

Risk Assessment

Risk Assessment is a **specific legal requirement** of The Statutory Framework for the Early Years Foundation Stage (page 25, 3:63) that states the following; Providers must have a clear and well-understood policy, and procedures, for assessing any risks to children's safety, and review risk assessments regularly.

Providers must determine where it is helpful to make some written risk assessments in relation to specific issues, to inform staff practice, and to demonstrate how they are managing risks if asked by parents and/or carers or inspectors.

The risk assessment must identify aspects of the environment that need to be checked on a regular basis: providers must maintain a record of these particular aspects and when and by whom they have been checked. Providers must determine the regularity of these checks according to their assessment of the significance of individual risks.

The provider must take all reasonable steps to ensure that the hazards to children – both indoors and outdoors – are kept to a minimum.

The **statutory guidance to which providers should have regard** advises that;

The risk assessment should cover anything with which a child may come in to contact.

The premises and equipment should be clean, and providers should be aware of the requirements of health and safety legislation (including hygiene requirements). This should include informing and keeping staff up to date.

A health and safety policy should be in place that includes procedures for identifying, reporting and dealing with accidents, hazards and faulty equipment.

PROBABILITY	SEVERITY OF INJURY	RATING BANDS	ACTION REQUIRED
1: MOST UNLIKELY	1: TRIVIAL INJURY/IES	1 & 2 MINIMUM RISK	MAINTAIN CONTROL MEASURES
2: UNLIKELY	2: SLIGHT INJURY/IES	3 & 4 LOW RISK	REVIEW CONTROL MEASURES
3: LIKELY	3: SERIOUS INJURY/IES	6 & 8 MEDIUM RISK	IMPROVE CONTROL MEASURES

4: MOST LIKELY	4: MAJOR INJURY/IES OR DEATH	9,12,16 HIGH RISK	IMPROVE CONTROLS IMMEDIATELY AND CONSIDER STOPPING WORK
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Risk Assessment Record

St AArea: Tools/DIY/Woodwork

Date of risk assessment: February 2018

Reference Number:

What is the activity or environment being assessed	What hazards may be present	What precautions have been put in place	Who is exposed to the hazard	What likelihood is there of risk still occurring	What degree of injury could be reasonable	What is the risk rating
Wooden sculpture using off-cuts	Dust – inhaled and eyes	Sawing and sanding to take place outdoors or in a well-ventilated room. Any significant amount of cutting sanding to be done outdoors.	All	2	2	4 Low
Using clamps and work benches	Pinching fingers and bruising	Adult to supervise when the children are turning screw. Ensure children working at the correct height.	All	2	2	4 Low
Using a hammer	Impact to fingers / hand	Instruction on how to use hammer safely. Dangers clearly explained. Close adult supervision, 1:1 at first time then 1:3. Eliminates distraction.	All	2	4	8 Medium
Using a saw	Cut to hand or finger	Instruction on how to use saw and supervised 1:1 at all times.	All	2	3	6 Medium
Using off-cut wood	Splinters, Nails	Instruction on how to handle wood. Use of sandpaper on rough edges. Ensure all nails removed beforehand.	All	1	3	4 Low
Nails	Pierce skin, Swallow	Nails must not be carried in mouth. Any protruding mails must be made safe or removed.	All	2	2	4 Low

Treated wood	Toxicity	Avoid using painted or treated timber. If in doubt the wood should not be used.	All	1	4	4 Low
Misc.-tools, wrench, spanners, screwdrivers, hand drills	Impact injuries Cuts bruises etc.	Children to be given clear instructions for safe use. Children initially to be supervised 1:1. Ensure tools are well maintained and only for appropriate job. Limited access according to group	All	2	3	6 Medium
Power tools	Electric shock Flying debris Tripping on cables	NOT FOR CHILDREN TO USE. Children should be fenced off at a safe distance and monitored by another staff member. Cables secured and cut out of reach of children. Use of cordless power tools where possible to avoid cables and 240V	All	2	4	8 Medium
Heavy items	Muscle injuries	Large pieces of wood must be handled by supervising adult or by two people using it safe handling techniques.	All	2	2	4 Low
Battery screwdriver	Injury to fingers	Clear instructions for safe use and then only used with close adult supervision. Eliminate distraction.	All	2	2	4 Low
Woodwork	General	Ensure that the floor is clear of obstructions that could cause tripping. Ensure adequate lighting. Ensure children wearing suitable clothing for example remove gloves and scarves.	All	2	2	4 Low
Woodwork	General	Ensure children cannot be easily distracted. This is an activity that requires focus and concentration and they need to be looking at what they are working on when using tools. Do not continue until distraction stopped or removed.	All	2	3	6 Medium

Be aware of individual identified children that need to be closely monitored.
Know who is appointed first aider and location of first aid kit.

Dates of reviews:			
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Signatures:			
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Risk Assessment Record

Area: All rooms/playground

Date of risk assessment: February 2018

Reference Number:

What is the activity or environment being assessed	What hazards may be present	What precautions have been put in place	Who is exposed to the hazard	What likelihood is there of risk still occurring	What degree of injury could be reasonable	What is the risk rating
Front Door (Safeguarding and promoting children's welfare – premises and security)	To children who might escape and run into the road or go missing. Risk to everyone if a stranger enters the premises.	1. Key pad to replace swipe card on door and high handle. 2. Policies informing staff and parents of the registration and collection procedures. 3. A visitors book 4. Adults challenge any unidentified person	Staff Children Visitors	4	3	12 High

Electric Sockets	Children can put instruments or body parts in sockets. 3 inserted items can cause electric shock.	<p>Plug socket covers. Supervise children playing near sockets. Spare covers are kept in the kitchen. Report to Kitchen manger when only 2 remain.</p> <p>Mains outlet sockets to be in good condition not damaged of cracked in any way</p> <p>Do not allow cables to trail across walkways Mains outlet sockets to be in good condition not damaged of cracked in any way</p>	Staff Children Visitors	2	2	4 Low
Windows and low level glass	Children can fall out of low first floor windows. Children can be badly cut if glass is broken.	<p>Windows are to only be opened from the top. Ensure all glass 2m is safety glass or guarding against breakage. Restrict opening and remove any climbing equipment from the area. Supervise play within this area. Ensure a member of staff has paediatric first aid.</p>	Staff Children	1	4	4 Low
Window Blinds	Children can get tangled in cord or put round neck	<p>Ensure cord loop is high and out of reach Check for damages and report ASAP to senior staff Replace damaged blinds if necessary</p>	Children	3/4	2	4 Low
Doors	Children may suffer serious finger injuries if trapped in heavy doors.	Door closing devices or doorstops fitted to prevent slamming.	Children Staff	2	2	4 Medium
Flooring / steps	<p>Slips and trips Individuals maybe injured if they trip over objects, slip on spillages or fall down step.</p> <p>If children fall against sharp or hard edges they may suffer injury.</p>	<p>Floors to be in good condition to prevent slips, Trips and falls</p> <p>All hard surfaces are monitored and protected accordingly. Especially when buying new furniture.</p>	Children Staff	4	2	8 Medium

Lobby and Hallway	<p>Slips and trips, sharps objects, food, medicine and creams, carrier bags, draw string bags, dirty clothing</p> <p>People who pass through the lobby may have access to confidential information if up on the computer screen. Children may pull or play with computer wires at ground level.</p>	<p>Check and monitored regularly, ensure children are supervised at all times, provide notices for reminders and remove any risk or danger to staff, visitors and children.</p> <p>Make sure password is activated and on at all times. Don't leave screens with confidential information open. Make sure all wires are tidied away out of reach of the children.</p>	Children Staff visitors	2	3	6 medium
Heating / ventilation	Cold / Heat stress	<p>There must be sufficient ventilation Ventilation systems to be regularly cleaned and working efficiently</p> <p>Nursery boiler to be capable of maintaining suitable temperature in nursery. Sufficient means of ventilation to be available in hot weather. If hot pipes or radiators can cause contact burns they should be guarded. If hot water in taps can cause scalding they should be fitted with anti-scald valves, particularly in nursery and primary areas</p>	Children Staff Visitors	2	1	2 Low
Shoes	<p>Slips, trips inappropriate footwear.</p> <p>Storage of shoes in lobby, tripping and falling</p>	<p>Ensure staff and children have appropriate footwear for activities. Flip-flops and Crocs are an advisory given to both parents and staff. Shoes will be put away tidy and children are encouraged to risk asses this when they are putting on and removing them.</p>	Children Staff	2	1	2 Low

Toilets	<p>Hygiene, slips, trips, falls, trapped persons</p> <p>Cross contamination</p> <p>Spread of infection</p>	<p>Toilet areas to be maintained in good condition</p> <p>Toilet areas to be maintained in hygienic condition</p> <p>Anti-scald valves to be fitted where necessary</p> <p>Spillages on floors to be mopped up as soon as possible</p> <p>Soap and drying system/towels to be available</p> <p>Where doors have a locking device it must have an override system to release trapped persons</p> <p>A bin is provided for sanitary disposal system in place where necessary</p> <p>Separate cloths and mops used for this area</p>	Children Staff Visitors	3	2	6 Medium
Carpark, pathways and fencing	<p>Broken glass and other debris, animal faeces. Slips, trips and falls.</p> <p>Broken fencing can cause trip or cut hazards</p> <p>Contact with people, property, vehicles</p> <p>Being hit by moving vehicles</p>	<p>Inspections should be made to ensure that the tarmac areas and fencing remain in good condition and free from public litter and animal mess.</p> <p>NACA to be informed of any damage or potential hazard that cannot be dealt with safely by a member of staff</p> <p>Children to be warned of hazards from carpark and cars. To walk hand in hand and against the wall.</p> <p>No running.</p> <p>White lines to be clearly marked for walkways for children to follow.</p> <p>When vehicles enter site there are good procedures in place to maintain the safety of the children</p>	Children Staff Visitors	3	2	6 Medium
Broken Toys	Scratches and wounds	<p>Toys that cannot be mended are discarded immediately</p> <p>Equipment Maintenance Log kept</p> <p>Toys checked before and after use</p>	Children	2	2	4 Low

Emergency vehicle access		Clear access must be maintained at all times for emergency vehicles (fire engine, ambulance etc.)	Children Staff Visitors	2	1	2 Low
Ice or snow	Slips, trips and falls	Areas to be suitably salted and gritted Cleared by Landscape contractors	Children Staff Visitors	3	2	6 Medium
Fallen leaves	Slips, trips and falls	Fallen leaves to be removed as necessary Cleared by Landscape contractors	Children Staff Visitors	3	2	6 Medium
Animals visiting nursery	Bites, scratches, infection	Only keep suitable animals in Nursery Ensure hands are washed before and after handling Keep animal house/cage clean and disinfect regularly Prevent contact between kept animals, and their food, and wild animals to avoid disease transmission If animals wander on floors or tables clean immediately after use Carefully wash all animal scratches or bites. If in any doubt about infection seek medical advice.	Children Staff	3	3	9 High
Chairs and tables	Broken or unsteady table or chair legs could cause injury due to falls or landing on the children	Chairs and tables to be in good condition and checked regularly.	Staff	2	3	1 Low
Sofas	Risk of falling and head or other injury	Children told not to climb on sofa. Staff to be aware of sofa area and monitor.	Children staff	3	3	6 Medium
Window cleaning	Falls from heights	Contract window cleaners should only be taken on when they can demonstrate a formal risk assessment has been carried out and the control measures identified.	Staff	1	1	1 Low

Contract cleaners	Slips, trips and falls, electric shock Exposure to hazardous substances	Contract cleaners must ensure that portable electrical appliances used in the nursery have been electrically tested and labelled accordingly. All cupboards used for the storage of cleaning chemicals and electrical equipment should be locked when not in use. Storage areas should be maintained to a good standard of housekeeping at all times Personal protective clothing such as rubber gloves, goggles etc. should be available at all times. COSHH assessments and control measures for cleaning chemicals must be available.	Staff Children	2	3	6 Medium
Display Screen Equipment (DSE) and work stations	Eye strain Back pain Repetitive strain injury (RSI)	Staff take regular breaks when working with DSE, Seat at appropriate height	Staff	3	2	6 Medium
Outings	Various	Each outing should have an individual risk assessment done	Children Staff	See separate sheet	See separate sheet	See individual risks

Nappy Changing	<p>Child could fall off changing table</p> <p>Lifting Bending</p> <p>Infection</p> <p>Invasion of privacy</p>	<p>Ensure children are never left unsupervised on changing mat.</p> <p>Staff are given training to ensure they know the best method to avoid back strain</p> <p>New disposable gloves are used for each child</p> <p>Staff member washes hands before and after changing nappies</p> <p>Changing mat is cleaned after each use</p> <p>Soiled/wet nappies are put in bags and placed in sealed bin or outdoor bin</p> <p>Indoor bins are emptied daily Disposable aprons should be used while changing nappies.</p> <p>Children should be changed out of sight from others</p>	Children	4	2	8 Medium
Scissors	Cuts, wounds	<p>No pointed scissors to be left out in the room</p> <p>Supervision</p> <p>Limit numbers at art table Use safety scissors</p> <p>All staff have first aid training</p> <p>Children must be seated while using scissors</p>	Children Staff	3	2	6 Medium

Water tray	Drowning, e coli, back strain, slips and falls	Supervision at all times, Water changed daily Toys disinfected daily Numbers restricted to 4 Mop up spills promptly Manual handling training	Children Staff	3	2	6 Medium
Hazardous substances	Poisoning, burns, skin irritation	Cleaning materials stored in kitchen or storage cupboard/ where children do not access Understanding of COSHH regulation – received leaflet from H & S All staff to inform manager/ deputy if they are carrying any hazardous substance	Children Staff	2	4	8 Medium
Large play equipment	Trips, slips, falls, broken bones, trapped fingers, bumps to head	Restrict numbers Provide adequate space around equipment Safety mats always used indoors Staff trained in Manuel Handling training	Children Staff	3	3	9 High

Bathrooms	Cross contamination Spread of infection	<p>During nappy changes, disposable apron and gloves to be worn mat to be wiped down with anti-bacterial spray between each child. Nappies to be disposed of via nappy bin.</p> <p>Good hygiene promoted Antibacterial hand soap provided, hand towels provided</p> <p>Waste bins to be emptied daily or more often if necessary</p>	Children Staff visitors	3	2	6 Medium
Contractors	Personal and property	<p>Contractors are required to comply with the school safety policy. Contractors are required to sign in and out as for all visitors</p> <p>Contractors are to be properly supervised. When contractors are to be used they must satisfy selection criteria, i.e. have adequate public liability insurance, safety policy and procedures, supply references which are taken up, be competent to do the job, have the resources to do the job without any up front payment etc. Contractors to be properly supervised and monitored while on the Nursery premises. Contractors to be informed if there are any dangers they will encounter i.e. asbestos in the building.</p>	Children Staff	2	3	6 Medium

<p>Electrical portable appliances and fixed installation</p>	<p>Electric shock, burns, fire</p>	<p>All electrical apparatus, both fixed and portable, to be checked periodically by a competent person in accordance with Health and Safety Executive guidelines</p> <p>A list of all of the portable electrical appliances should be drawn up such as tools, kettles, Christmas tree lights etc. and made available to the person testing</p> <p>All electrical equipment to be visually checked before it is used each time</p> <p>Suspect or faulty equipment to be taken out of service and labelled DO NOT USE until inspected or repaired by a competent person</p> <p>No repairs are to be attempted by an unqualified person</p> <p>All persons to be made aware of the added danger when cables or socket outlets are near sinks or water</p>	<p>Children Staff</p>	<p>2</p>	<p>4</p>	<p>8 Medium</p>
<p>Gas appliance servicing, maintenance</p>	<p>Explosion, carbon monoxide poisoning</p>	<p>All gas appliances to be tested annually for safety by CORGI gas fitter</p> <p>Gas appliances to be regularly maintained</p> <p>Non CORGI registered people are prohibited from carrying out any work on gas appliances</p>	<p>Children Staff Visitors</p>	<p>2</p>	<p>4</p>	<p>8 Medium</p>

Security	Staff and children could be at risk from unauthorised persons on premises. Children put themselves at risk, if escape from premises.	All perimeter doors and entrances are fitted with a swipe card security lock. Holes in fences and walls quickly repaired. When code lock fitted the security code for the doors is to be changed every term, so that ex-employees or parents do not know the code.	Children Staff Visitors	2	3	6 Medium
Choking hazards	Children may choke on Food Children make choke on non-food objects	All food is cut into small pieces. Sausages when provided to older children to be cut length ways not as discs. Fruit with skins such as grapes, apples & plums is cut into small pieces or peeled as they can be difficult for babies to chew. Toffees and boiled sweets must not be given to children under 5. All meals are carefully planned by the cook. Room Leaders & practitioners to assist children at meal times as necessary Small items such as coins, pen tops, balloons and plastic wrappings are kept out of reach of children. Heuristic play and crafting objects are suitable for the age range of children. i.e. small objects will not be given to young children. Small items not suitable for use by young children will not be stored or used in their designated area or room. Room Leaders to ensure no objects that pose a choking hazard to their children are present in the room.	Children Staff	3	3	9 High
Radiators	Could Burn if too hot and leak, sharp corners, could prevent a fire.	Checked and monitored daily, should not be above level 2. Supervised at all times and kept clean and clear.	Children Staff visitors	2	4	8 medium

<p>COSHH</p>	<p>Children and staff could catch pathogenic organisms or be harmed by chemicals during potty training/nappy change.</p> <p>Staff affected by occupational dermatitis, by prolonged exposure with water and detergents.</p> <p>Staff and children may be harmed by use of chemicals</p> <p>Soft and hard toys could be vectors for pathogenic organisms.</p> <p>Animal faeces in the outdoor play area/sand pit could lead to zoonotic infections for staff and children.</p> <p>Poisonous plants could cause harm to children if ingested.</p> <p>Outbreak of infectious disease could spread infection amongst children and staff.</p>	<p>Potties emptied down the toilet or sluice sink, then washed in hot soapy water. Chemical disinfectant only used if there is an outbreak of diarrhoea. Chemical must be washed off potty after disinfecting. Clinical waste bin(yellow) provided and collected by licensed waste contractor. Ensure team leaders are not using chemical sanitizers to clean toilets and potties.</p> <p>Staff providers with gloves to undertake cleaning and washing in the kitchen. Provide neutral hand moisturising cream for staff to use. Check staff for signs of dermatitis.</p> <p>Individual COSHH risk assessments and control measure have been produced for every chemical used.</p> <p>Hard toys are regularly wiped with antibacterial wipes. Soft toys are laundered or replaced. Ensure team leaders regularly undertake cleaning.</p> <p>The sand pit is kept covered when not in use. Team leaders to check the outdoor play area and digging pit before play commences. List of poisonous plants kept in mangers office.</p> <p>Follow HPA guidance and contact Env health if necessary. Provide disposable gloves, aprons and antibacterial cleaners. Ensure sufficient supplies available.</p>	<p>Children Staff Visitors</p>	<p>3</p>	<p>3</p>	<p>9 high</p>
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Educational visits	<p>Staff and children may be harmed during visits</p> <p>Children may go missing on visits</p>	<p>The team leader or manager undertakes a risk assessment before any visit. HSE guidance for farm visits is followed for any visits involving animals or petting zoos.</p> <p>All staff to be assigned small group of children to watch out for. Keep children close by and headcount regularly. No staff member to leave the group unless absolutely necessary and then must give clear instructions for others to watch the children in their care.</p>	Children Staff Visitors	2	3	6 medium
Contractors	Contactors, staff and children	Risk assessment and method statements will be obtained from contractors before the start work. Work will generally be undertaken when the nursery is closed. Children will always be excluded from workrooms.	Children Staff Visitor's	2	2	4 low
Doors	Children may suffer serious finger injuries if they are trapped in heavy doors.	Door closing devices fitted to prevent slamming. Ensure all finger guards are fitted and in good order.	Children Staff Visitors	2	3	6 medium
Glass doors and windows	Children could be badly cut if glass is broken.	Ensure all glass below 2 meters is safety glass or adequately guarded against breakage. Check to ensure all windows locked or restrictors are fitted.	Children Staff Visitors	3	3	9 high

Treehouse	<p>Planks may become broken or weak and children may fall or cut themselves. Nails may protrude and scratch or cut a child. Broken wood, splinters</p> <p>Children may fall from the top floor and injure themselves.</p> <p>Children playing under house could come across hazardous objects or get stuck</p>	<p>Check all planks are safe and attached firmly and that no nails are sticking out or dangerous.</p> <p>Place matting underneath entrance stairs and supervise children when playing there.</p> <p>Check underneath for debris, check regularly to see if children are playing there.</p>	Children Staff	3	3	6 medium
Playhouse	<p>Door may slam and trap a child's finger.</p> <p>Broken wood/windows/equipment.</p>	<p>Door closing devices fitted to prevent slamming. Ensure all finger guards are fitted and in good order.</p> <p>Check house before play, if anything broken fix before children can enter.</p>	Children Staff	2	3	6 medium
External gates	<p>Children could open and access the road if gate left unlocked and unsupervised.</p> <p>Strangers could enter if gates left unlocked.</p>	<p>Check all padlocks working and locked when gate not in use</p>	Children Staff Public	2	3	6 medium
Logs/tyres/planks	<p>Children could slip if become wet.</p> <p>Risk of falling off and body/head injury</p> <p>Risk of dropping on toe if attempted to move</p>	<p>Check and warn children of dangers.</p> <p>Monitor play and restrict if necessary.</p> <p>Assist children with moving heavy objects</p>	Children Staff	3	3	6 medium

Access route to houses	The neighbour has an access route to her house through the playground, so from time to time may pass through the playground in her car.	Establish procedure for when car is entering, make sure all children understand procedure and that they have to move to the end of the playground. Ensure neighbour is aware of procedure and does not enter premises until children are clear.	Children Staff	3	3	6 medium
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Dates of reviews:			
Signatures:			

Risk Assessment Record

Area: Park/Local outings

Date of risk assessment: February 2018

Reference Number:

What is the activity or environment being assessed	What hazards may be present	What precautions have been put in place	Who is exposed to the hazard	What likelihood is there of risk still occurring	What degree of injury could be reasonable	What is the risk rating
Travelling in cars	See separate risk assessment	See separate risk assessment	See separate risk assessment	See separate risk assessment	See separate risk assessment	See separate risk assessment
Slip, trip and fall	Twigs, roots, stones and uneven ground. Wet leaves	A full and in date First Aid kit One member of staff is qualified in Paediatric First Aid Person in Charge has mobile phone	Children Staff	2	3	6 medium

Dogs	Bites, scratches, infection	<p>Ensure hands are washed before and after handling</p> <p>Prevent contact between kept animals, and the children's food especially in eating areas,</p> <p>If animals wander on floors or tables, or children's belongings clean immediately after use</p> <p>Carefully wash all animal scratches or bites. If in any doubt about infection seek medical advice.</p> <p>Clear any faeces from the area and if dogs make it fresh clean immediately.</p> <p>Make sure all dogs are wormed before they come on the premises.</p> <p>First aid to be taken</p>	Children Staff	3	3	9 High
Poisonous Plants	Poisoning through ingestion or touch.	Follow the poisonous plants guide. Risks assess all areas for these plants. Show visual risk assessment of plants to children and check every visit. See guide	Children Staff	3	4	12 High
Pond	Drowning, slip, trip and fall. Infection from drinking.	Constant supervision and low child to adult ratio, depending on age group visiting. 1-2 for under 3's and a 1-4 for over 3's. Ensure all children know and understand pond safety. Ask the children to include this in their risk assessments. Ensure no child drinks the water and they have drinking water available at all times.	Children Staff	3	4	12 High
Weather	Heat and cold	Ensure enough provisions are available to meet children's needs. If children should get wet a towel and warmth should be provided to ensure they remain at the correct temperature. Sun cream and hat for when the weather is hot. Adequate clothing for the cold conditions, if children do not have this change child visiting.	Children staff	3	2	6 Medium

Tree climbing	Trip, stumble and fall. Bumps and bruises. Broken branches. Cuts, scrapes and potential falls.	Constant supervision whilst children are participating. Ratios to be 1:3. First aid to be available. Talk to children regarding risk and safety. Fix or break off any broken or weak branches, regular checks on trees in park and check trees first on outings.	Children staff	3	3	6 Medium
Children leaving the premises	Road/traffic hazards, stranger danger/abduction	Gates to remain closed and secured, holes in fences and walls to be reported to local authority promptly, Staff to undertake regular headcounts and check against timesheets. Staff to be aware of any persons entering premises.	Children staff	3	3	6 Medium
Members of public	Other members of public can use the park area and may harm or abduct the nursery children. Stranger Danger.	Warn children of dangers. Staff to monitor people coming and going and perform regular head counts.	Children staff Public	3	3	6 Medium
Barbeques	Burns, scolds and choking	Children to be kept away from immediate barbeque area during and after cooking, food to be thoroughly cooked and served at correct temperature. Sausages to be cut length ways to reduce choking risk. Staff to be vigilant. Ensure paediatric first aider is on site.	Children Staff	3	3	8 High

Dates of reviews:			
Signatures:			

Risk Assessment Record

Area: Resources

Date of risk assessment: February 2018

Reference Number:

What is the activity or environment being assessed	What hazards may be present	What precautions have been put in place	Who is exposed to the hazard	What likelihood is there of risk still occurring	What degree of injury could be reasonable	What is the risk rating
Shape sorters	Sharp edges or corners. Broken or damaged	Check, monitor and clean regularly. Supervise at all times	Children	2	2	4 Low
Large wooden blocks	Sharp edges or corners. Broken or damaged and splinters	Check, monitor and clean regularly. Supervise at all times	Children	2	2	4 Low
Small wooden blocks	Sharp edges or corners. Broken or damaged and splinters. Chocking with small pieces.	Check and clean regularly. Supervise at all times. Remove small pieces for younger children and monitor with older children not to put in their mouths.	Children	2	2	4 Low
Soft play	Germ and bacteria. Broken or damaged. Bumps from falling.	Check and cleaned regularly. Clear area around soft play for any other objects. Supervise children at play.	Children	2	3	6 medium
Cars, trains and trucks	Sharp edges, Broken and small pieces to cause chocking	Clean and check regularly, supervise play. Ensure age appropriate transport toys are given to the children.	Children	2	3	6 medium
Threading and laces	Small pieces, chocking with thread. Broken or damaged.	Check regularly and supervise at all times especially with the younger children. Ensure developmental appropriate for child using.	Children	2	3	6 Medium
Wooden hoops and base	Size, broken or damaged. Splinters, bump from base and choking hazard.	Checked regularly for damages and supervised at all times. Ensure age appropriate play.	Children	2	2	4 Low
Natural dried mix	Broken or damaged. Choking on small pieces. Fragranced with perfume.	Check regularly, Buy fragrance free. Use supervised with young children and over see older children.	Children	2	2	4 Low

Pine cones	Broken or damaged. Choking on small pieces. Painted pine cones can cause an upset stomach if eaten.	Check regularly, Buy fragrance free and none painted. Use supervised with young children and over see older children.	Children	2	2	4 Low
Wicker balls	Broken or damaged. Choking on small pieces. Splinters from the wood.	Check regularly, Buy fragrance free, Use supervised with young children and over see older children.	children	2	2	4 low
Bell cups	Broken or damaged, fragrancd with perfume and choking on small pieces.	Check regularly, Buy fragrance free, Use supervised with young children and over see older children.	children	2	2	4 low
lufta	Broken or damaged, fragrancd with perfume and choking on small pieces.	Check regularly, Buy fragrance free, Use supervised with young children and over see older children.	children	2	2	4 Low
Screw pods	Broken or damaged. Choking on small pieces.	Checked regularly, and supervise at all times.	children	2	2	4 low
sponges	Broken pieces can cause choking and can share bacteria.	Checked and cleaned regularly, and supervise at all times.	children	2	3	6 medium
Boxes with lids	Broken or damaged, choking on small pieces.	Checked regularly and supervise at all times.	children	2	2	4 low
Duplo	Sharp edges and corners, damaged or broken.	Check regularly and supervise at all times especially with the younger children. Ensure developmental appropriate for child using.	children	2	2	4 low
Mega blocks	Broken or damaged, sharp corners and edges.	Check regularly and supervise at all times especially with the younger children. Ensure developmental appropriate for child using.	children	2	2	4 low
Pyramids	Broken or damaged, sharp corners and edges.	Checked and cleaned regularly, and supervise at all times.	children	2	2	4 low

Foam bricks	Broken or damaged, choking on small pieces.	Checked and cleaned regularly, and supervise at all times.	children	2	2	4 low
Wooden train track	Broken or damaged. Splinters from the wood and sharp edges or corners.	Checked regularly, and supervise at all times.	children	2	2	4 low
Bikes	Broken or damaged, sharp corners or edges.	Check and cleaned regularly and supervise at all times especially with the younger children. Ensure developmental appropriate for child using.	children	2	2	4 low
Sand Play and Tray	Broken or damaged, splinters from the wood. Food and dirt in the sand could eat and get into their eyes. Can cause a reaction to the body.	Checked and cleaned regularly, and supervise at all times.	children	2	3	6 medium
Puzzles	Broken or damaged. Splinters from the wood and sharp edges or corners. Choking on small pieces.	Check and cleaned regularly and supervise at all times especially with the younger children. Ensure developmental appropriate for child using.	children	2	3	6 medium
Lego	Broken or damaged. Sharp edges or corners. Choking on small pieces.	Check and cleaned regularly and supervise at all times especially with the younger children. Ensure developmental appropriate for child using 2 years +.	children	2	3	6 Medium
Waffle bricks	Broken or damaged, choking on small pieces.	Checked and cleaned regularly, and supervise at all times.	children	2	2	4 low
Foam mirrors	Broken or damaged, choking on small pieces.	Checked and cleaned regularly, supervise at all times.	children	2	3	6 medium
Musical instruments	Broken or damaged, choking on small pieces. Sharp corners or edges.	Checked and cleaned regularly, supervise at all times.	children	2	3	6 Medium

Talking tins	Broken or damaged and Bacteria.	Checked and cleaned regularly, supervise at all times.	children	2	2	4 Low
Ducks, boats and Fishes	Broken or damaged, and standing water left inside.	Checked and cleaned regularly, supervise at all times.	children	2	2	4 Low
Porcupine balls	Broken or damaged, choking on small pieces.	Checked and cleaned regularly, supervise at all times.	children	2	2	4 low
Soft cuddly toys	Broken or damaged, choking on small pieces.	Checked and cleaned regularly, supervise at all times.	children	2	2	4 low
Sensory blocks	Broken or damaged. Sharp edges or corners. Splinters from the wood.	Checked and cleaned regularly, supervise at all times.	children	2	2	4 low
Rocker(sea-saw)	Broken or damaged. Sharp edges or corners. Splinters from the wood. Could squash or pinch body parts.	Checked and cleaned regularly, and supervise at all times. Placed in safe areas where they cannot climb.	Children and staff	2	3	6 Medium
Slide and steps	Broken or damaged. Sharp edges or corners. Splinters from the wood. Could squash or pinch body parts. Could fall from a height.	Check and cleaned regularly. Clear area around the slide for any other objects or hazards. Supervise children at play.	children	2	3	6 Medium
Wooden dolls house and furniture	Broken or damaged. Sharp corners or edges. Choking on small pieces, splinters from the wood.	Checked and cleaned regularly, supervise at all times.	children	2	3	6 Medium
Textured mats	Broken or damaged, choking on small pieces and get body parts caught in material.	Checked and cleaned regularly, supervise at all times.	children	2	2	4 Low

Bouncers	Broken or damaged. Fall out or get stuck, could get body parts trapped or pinched.	Checked and cleaned regularly, supervise at all times.	children	2	3	6 Medium
Cots and mattresses	Broken or damaged. Fall out or get stuck, could get body parts trapped or smothered	Checked and cleaned regularly, supervise at all times. Not to leave children covered up and to monitor breathing.	children	2	3	6 Medium
Ball pool	Broken or damaged. Fall out or get stuck, could get body parts trapped or smothered.	Checked and cleaned regularly, supervise at all times. Not to leave children covered up.	Children	2	3	6 medium
Hoola hoops	Broken or damaged and Bacteria.	Checked and cleaned regularly, supervise at all times.	children	2	2	4 Low
Tunnel	Broken or damaged. Get stuck, could get body parts trapped or smothered. Out of sight.	Checked and cleaned regularly, supervise at all times. Not to leave children unattended and check inside regularly.	children	2	3	6 medium
Bean bags	Broken or damaged, contain small polystyrene balls, and could get stuck.	Checked and cleaned regularly, supervise at all times.	children	2	2	4 Low
Scooters	Broken or damaged. Sharp corners or edges. Could fall from a height.	Checked and cleaned regularly, supervise at all times. Only out in a safe environment.	children	2	3	6 medium
Baby Rattles	Broken or damaged, choking on small pieces. Sharp corners or edges.	Checked and cleaned regularly, supervise at all times.	children	2	2	4 low
Squidgy letters and numbers	Broken or damaged and Bacteria.	Checked and cleaned regularly, supervise at all times.	children	2	2	4 low
Sensory tubes	Broken or damaged, choking on small pieces. Context of tube could fall out.	Checked and cleaned regularly, supervise at all times.	children	2	2	4 Low

Dressing up	Broken or damaged. Get stuck, could get body parts trapped or smothered. Out of sight, around neck or face.	Checked and cleaned regularly, supervise at all times. Not to leave children unattended. Appropriate clothing and costumes for the correct developmental age group.	children	2	3	6 Medium
Scoops and mould	Broken or damaged. Sharp edges or corners.	Checked and cleaned regularly, supervise at all times.	children	2	2	4 low
Play food	Broken or damaged, choking on small pieces. Sharp corners or edges.	Checked and cleaned regularly, supervise at all times.	children	2	3	6 Medium
Pots and pans	Broken or damaged. Sharp edges or corners. Heavy objects	Checked and cleaned regularly, supervise at all times.	children	2	2	4 Low
Coloured ribbons	Broken or damaged, choking on ribbon.	Checked regularly, supervise at all times.	children	2	2	4 Low
Shells	Broken or damaged, choking on small pieces. Sharp corners or edges.	Checked and cleaned regularly, supervise at all times.	Children	2	3	6 Medium
footballs	Broken or damaged, too hard and a tripping hazard	Checked regularly, supervise at all times. Only out in a safe environment	children	2	2	4 Low
Play stilts	Broken or damaged, choking on the rope. Sharp edges. Fall from a height.	Checked regularly, supervise at all times. Only out in a safe environment	children	2	3	6 Medium
Hand and finger puppets	Broken or damaged, choking on small pieces.	Checked and cleaned regularly, supervise at all times.	children	2	2	4 Low
Georello gear and base set	Broken or damaged, choking on small pieces. Sharp corners or edges.	Checked and cleaned regularly, supervise at all times. Ensure developmental appropriate for child using 2 years +.	children	2	2	4 Low

Mobilo set	Broken or damaged, choking on small pieces. Sharp corners or edges.	Checked and cleaned regularly, supervise at all times. Ensure developmental appropriate for child using 2 years +.	children	2	2	4 Low
Thistle blocks	Broken or damaged, choking on small pieces. Sharp corners or edges.	Checked and cleaned regularly, supervise at all times. Ensure developmental appropriate for child using 2 years +.	children	2	2	4 Low
Baby dolls	Broken or damaged, choking on small pieces.	Checked and cleaned regularly, supervise at all times.	children	2	2	4 Low
Bob the builder set	Broken or damaged, choking on small pieces. Sharp corners or edges.	Checked and cleaned regularly, supervise at all times.	children	2	2	4 Low
Farm, sea and wild animals	Broken or damaged, choking on small pieces. Sharp corners or edges.	Checked and cleaned regularly, supervise at all times.	children	2	2	4 Low
Bead tables	Broken or damaged, choking on small pieces. Sharp corners or edges.	Checked and cleaned regularly, supervise at all times.	children	2	2	4 Low
Peg boards	Broken or damaged, choking on small pieces. Sharp corners or edges.	Checked and cleaned regularly, supervise at all times. Ensure developmental appropriate for child using 2 years +.	Children	2	3	6 Medium
Tea set	Broken or damaged, choking on small pieces. Sharp corners or edges.	Checked and cleaned regularly, supervise at all times. Ensure developmental appropriate for child using 2 years +.	children	2	3	6 Medium
Happy street	Broken or damaged a tripping hazard.	Checked and cleaned regularly, supervise at all times, placed in a safe environment.	children	2	2	4 low
Car road	Broken or damaged a tripping hazard.	Checked and cleaned regularly, supervise at all times, placed in a safe environment.	children	2	2	4 Low

Playdough	Broken, choking on small pieces.	Checked regularly, supervise at all times, placed in a safe environment.	children	2	3	6 Medium
sawdust	Could get splinters and small bits in their eyes, could cause asthma.	Ensure developmental appropriate for child using 2 years + and supervised at all times. Checked and cleaned regularly	Children	2	3	6 Medium
Gelli bath	Could eat and get an upset tummy, could get in their eyes.	Ensure developmental appropriate for child using 2 years + and supervised at all times. Checked and cleaned regularly	Children	2	3	6 Medium
A-frame	Broken or damaged. Sharp corners or edges. Could fall from a height.	Ensure developmental appropriate for child using 2 years + and supervised at all times. Checked and cleaned regularly	Children	2	3	6 Medium
Magnets	Broken or damaged, choking on small pieces. Sharp corners or edges.	Ensure developmental appropriate for child using 2 years + and supervised at all times. Checked and cleaned regularly	Children	2	3	6 Medium
Flour Play	Eye damage and asthma	Check before letting children use for cleanliness and supervised at all times	Children	2	2	4 Low
Ice play	Frost bite, chocking	Checked before using or putting out, supervised at all times. Only use fresh clean water	Children	2	2	4 Low
Play snow	Could eat and upset tummy	Checked before using or putting out, supervised at all times. Only use fresh clean water	Children	2	2	4 Low
Rocking Horse	Could fall or trap fingers/toes underneath. Damaged parts could cut or scratch.	Checked before using or putting out, supervised at all times.	Children	2	2	4 Low

Dates of reviews:			
Signatures:			

Risk Assessment Record

Area: Cars

Date of risk assessment: February 2018

Reference Number:

What is the activity or environment being assessed	What hazards may be present	What precautions have been put in place	Who is exposed to the hazard	What likelihood is there of risk still occurring	What degree of injury could be reasonable	What is the risk rating
Is there enough petrol in the car for the whole trip?	Stranded, could be in un safe area. Distressed children	Ensure sufficient petrol is in the vehicle Mobile phone taken to contact management. Water and first aid to be taken.	Children Staff	2	1	2 Low
Are there enough seats for each child, and are they age and weight appropriate (15kg) and in good condition?	Serious injuries if accident occurs	Ensure correct seats are provided in accordance to the guidelines. Do not leave premises if seating is not meet. Mobile phone to contact management to arrange appropriate seating. First aid to be taken	Children Staff	2	4	8 medium
Is my car tax in date, insurance business use mot? Has my car been serviced regularly?	It is illegal to drive without sufficient cover. An accident that could occur would result with insurance being invalid due to this.	Ensure documentation for all cars are kept up to date and checked monthly. Ensure cars are regularly monitored and checked. Copies of services/ MOT kept in folder also. Each driver to fill out separate car risk assessment and signed by management.	Children Staff Public	1	4	4 Low

Do I have a first aid kit in the car and the emergency contact details of all the minded children?	Involved in an accident Need to contact parents ect...	Ensure Mobile phone, First aid and contact details are with each driver. Full documentation can be sourced and accessed at all times from nursery. Up dated records to be done regularly.	Children Staff	2	4	8 Medium
Do I have my mobile phone with me in case I was to break down or there was an emergency? Is it charged? Does it have credit on it?	Unable to seek help when needed.	Ensure all drivers have a fully charged phone and credit before leaving the building. Have a spare nursery mobile to cover absent one.	Children Staff	2	2	4 Low
How do I get all the children in and out of the car to ensure their safety at all times?	Accident from other moving vehicles.	Ensure that children get in and out of the cars away from the roadside. Explain danger to the children. In emergency adult to supervise 1-1 child leaving or getting in on road side.	Children	3	3	9 High
How do I manage the children's behaviour in the car to prevent me from being distracted whilst I am driving?	Accident.....	Explain this risk to children before leaving and how it can cause an accident. Remind children of this risk on a regular basis. Put in a behaviour plan if distractions persist. Refuse transporting said child if no further actions can be full filled.	Children Staff	2	4	8 Medium
Are the child door locks activated?	Falling out of moving vehicle. Roadside kidnapping.	Ensure child locks were fitted are applied, discuss risk with children on a regular basis.	Children	2	3	6 Medium
How do I teach the children about being safe in the car, wearing seat belts etc?	Serious accident, distraction to driver and all of the above.	Ask the children to risk assess their safety and behaviour in transport. Remind the children of their safety do this visually whilst sat in the vehicle.	Children Staff	2	3	6 Medium

Dates of reviews:			
Signatures:			

Risk Assessment Record

Area: Outings Walking

Date of risk assessment: February 2018

Reference Number: 106

What is the activity or environment being assessed	What hazards may be present	What precautions have been put in place	Who is exposed to the hazard	What likelihood is there of risk still occurring	What degree of injury could be reasonable	What is the risk rating
How far are we going to walk and are the walking children realistically able to walk that far?	Children distressed, achy bones, fatigue. In appropriate footwear and clothing.	Developmental appropriate distance assessed before leaving the premises. Ensure appropriate footwear and clothing is allocated for each child. Put a note up for parents to remind them of suitable clothing and footwear. Ensure staff are fully equip with appropriate clothing and footwear also.	Children Staff	3	1	4 Low

Have we got suitable equipment? Tabards Is it in good condition?	Accident, lost child, falling	Each walking child to wear a tabard to ensure identity and safety whilst out. Tabards to be of effective condition and washed on a regular basis.	Children	3	2	6 Medium
Have I taught the children to hold hands in pairs?	Lost child	Ensure children are taught every time they leave the premises the significant importance of looking after each other. Staff to be spread out amongst the children to supervise children letting go of each others hands whilst walking. Time sheets and regular headcounts to be taken by all staff. Mobile phone to be taken, first aid also.	Children	2	3	6 Medium
Have I taught the children about road safety?	Serious accident	Ensure children are taught and reminded of road safety on each outing.	Children Public	2	4	8 Medium
Have I taught the children about stranger danger?	Kidnap, lost child	Ensure children can identify their group; explain about talking to strangers unless they are lost. Arrange a meeting point to where they can seek advice and staff can find them. Tabards to be worn at all times.	Children Staff Public	2	4	8 Medium
Have I got the following with me? First Aid kit Emergency contact details of the children Mobile phone	Accidents, stranded, slips, trips and falls.	Ensure the staff have enough in date first aid, mobile phone, medical provisions for children in their group. Nursery to have 1 member of staff in at all times to be contacted in emergencies. All staff to be fully trained in accessing children's details and procedures. All staff to leave the premises with a paediatric first aider.	Children Staff	3	3	9 High

Have I made provision for a change in the weather? (Rain etc)	Cold or heat	Ensure spare items are with the children. Carry sun cream for hot weather. Waterproofs if out in the rain. Note for parents to remind them to bring children to nursery with appropriate clothing.	Children	2	2	4 Low
Other	Inform others where you are going, allergies ect....	Ensure outing risk assess is completed on each outing before leaving the premises.	Children Staff	2	2	4 Low

Dates of reviews:			
Signatures:			

Risk Assessment Record

Area: Fire

Date of risk assessment: February 2018

Reference Number:

What is the activity or environment being assessed	What hazards may be present	What precautions have been put in place	Who is exposed to the hazard	What likelihood is there of risk still occurring	What degree of injury could be reasonable	What is the risk rating
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Fire alarm indicator panel	People and Property	Panel to be checked each working day for normal operation, i.e. is the indicator light on? Any faults to be reported to the contractor immediately Records to be maintained	Children Staff Visitors	1	4	4 Low
Fire alarm and break glass points	People and property	The fire alarm system, including any battery back-up, is to be serviced by a contractor on an annual basis under a service contract Management to undertake a regular test of the system by the panel and the findings recorded Any faults found to be reported immediately for corrective action and recorded Records to be maintained in the fire log book	Children Staff Visitors	1	4	4 Low
Smoke and heat detectors	People and Property	If fitted they are to be tested yearly basis by a contractor Records to be maintained	Children Staff Visitors	1	4	4 Low
Fire signs	People and property	Designated fire exit routes to be suitably signed with a pictogram to comply with the new regulations Sufficient fire signs to be in the public areas of the nursery, hall etc.	Children Staff Visitors	1	4	4 Low

Fire extinguishers, fire hoses	People and Property	<p>Fire extinguishers to be tested annually by contract or service agreement</p> <p>All fire extinguishers to remain free from obstruction at all times, and suitable signs adjacent to them</p> <p>Management to visually check pressure gauges, where fitted, on a regular basis. records to be maintained, normally on the side of the extinguisher</p>	Children Staff Visitors	2	4	8 Medium
Fire blankets	People and Property	<p>Fire blankets where provided should receive a visual inspection annually by the contractor</p> <p>If used they should be checked, re-packed or replaced by the contractor</p>	Children Staff Visitors	1	4	4 Low
Internal fire doors and closer mechanisms	People and Property	<p>Fire door closer mechanisms should be checked each nursery day by end of day staff. If faulty or leaking oil they should be replaced as soon as possible.</p> <p>If doors do not close correctly they should be repaired as soon as possible</p> <p>Ensure door closers do not close too fast or slam as they could cause harm to fingers, hands and door surround</p> <p>Check door closers are not too stiff for small children</p> <p>Fire doors should not be propped open</p> <p>Doors to open and close correctly and not be impeded in any way or stick open.</p> <p>Expanding strips in fire doors to be in good Condition</p>	Children Staff Visitors	1	4	4 Low

External fire doors	People and Property	Caretaker to check external fire doors monthly to ensure that they open correctly, if they are not in frequent use during normal nursery activities Ensure fire doors are not locked or chained during nursery time	Children Staff Visitors	1	4	4 Low
Evacuating the school	People and Property	Regular fire drill to be in place, normally once per term Try to have at least one drill per year in which one exit is notionally blocked off to simulate fire conditions If there are any children with access/mobility problems ensure that someone is nominated to assist them during an evacuation Ensure there is a method taking an effective roll call to account for everyone Nominate fire monitors to "sweep" the building to ensure that it is empty Ensure someone knows the whereabouts of the Gas, Electric and Water isolator valves if needed in a real emergency by the Fire Service	Children Staff Visitors	1	4	4 Low

Dates of reviews:			
Signatures:			

Risk Assessment Record

Area: Staff

Date of risk assessment: February 2018

Reference Number:

What is the activity or environment being assessed	What hazards may be present	What precautions have been put in place	Who is exposed to the hazard	What likelihood is there of risk still occurring	What degree of injury could be reasonable	What is the risk rating
Safety training	Personal Safety	New staff to receive safety training during induction training, to include fire safety arrangements, first aid arrangements etc. Staff to receive adequate training to carry out health and safety duties, i.e. be trained to carry out risk assessments, be trained to carry out fire risk assessments	Staff	3	2	6 Med
Manual handling of children	Back injury, personal injury	Staff to be trained on appropriate manual handling within the nursery. Refresh training on an annual basis.	Staff	3	3	9 High
Manual handling when transporting loads	Back injury, personal injury	Staff to be trained on appropriate manual handling within the nursery. Refresh training on an annual basis. Heavy loads should be transported with at least 2 people.	Staff	3	3	9 High

Musculoskeletal	Staff risks bad backs if stooping to pick up children or change babies on the floor. Kneeling on hard surfaces can cause housemaid's knee (<i>prepatellar bursitis</i>).	Changing tables used. Staff advised to use small chairs or sit on floor to interact with children at low level. Ensure sufficient number of changing tables are available Staff discouraged from kneeling, told to use chairs, bean bags or sit on their bottom etc, Knee pads given to staff that have sore knees. Ensure all staff receives training, determine if any staff are suffering from sore knees and take appropriate action.	Staff	3	3	9 High
Work at Height	Falls from any height can cause bruising, fractures or even death.	Internal windows cleaned & light bulbs changes using a step ladder. Contractor services air conditioning unit on the roof, they provided risk assessments. Appropriate access equipment e.g. kick stool or small steps are provided to reach high shelves.	Staff	3	3	9 high
Pregnancy	Fall and trip, pains and balance, childrens illnesses, and stairs.	Pregnant members of staff should not be expected to carry or lift heavy objects or be asked to undertake duties or responsibilities that could cause harm to themselves or put the unborn baby at risk. To not lone work with the children.	Staff children	3	3	9 high
Lone working	Personal safety	Lone worker to always inform other members of the team about his/her plans for work in the building. Staff need to be aware of procedures to deal with threats of violence or aggression Meeting with parents and carers Nursery can be open out of hours for cleaning and staff to access if required. First aid provision available and lone workers to be showed this through health and safety induction.	Staff	3	2	6 Med

Dates of reviews:			
Signatures:			

Risk Assessment Record

Area: First aid

Date of risk assessment: February 2018

Reference Number:

What is the activity or environment being assessed	What hazards may be present	What precautions have been put in place	Who is exposed to the hazard	What likelihood is there of risk still occurring	What degree of injury could be reasonable	What is the risk rating
First aiders	Injury treatment	There should be a sufficient number of first aiders to provide first aid treatment for the number of staff and children in nursery. All staff to attend Paediatric first aid. Sufficient first aiders to provide cover for holidays, illness etc. Sufficient cover to provide first aid on outings and trips etc. based on risk assessment Provide refresher training before expiry dates of first aider's certificates	Children Staff Visitors	4	3	12 High

First aid kits	Injury treatment	<p>Appoint a first aid monitor. There should be sufficient first aid kits in the nursery at strategic places.</p> <p>The kits are to be regularly checked to ensure they remain adequately stocked</p> <p>There must be no illegal items in first aid kits i.e. Aspirin, Paracetamol etc.</p>	Children Staff Visitors	4	3	12 High
Burns and Scalds	<p>Children who come into contact with hot surfaces may be burnt.</p> <p>Children may be scalded washing hands.</p>	<p>All radiators are fitted with appropriate thermostatic control. No children are allowed in the kitchen unsupervised.</p> <p>All taps at hand washing and other facilities, at which children have access, are fitted with Thermostatic mixing valves to prevent water being discharged above 44° C.</p>	Children Staff Visitors	3	3	9 High
Hygiene	Infection spread as consequence of incontinence or vomiting	<p>Staff to wear disposable gloves and aprons while dealing with incidents.</p> <p>Soiled nappies to be double wrapped, or placed in a hygienic disposal unit if the number produced each week exceeds that allowed by Health and Safety Executive's limit.</p> <p>Changing area to be cleaned after use.</p> <p>Hot water and liquid soap to be available to wash hands as soon as the task is completed.</p> <p>Hand towels to be available for drying hands.</p> <p>There is a wide range of spare clothes for children who have accidents</p> <p>Soiled clothes are placed in a plastic bag and sent home that day for washing</p> <p>A practitioner is always available to support any child who has an accident</p>	Children Staff Visitors	4	2	8 Medium

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Dates of reviews:			
Signatures:			

Risk Assessment Record

Area: Extra curriculum activities

Date of risk assessment: February 2018

Reference Number:

What is the activity or environment being assessed	What hazards may be present	What precautions have been put in place	Who is exposed to the hazard	What likelihood is there of risk still occurring	What degree of injury could be reasonable	What is the risk rating
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Swimming	Drowning, slip, trip and fall	Ensure children understand and follow swimming pool rules. Supervise children at all times within the pool premises. Take mobile phone, first aid, medical needs equipment and snack provisions. Sign an agreement with swimming pool for swimming lessons to include liability insurance and ratio's for the children whilst in the water. Parents to sign consent before children participate.	Children Staff	3	4	12 High
Dance	Slip, trip and falling	Set up the environment to ensure that there is no obstacles in place that could cause an incident whilst children move. Ensure dance teacher is DBS checked	Children Staff Teacher	3	2	6 Medium
Gym	Slip, trip and falling	Sport sessions are provided by an outside company, ensure that they have public liability and staffs all have DBS. If off premises take mobile phone for contact, first aid, medical needs equipment and timesheet. Regular headcounts. Risks assess the area before session and staff to be spaced out evenly with the children. Ensure no public takes place especially photographs.	Children Staff Teacher	4	2	8 Medium
Sports	Personal safety, slip, trip and falling	Sport sessions are provided by an outside company, ensure that they have public liability and staffs all have DBS. If off premises take mobile phone for contact, first aid, medical needs equipment and timesheet. Regular headcounts. Risks assess the area before session and staff to be spaced out evenly with the children.	Children Staff Teacher	3	2	6 Minimum
Library visits	Stranger danger and carpark safety	Monitor children and alert them of importance to keep together	Children Staff	3	3	6 Medium

Educational Visits	Staff and children may be harmed during visits.	The team leader or manager undertakes a risk assessment before any visit. HSE guidance for farm visits is followed for any visits involving animals or petting zoo's	Children Staff	3	3	9 High
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Dates of reviews: Signatures:			
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Risk Assessment Record

Area: Club

Date of risk assessment: February 2018

Reference Number:

What is the activity or environment being assessed	What hazards may be present	What precautions have been put in place	Who is exposed to the hazard	What degree of injury could be reasonable	What likelihood is there of risk still occurring	What is the risk rating
Walking	Slips and trips, and falls. Moving traffic, strangers, losing a child. Children distressed, achy bones, fatigue, bumps to the head.in appropriate Footwear and clothing.(see above risk on outings walking)	Ensure appropriate footwear and clothing is allocated for each child. Ensure staff are also fully equipped with appropriate clothing and footwear also. Each child is to wear a nursery tabard, and be explained rules and boundaries before leaving the buildings. Time sheets and regularly head checks are to be taken by all staff. To have first aid at all times.	Children Staff public	3	3	9 high
Car transports	(see above risk on cars)	Ensure car seats are provided in accordance to the guidelines. Do not leave the premises if seating is not met. Club mobile phone for contact at all times. Up dated records to be done regularly, all cars to have first aid kits. To stick to all government rules regarding the road.	Children Staff public	3	3	9 high
Hall	Slips and trips, sharp objects and equipment. Broken or damaged equipment. Exposure to hazardous substances.	Ensure daily risk assessments are done and recorded; remove all dangers and risks to ensure a safe environment. Ensure all children are supervised at all times and only allow parents/ carers picking up into the premises. Check the room temperature.	Children Staff visitors	2	3	6 medium
Toilet	Steps to the toilet, sharp corners and objects, broken or damaged equipment. Members of the public.	Ensure daily checks are carried out and recorded. Supervised at all times. Explain rules and boundaries to the children to encourage own independence. Keep clean and tidy.	Children staff	2	2	4 low

Doors and windows	Broken or damaged, open for escape, injury to body parts.	Check and clean regularly, supervised at all times, make sure windows and doors are kept closed. Replace damaged or broken glass in windows.	Children Staff Visitors	3	3	9 high
Flooring	Slips and trips, individuals maybe injured if they trip over objects, slip on spillages or falls. If children fall against sharp objects or hard edges they may suffer injury. Ice in winter	Floors to be kept in good condition and monitored to prevent slips, trips and falls. Children to be supervised at all times. To use salt in winter or on cold days to prevent ice and slipping.	children	3	3	9 high

Dates of reviews:			
Signatures:			

Risk Assessment Record

Area: Grounds maintenance

Date of risk assessment: February 2018

Reference Number:

What is the activity or environment being assessed	What hazards may be present	What precautions have been put in place	Who is exposed to the hazard	What degree of injury could be reasonable	What likelihood is there of risk still occurring	What is the risk rating
Storage sheds	Slips, trips, falls, falling items	Sheds to be kept locked when not in use Shed to be kept tidy Do not keep storage of hazardous/flammable items	Children Staff Visitors	2	2	3 Low
Garden furniture	Collapse, splinters, cuts	Garden furniture to be inspected regularly and subject to annual maintenance	Children Staff Visitors	2	2	3 Low
Flower tubs	Slips, trips, falls	Tubs to be safely positioned to prevent people falling over them	Children Staff Visitors	2	2	3 Low
Grassed areas	Slips, trips, falls	Grassed areas to be inspected regularly by All practitioners to ensure they remain in a safe condition, no holes etc.	Children Staff Visitors	2	2	3 Low

Spraying of chemicals	Inhalation, chemical absorption through skin	Chemical spraying not to be carried out if spray could reach children or in windy weather Spraying only to be undertaken by trained, competent persons COSHH assessments to have been completed for chemicals used and control measures rigorously followed	Children Staff Visitors	3	3	6 Medium
Landscape maintenance	Cuts, lacerations, amputations	Landscape maintenance machinery to only be used by competent and authorised personnel Machinery to be securely stored when not in use No machinery to be left unattended when out of storage Adequate personal protective equipment to be available, and used, when operating machinery Appropriate access equipment to be used for access to high hedges, ladders etc. If using 240 volt electrical equipment a Residual Current Device must be used. If extension leads are used they must be heavy duty outdoor type.	Children Staff Visitors	3	4	6 Medium

Tarmac	Slips, trips, falls	Tarmac areas to be inspected regularly by All practitioners to ensure they remain in a safe condition, no holes etc. Children advised that tarmac can cause grazes so to play carefully	Children Staff	3	3	6 Medium

Dates of reviews:			
Signatures:			

Risk Assessment Record

Area: Sleep

Date of risk assessment: February 2018

Reference Number: 113

What is the activity or environment being assessed	What hazards may be present	What precautions have been put in place	Who is exposed to the hazard	What degree of injury could be reasonable	What likelihood is there of risk still occurring	What is the risk rating
Sleeping children	Suffocation, Child is poorly and lethargic, un known illnesses	When children are asleep they will be checked every ten minutes. We wake children after 2 hours to ensure that they are well unless requested by the parent as part of the child's normal routine. Have baby monitors in place and on. Staff check daily to ensure they are working correctly.	Children	2	2	4 Low

Cots	Cot death, suffocation, Stuck children.	Children will be given own muzzies and sheets in the cots to sleep on. They will be stored in bags with the child's name on and any comforters required. Cots are within health and safety kite standards.	Children	2	2	4 Low
Mattresses	Cross contamination, Trip hazard.	Children will be given their own Muzzies and have adequate space around them to avoid any cross contamination. Sheets are washed on a daily basis.	Children	2	2	4 Low
Resting children	Cross contamination, Trip hazard.	Any child that wishes to fall asleep will be provided with adequate sleeping area and out of the way of other children playing.	Children	2	2	4 Low

Dates of reviews:			
Signatures:			

Risk Assessment Record

Area: Woodland learning in public sites

Date of risk assessment: February 2018

Reference Number:

What is the activity or environment being assessed	What hazards may be present	What precautions have been put in place	Who is exposed to the hazard	What degree of injury could be reasonable	What likelihood is there of risk still occurring	What is the risk rating
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Access to the site Roads Parking	Car park traffic	Ensure children stay close at the side or rear of vehicle	Staff Children	2	2	4 Low
Boundaries around site Fencing Barbed wire Streams, ditches, roads, ponds	Cuts, injuries, drowning	Ensure children are aware of the danger. Some ponds are fenced in; ensure children do not go too near the edge. Streams are for fun to jump in, make sure test depth first.	Staff Children	3	2	6 Medium
Other people using the site Contractors Walkers, cyclists, horse riders	Contractors and heavy machinery. Animals Horses Undesirables (stranger danger)	Children must be at all times supervised and within a safe distance from the practitioners. Children know to cross their arms and look up when approached. Staff to be between dog and children where possible. Keep children to the side of path Steer children away	Staff Children	2	3	6 Medium
Temporary structured shelter	Deadwood in over head trees Leaning, dead trees	Be aware and alert Keep away from the area until it can be made safe, felling a branch if necessary.	Staff Children	2	2	4 Low
Shrub Layer	Sticking out branches at eye level. Branches at head height	Remove any offending limbs in site area of on the main path.	Staff Children	2	2	4 Low

Field Layer	<p>Poisonous plants – sickness, nausea possible hospitalisation if consumed.</p> <p>Brambles, Stinging nettles, Blackthorn – scratches and stings</p>	<p>Ensure children are aware of the no touching / eating policy and discourage them from putting fingers in mouths.</p> <p>Educate the children what the plants are and they will naturally avoid them.</p>	Staff Children	3	2	6 Medium
Ground layer	<p>Broken glass, rubbish and rusty metal – nasty cuts Fungi, see poisonous plants above Dog faeces – excreta on shoes/clothes</p> <p>Pond, stream, boggy areas – a wet child / adult, possible drowning Slope, embankments – slip and fall</p>	<p>Clear any debris as soon as its seen</p> <p>Ensure children are aware to check area and stay alert to clear any from path.</p> <p>Ensure children are aware of danger and stay clear of the edge and within sight of an adult.</p>	Staff Children	2	2	4 Low
Structures	<p>Shelter – dead wood structures may collapse if rotten. Fire - Burns</p>	<p>Check integrity of structure, reinforce / stay out as necessary</p> <p>Fire circle rules of walking outside the circle, no touching the fire unless instructed enforced. Put fire out if non-compliant.</p>	Staff Children	3	2	6 Medium
Animals on site	<p>Badgers, Foxes, squirrels, hedgehogs - Falling down holes</p> <p>Birds - Avian bird flu</p>	<p>Ensure children are aware of holes</p> <p>Wash hands before any food consumption</p>	Staff Children	2	2	4 Low

Dates of reviews: Signatures:			
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Risk Assessment Action Plan

Ref No	Further action required	Action by whom	Action by when	Date completed

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