

1. Staff member must complete a risk assessment of the playground before entering with the children (i.e. check external gates are locked properly, check all surfaces of the garden, the ground area for stones and any rubbish, climbing frames for loose parts and ensure they are fit for use).
2. Register book must be brought to the garden and head counts must be done every 10 minutes. Head count must also be done before leaving the garden.
3. Climbing frame area must have 2 staff members on it at all times when in use, one staff member at each end (if applicable).
4. Staff must remain vigilant at all times when in the garden.
5. During the summer months, sun cream must be applied to the children before entering the garden, monitored and reapplied when necessary. Sun hats should also be worn for babies/wobblers.
6. All garden equipment must be cleaned daily with disinfectant.

Playground Risk Assessment Checklist

Area/ Item	Risk	Existing Controls	Action To Take
Doors leading out of activity street into playground	<ul style="list-style-type: none"> o Door shutting on fingers o Trip over door step 	<ul style="list-style-type: none"> o Ensure door is closed securely behind the children o Children to walk through doorway, not run, and remind children about the step on entry into activity street 	<ul style="list-style-type: none"> o Monitor working order of door o Adequate supervision
Play Area	<ul style="list-style-type: none"> o Escape 	<ul style="list-style-type: none"> o Locks are fixed on all external gates, strong bolts are fixed on all internal gates 	<ul style="list-style-type: none"> o Adequate supervision
Climbing Frame	<ul style="list-style-type: none"> o Tripping/falling on/off climbing frame o Poor/unsafe condition for use 	<ul style="list-style-type: none"> o Ensure 2 staff monitor the climbing frame at all times and ensure the climbing frame is dry and safe to use o Checked by manager on a fortnightly basis 	<ul style="list-style-type: none"> o Adequate supervision o Monitor condition of climbing frame and repair when required
Trikes and Bikes	<ul style="list-style-type: none"> o Poor working order o Falling off o Riding into someone 	<ul style="list-style-type: none"> o Checked by manager on a fortnightly basis o Children being reminded to consider other children in the playground while using the bikes o Ensure the bikes are parked to the side of the playground out of the way of the other children o Trikes and bikes are only to be used on the soft pore surface 	<ul style="list-style-type: none"> o Monitor the condition of the trikes/bikes and replace part or the whole bike if necessary o Monitor the number of children in the play area while bikes are in use and ensure that it is a controlled and safe environment
Cleanliness of equipment (i.e bikes, play equipment)	<ul style="list-style-type: none"> o Infections 	<ul style="list-style-type: none"> o Disinfectant is provided for the purpose of cleaning playground equipment. 	<ul style="list-style-type: none"> o Clean equipment weekly with disinfectant

Review

Management, in consultation with staff, monitors and reviews the effectiveness of this policy yearly or as required.

Review Dates:	January 2020	June 2020	October 2020	April 2023	
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