



# 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.