

Arrival and Departures Generic risk assessment form

Risk area: Bluebell Nursery		Carried out by: Meganne Smith and Kym Carey		Date: Michaelmas 2023
Risk identified	Who is at risk	Level of risk	Control measure and person/s responsible	Review: Michaelmas 2024
Children moving through gap when Key person talking to another parent at arrival or departure	Children	<i>Moderate</i>	Children will be escorted to the foyer area by their keyworker. Manager to stay present in foyer. All staff are to ensure safety gates are closed. Staff to head count children throughout the day to keep continuous check on children.	Termly
Unfamiliar relatives/ person collecting.	Children	Moderate	Parents are to inform Management or staff members of the password for someone else collecting their child. Staff members to ensure they ask the relative or person collecting for the password. If password is	On each event of an unfamiliar person collecting.

			incorrect staff are not to allow the child to leave.	
Outside gates left open	Children	Moderate	Staff to ensure all gates have been closed after each parent has left the area. Staff to recheck before children have outside play.	Termly