



Blackwood Primary School Early Learning & Childcare



Risk Assessment

South Lanarkshire Councils Property Risk Management Procedures must be followed by staff to prevent potential risk, ensuring the safety of all service users.

All other establishments must ensure Property Risk Management Procedures are in place.

- All Establishments must have an accurate drawing of the layout of the premises highlighting fire evacuation routes and clearly displayed within all areas of the Establishment.
- Designated staff carry out health and safety assessments on a daily basis to ensure the building is a safe environment for young children.
- Staff must report to the Head/SMT/Janitorial Staff any issues found in order that appropriate action may be taken.
- All staff must effectively monitor and manage establishment traffic (children/adults/buggies/vehicles).
- The Head Teacher must ensure an incident book is in use.
- The Head Teacher must ensure procedures are in place regarding the systematic testing of fire alarms / security systems.
- The Head Teacher must ensure recording procedures /logbooks are maintained regarding fire alarm / hazardous substances (*COSHH*) /security systems.
- South Lanarkshire Councils No Smoking Policy must be enforced.
- The Head Teacher must ensure procedures are in place regarding the use of and systematic testing of portable appliances.
- The Head Teacher is responsible for the implementation of safety and security procedures / key holding /entrance/ exits/signing in-out, gates/ lockers.
- All staff are responsible for the implementation of the establishment's security procedures.
- All staff are responsible for monitoring and managing apparatus and equipment. This includes outdoor play area and surfaces.
- All maintenance and repairs should be reported via the Establishment Property Log.