



North Ealing Primary School, Pitshanger Lane, London W5 1RP
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Risk Assessment

We understand the importance of ensuring that systems are in place for checking that the German Saturday School Ealing is a safe and secure place for children, staff, volunteers and other visitors. Our risk assessment procedures are part of a continuous process to prevent any dangerous incident taking place. It is the responsibility of the management that risk assessments are conducted, monitored and acted upon.

On discovering any visual hazards Management will take all necessary steps to make the affected area safe and will notify the caretaker on site. During the course of the session all staff, helpers and volunteers will remain alert to any potential risks to health and safety.

In co-operation with the landlord, The North Ealing Primary School, signs have now been put up to remind parents to drive slowly when entering and leaving the school premises and the installation of speed humps has been completed during the spring term 2018.

Classrooms, corridors, playgrounds are being inspected by the Manager before any children arrive.

Exit and entry points to corridors and outdoor playground will be supervised by one member of staff during break time.

Parents must wait with their child outside the classroom until teaching staff opens the classroom door just before 10.00 am. Until that time parents must take responsibility over their children. Under no circumstances are children left unsupervised in the classrooms or outside or during break times. Teaching staff must register each child and must have an up-to-date register with emergency contact numbers which is provided by management.

Fire drills are practised annually and recorded accordingly. All staff must have attendance registers and emergency contact numbers. Toilets need to be checked by the fire officer.

Management will record all accidents and dangerous events on the incident or accident record sheet as soon as possible after the incident had occurred.



Related Policies:

Health and Safety Policy

Arrival and Departure Policy

Behaviour Policy

Fire Evacuation Procedure

Reviewed on behalf of the Management Committee

Anette Bennett & Eva Sturt

Directors

28.07.21

Incidents – Logbook

| Date of Incident | Incident | Action taken at the time | Action to be put in place/ risk assessment |
|-------------------------|---|---|---|
| 10.07.21 | Child was trapped between corridor and outside door during break time | Tel.conversation with father in afternoon | Doors have to be supervised during breaktime on a rota between TA's, Eva & Anette 28.07.21 |
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German Saturday School Ealing