

**Signposts “Travelling Tots” Mobile Creche
Risk Assessment Form**

Date of Pre-Booking Risk Assessment Date of Creche

Name of Pre-Booking Risk Assessor..... Name of Risk Assessor

Risk assessment renewal date (annually):	/ /	Premises Insurance renewal date:	/ /
Fire certificate (Chubb testing) date of test:	/ /	Date for Chubb to be rechecked:	/ /
Risk; Hazard; Activity	Pre-Booking Visit – Risk Assessment	Current Control Measures in place	Further Control Measures Required
Have you got the correct <u>date(s)</u> for the creche/crèches?	Yes <input type="checkbox"/>	Check date(s) on Booking Form	
Have you got the correct <u>Venue</u> for the crèche/crèches ?	Yes <input type="checkbox"/>	Check venue on Booking Form	
Have you got a <u>mobile phone</u> on site? TT Van mobile in tin box in van at all times: 07825207067 (unless van not in use. Leads mobile to be used)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Mobile Phones allocated for Crèche Staff – See Line Manager	Lead: Mobile Number:
Have you seen the <u>Premises Liability Insurance Certificate</u> ?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Contact Venue Administrator and ask for copy to be faxed to Signposts Main Office	If fax not received – contact venue to obtain Ins. Details

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Have you seen a <u>Fire Certificate</u> for Venue? <u>Check date/Venue name</u>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Contact Venue Administrator and ask for a copy to be faxed to Signposts Main Office	If fax not received contact venue to obtain Fire Certificate.
Check <u>Overall Space of Venue</u> – Is there adequate space for no. of children booked into crèche?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If room space is too small <u>crèche</u> cannot take place. Consult with Line Manager asap. EYFS 2008 room size space requirements as follows: Children under 2: 3.5m p/child Children 2yrs: 2.5m p/child Children 3-5yrs: 2.3m p/child Use tape measure in tin box in the van.	
Is there any additional space required? ie: for Special Needs? Baby Rest Area? Lg. Equipment Area?	Yes <input type="checkbox"/> No <input type="checkbox"/> * Indicate why extra space is required	Identify area to be used –	

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What is the condition of the room to be used?	Clean <input type="checkbox"/> Dirty <input type="checkbox"/> Untidy <input type="checkbox"/>	Room requires cleaning before crèche can take place? – contact venue	If room <u>not clean</u> inform – line manager. Allocate area for play
What is the condition of the floor?	Clean <input type="checkbox"/> Dirty <input type="checkbox"/> Hard Floor <input type="checkbox"/>	Floor requires cleaning? – contact venue. <u>Mobile soft floor required?</u> Yes <input type="checkbox"/> No <input type="checkbox"/>	If floor <u>not</u> clean - inform line manager.
Are the windows / doors secure and unobstructed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Identify which doors / windows are not secure/are obstructed	Ensure <u>all</u> staff have identified doors/ windows that are <u>not</u> secure / or are obstructed
Can the main door into the room be locked from inside?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Identify how children can be safe in the room? ie: Members of staff positioned in front of door?	Identify member of Staff to be in front of door <u>at all times</u>

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Is the overall space clean and tidy?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Remember to leave venue clean and tidy - Put any unwanted objects away until crèche finished	
Check the hot water temperature	Checked <input type="checkbox"/>	If too hot – contact Venue and request temperature is reduced.	* Check hot water temperature <u>every time</u> crèche held.
Check the radiator(s) temperature	Checked <input type="checkbox"/>	If too hot – contact venue and request temperature is reduced if too cold – contact venue and request temperature is increased.	Check radiator temperature <u>every time</u> crèche held.
Check the electric plug sockets	Checked <input type="checkbox"/>	Take plug socket covers to venue and cover all open plug sockets	Remove plug sockets at end of crèche session and place in the CD box.

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Check any wiring and pipework	Checked <input type="checkbox"/>	<ul style="list-style-type: none"> • Cover any exposed pipework by placing sufficient chairs in front. • Report loose wires / pipework exposed to venue supervisor 	Inform <u>all</u> staff of any wiring /pipework exposed Keep children away
Check the Fire Door and escape route	Checked <input type="checkbox"/>	Identify Fire Door – where is it in building? Is escape route clear to follow ? Yes <input type="checkbox"/> No <input type="checkbox"/>	Ensure <u>all</u> staff aware of Fire Door /Escape Route at beginning of crèche
Are there any visible Fire Appliances in the venue?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Where are the appliances situated in the venue?	- Identify / name a lead member of staff in case of fire.

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Where is the Fire Alarm situated?		Where is the Fire Alarm situated in the venue?	
Is there a Fire Drill planned on the date of the crèche?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Find out the time of alarm drill and alert staff	Time of Fire Drill
Check Toilet Area – Male/Female - are the toilets clean?	Checked <input type="checkbox"/> Clean <input type="checkbox"/> Dirty <input type="checkbox"/>	If toilets are <u>not</u> clean – inform Venue Supervisor	Check toilets on day of crèche – clean if required Inform Line Manager
Are the toilets accessible?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Check Booking /Registration Form for any children with disabilities	
Is there a Baby Change area?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Check room for available space to change babies:	Allocate space in room for baby change area.

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Is the heating in the room adequate?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Request venue to increase / decrease heating as appropriate. Use the thermometer in the tin box on the van, temperature to be checked every session (see checklist sheet)	
Is the lighting in the room adequate?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Locate all light switches and windows	
Is there adequate ventilation in the room	Yes <input type="checkbox"/> No <input type="checkbox"/>	Can a window be <u>safely</u> opened if required?	
Are there any cupboards /doors that open easily / or are damaged?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Notify venue supervisor - Can object be placed safely in front of cupboard / door to avoid risk to children?	

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Are there any <u>visible</u> hazardous substances in the room(s) to be used by the crèche? ie: Toilet Cleaner? Bleach? Disinfectant?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> Remove substances whilst crèche taking place, all cleaning produce to be placed in cleaning box - place box safely/out of reach from children /Give to Venue Supervisor for duration of crèche 	<u>Check every time crèche is operating</u>
Is there an “out of reach” lockable cupboard for storing prescribed medication?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If <u>not</u> – consider a <u>safe</u> place to store medicine out of reach from children	Identify <u>safe</u> place and inform <u>all</u> staff.
Have you checked the Accident Book for previous risks identified at this venue?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Previously Identified Risks can help to minimise further risk at same venue. <u>Always Check Accident Book.</u>	

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<p>Are there any <u>obstacles</u> in the room(s) to be used by the creche? ie: Stacked chairs Piano Stage /under stage Curtains Tables</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<ul style="list-style-type: none"> • Stacked chairs – reduce to stacks of 2 chairs only • Piano – can it be locked? • Stage / under stage – “out of bounds” inform children • Set up play areas away from stage area • Curtains – hazardous • Tables - hazardous 	<p>Keep alert at all times – not all objects can be moved.</p>
<p>Is there an outside play area attached to this Venue?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Only an outside play area accessible via the venue door, fenced off and safe, can be used</p>	<p><u>All</u> staff to be outside with <u>all</u> children.</p>

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What are the identifiable risks in the outside play area?	Check – fencing <input type="checkbox"/> Equipment <input type="checkbox"/> Floor <input type="checkbox"/> Accessibility <input type="checkbox"/> Suitability <input type="checkbox"/>	If the outside play area is <u>not</u> suitable <u>DO NOT USE</u>	If in doubt – <u>DO NOT USE!</u>
Using Paint Using Play-doh Using Scissors Using Glue Using Craft Tools	Identify Suitable area for messy play!	<ul style="list-style-type: none"> • Wipe-clean mats • Aprons • Bucket/cloth • Accessible tables/chairs • Staffed at <u>all</u> times 	<ul style="list-style-type: none"> • Small groups 4-6 children at any time doing an activity Member of staff present at <u>all times</u>
Snack Time (slips/spillage)	Area identified? Yes <input type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> • Accessible chairs /tables • Spillage /slips • Plastic jugs and beakers 	<u>All</u> staff to monitor snack time and minimise risk to use this time to interact

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		<ul style="list-style-type: none"> • Wipe – clean mats 	with the children
Signposts have <u>sole use</u> of venue for Mobile Creche Session	Check booking form for correct room no; venue; Address etc.	Signposts are not responsible for the Booking of the Venue If in doubt re. Sole use, contact Line Manager	
Access to any Kitchen facilities secured	Yes <input type="checkbox"/> No <input type="checkbox"/>	Check if access to Kitchen can be “Blocked off” from children during crèche use stair gate (request to be put on van), is this required? Yes <input type="checkbox"/> No <input type="checkbox"/>	Keep children out of a Kitchen at all times.
Any glass in doors and windows conforms to safety standards	Yes <input type="checkbox"/> No <input type="checkbox"/>	Identify Doors / Windows which may be hazardous	

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	 Control Measures in place to keep children out of area	
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