



# Risk Assessment

**Reviewed: 04/09/22 by Nazmon Hannan**

**Signature:** *Nazmon Hannan*

The following items have been identified as potential hazards and what follows is a risk assessment to ensure that the risk is minimised.

Hazard	Potential risks identified	Likelihood of risk	Severity of risk	Preventative measures	Long term action	Severity of risk after preventative measure
Boundaries and gates	Children are escaping and unauthorised visitors gaining access to the nursery.	Low	Low to medium	Baby gates to be used at all times and showing staff and students how to open and use the gates correctly.	Carried out daily	low
Nursery entrance Doors	Children escaping especially at busy times of the day.	Medium	Medium to high	Entrance door is kept locked at all times. A staff member opens and closes the door. Talk to unknown visitors through the window and check their photo ID. Front door safety chain to be used throughout the day to prevent children from opening and getting out of the front door.	Safeguarding Policy is reviewed annually.	Low
Collecting by unauthorised persons	Taking the children by parental consent.	Low	Medium to high	Nursery has a list of people who are authorised to collect a child with photos and a password is issued. No child leaves the building with anyone who is not in the list.	Ensure details are kept up to date	Low
Trip hazards/ slip hazards	Injuries could occur from falling from a height or slip / trip.	Low	Low	Children are supervised when playing with water. Spills are mopped up immediately. Children are taught to tuck their chair under the table after using. All adults and children are	Daily risk assessment is carried out.	Low



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				reminded to tidy away any toys from the pathways – always keep it clear.		
Water hazards	Kettle/steriliser. There is a hot water tap in the children's toilets and in the creative area. Water play area.	Low	Low to medium	The kettle and sterilizer are situated within Nursery kitchen therefore is out of reach to the children. Hot water temperature is maintained at optimum temperature for not scorching in children's toilets. The children are supervised very closely when playing with the water play and are limited to 3/4 children at any one time.		Low
Fire	Smoke inhalation and burns to the body	Low	Medium to high	We have a fire procedure that is carried out monthly. The fire alarm is tested monthly.	Ensure all electric is PAT tested. Continue with regular fire drills.	Low
Stairs	No risk – nursery is at ground floor.	Low	Low	Children do not have access to any stairs		Low
Floors	Trips and falls	Low	Low	All areas are clear from trip hazards.	To maintain every day	Low
Food preparation	Scalds	Low	Low	The children have no access to the kitchen; there are baby gates on all playroom doors. Only trained adults are allowed to prepare hot food.	Staff to ensure the doors and baby gates are always shut behind them.	Low



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Hazardous substances, flammables, and medicines	Drinking hazardous substances	Low	Medium to high	All hazardous substances are kept in the kitchen and out of the children's reach after using them.	Items are put away after use	Low
Hazardous equipment including hot, sharp, plus falling into or against or off	Drowning, bumps, and bruises	Low	Medium to high	Water play is placed on a stand, sinks do not have plugs in, chairs are not stacked, and children are not allowed to sit on tables or run in the Nursery. All sharp items are kept out of the reach of children.	Daily risk assessment is carried out	Low
Hazardous plants	Eating poisonous plants	Low	Low	Only safe plants kept at nursery.	Building maintenance.	Low
Pests	Bites and spread of disease	Low	Low	Pest control is managed by RENTOKIL. Nursery is thoroughly cleaned daily with a weekly deep clean in sanitary and food areas and toys and equipment.	Building maintenance	Low
Electricity and gas	Electrocution and burns	Low	Medium to high	The electric cooker is checked annually by electricians and all electrical equipment is checked and PAT tested. No gas in the premises.	Annual maintenance check. September 2020	Low
Electrical sockets	Electrocution	Low	High	All empty sockets have 'blanks' in them. All equipment is PAT tested.	Building maintenance	Low
Doors, windows and glass	Broken glass or hinges	Low	High	The windows are suitably constructed and function safely.	Checks carried out daily.	Low



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Furniture general	Trips and falls	Low	Low	All furniture is checked daily for any damage and promptly removed if unfit for purpose.	Review Health and Safety Policy annually	Low
Stacked items e.g. furniture	Injury due to stacked furniture falling	Low	Low	No furniture is stacked. Chairs are stacked 3 high maximum.	Review Health and Safety Policy annually	Low
Hot appliances and drinks	Burns	Low	Low to medium	Hot appliances are kept in the kitchen including staff drink, water/pop. Staff use oven gloves and wear aprons. Warm meals carried to the playroom in a tray to prevent burns from spills.	Review Health and Safety Policy annually	Low
Hygiene, cleanliness, minimising the risk of infection	Spread of virus and infections from one another	Low	Low	A cleaning schedule is followed, and staff sign each entry every day, deep cleans are carried out on a Friday.	Review Health and Safety Policy annually	Low
Outing and trips	Lost children and various injuries	Low	Medium to high	Parents accompany us on trips and if they are unable to make it, the director ensures the adequate staff are accompanying the group to keep children safe. The ratio will be varied depending on the age and developmental stage of the children. All parents sign a consent form. Ensure that a full risk assessment is received from venue and the director carries out another risk assessment after a preliminary visit.	Risk Assessment and health, safeguarding policy and safety policy are reviewed annually.	Low
Contamination from sand tray and water tray	Foreign bodies in eyes	Low	Low	Children are kept under close observation and any sand that falls onto the floor is thrown away. Sand is sieved for foreign objects each	Daily risk assessment is carried out by a	Low



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				day before use and covered when not in use. Change water every day.	senior member of staff.	
Toys and other equipment	Broken toys could cause cut on the skin	Low	Low	All toys and equipment are purchased from reputable outlets and are of the appropriate age range. Damaged toys and equipment are removed from the setting and disposed of.	Weekly checks are maintained	Low
Arrangement for sleep	Other children may trip over sleeping children	Low	Low	All the children have a dedicated sleep area and the other children take part in other activities out of the room when children are sleeping. A staff member checks on children in every 10 minutes. Door stays open throughout.	Safeguarding policy	Low
Arrangements for medicine	Overdosing	Low	Low	Only prescribed medication is administered and these are stored in the medicine cupboard or in the refrigerator. All medication administered is recorded with parents' and adults' signature.	Review the Administering medicine Policy annually.	Low
Paediatric first aid	Bleeding due to falls, raised temperature and broken bones	Low	Low to medium	All staff have paediatric first aid certificate. The first aid box is situated in the medicine cupboard. It is checked and any item used is replaced.	We update training every 3 years and maintain the contents of our first aid boxes.	Low
Temperature	Dehydration, febrile, convulsions, prickly heat, agitated, diseases to spread easier and lethargic.	Low	Low to medium	Monitor children for onset of illness.	Ensure a correct comfortable working temperature is maintained at all times.	Low



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Chicken pox, Back injury	Pregnant woman and staff	Low	Medium	All parents informed when there is a case of chicken pox and pregnant staff are not allowed to lift any children.	Carry out a separate risk assessment with the new or expectant mother.	Low
Putting away of toys in outside sheds	Trips	Low	Low	Staff to only take 2 bikes at one time and ensure items that need lifting are of a reasonable weight. Staff to take extra care when putting equipment away and ensure items are put back in the correct space.	New outside lights fitted in summer 2014 ready for early nights, so staff are not clearing away in the dark.	Low
Outside play area	Foreign objects accidents	Low	Low	Outdoor play is always supervised. Risk assessment checklist carried out each time a group is going outside by senior staff.	Premises risk assessment is carried out in every 4 months.	Low
Gate in outdoor play area	Children escaping	Medium	Medium to high	High double bolts are used to stop children from leaving and the member of staff ensures it is locked before opening the garden door.	Risk Assessment and health, safeguarding policy and safety policy are reviewed annually.	Low
Access to nursery	No unauthorised access to nursery	Low	Low	Only authorised (by the manager) people with appointment can have access to the nursery. A member of staff will remain with the visitor throughout their visit. DBS record is checked by the manager for any volunteer.	Health and safety Policy	Low



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Outside toys	Cats or other animals and bad weather	Low	Low to medium	Staff to ensure that where possible toys are tidied away at the end of the day and check for any foreign bodies before allowing children any access. Remove any rainwater or frost from play equipment.	Health and Safety policy and daily risk assessment.	Low
Children's access to unauthorised areas.	Access to cleaning items, resources, kitchen utensils and office.	Low	Medium to high	Doors are closed and baby gate closed at all time after having left this area.	Health and Safety policy and daily risk assessment.	Low
Nursery cooker	Burn hands if it touched by the children.	Low	Medium to high	Staff to ensure that the cooker used in the kitchen is supervised. Always keep the kitchen door and stair gates closed. Children are not allowed in the kitchen unsupervised.	Health and Safety Policy.	Low