



Wesley Methodist Church Hall  
Fromond Road, Weeke, Winchester. SO22 6EG  
Registered Charity, Registration No. 1033953

Risk Assessment – Operating in a shared premises

**Policy Statement**

Triangle Preschool recognises that it does not rent the entirety of the premises for the times it is open and is operating within a shared premises. This policy outlines our risk assessment of the situation and steps we take to ensure the safety of our children.

- Groups who maybe renting out another part of the church premises are periodically reminded by the church that there is no admittance to parts of the premises beyond the kitchen without the permission of the preschool manager or deputy, whoever is in charge of that session.
- The preschool will display a sign on the final gate, informing persons on site that there is no access beyond this point when preschool is in session.
- The preschool will clearly highlight a record of times when there is another group using the premises while preschool is in session and will designate a member of staff to frequently check that the gates are secure and to ensure that the main entrance is closed and locked after the group have left.
- Any breaches will have the date, time and nature of the issue recorded and will be reported to the chair and Richard (representing the church)

**This policy was adopted at a meeting of Triangle Pre-School held on:**

.....20<sup>th</sup> October 2023.....

**Date to be reviewed:** October 2024

**Signed on behalf of the Management committee:** .....

**Name of Signatory:** .....Ruth Clements

**Role of Signatory:** .....Chair Person.....