 3	LIKELY 3	*Staff ensure that when children are using wheeled toys, other provision is kept to a minimum to enable them to have the space to move around freely. *Encourage children to use road layout when other equipment is being used *Staff are vigilant and ensure they are watching and supervising at all times.	9	Monitor + review termly
Sensory Garden	MINOR 2	CONCEIVABLE 2	*No running in this area. *Limit number of children allowed in at any one time. *Cover for sensory wheel to prevent animal faeces etc getting in *Safety talk with children to ensure that they are aware of hazards- mice sculpture, fencing. *No throwing sand. *Staff observing children at play in this area. *Estate Staff to check bark chippings regularly and replenish as needed to ensure that animal faeces etc are not getting in *Children are asked to wash hands after playing in this area.	4	Monitor + review termly
Amphitheatre and Climbing Wall	MODERATE 3	CONCEIVABLE 2	*Limit number of children allowed on climbing wall at any one time. *Children do not use the climbing wall in wet or icy weather. *Safety surface under astro-turf. No running on this surface. *Staff to supervise play in this area at all times when in use – 1 member of staff allocated. *Children follow a one-way system on climbing wall and to be mindful of those who are sitting. *No jumping from the top step or running along seats. No eating on here. *No equipment for physical play in this area.	6	Monitor + review termly
Mud Kitchen and Gravel Play Area	MINOR 2	CONCEIVABLE 2	*Area is gated so that it can be supervised and access can be controlled. *No throwing gravel. *Waterproof clothing to be worn when using mud kitchen.	4	Monitor + review termly

			<ul style="list-style-type: none"> *Staff to supervise play in this area when in use. *Children are asked to wash hands after playing in this area. 		
Water Play Area	MINOR 2	CONCEIVABLE 2	<ul style="list-style-type: none"> *Waterproof clothing to be worn for water play. Bare feet in summer, wellies and liners in winter. *No running in this area. Grass becomes slippery. *Staff to supervise area when in use and check each break-time that there is not too much water logged – use drain to release excess water. *Water not to be turned on until everybody is dressed and ready – supervision. *No climbing or jumping of bridge. *At end of play session the member of staff supervising must ensure that the water has been drained away. 	4	Monitor + review termly