





# Risk Assessment

Reviewed: 28/02/2025 by Nazmon Hannan

Next review date: February 2026

	The picket fence gate has been installed but it could delay the evacuation process during an emergency exit.	Medium	High	Ensure all staff members practice opening the Knob Bolt on the picket fence gate during their induction process. Manger to check the gate's function every morning during the Daily Risk Assessment checks.		
	Boundary fencing - Children could leave the playground and go to neighbours' gardens.	Medium	Medium to high	Some fences were a little rickety and old. They all were checked by a professional work man and replaced with 8 new fencing panels. The nursery manager/deputy must check every morning that none of the panels are loose or broken and holes under the fence while they carry out the daily risk assessment. If any hole appears under the fence near the bedding are, block with the soil from the flower bed immediately.	Fences were replaced in August 2024	
	Front exit - Children escaping especially at busy times of the day, and unauthorised visitors gaining	low	Medium to high	There is an automated gate in the porch that closes straight away as parents or visitors enter or exit the building. The safety gate in the hallway will stay shut to prevent children from going into the front hallway, which leads to the front door. Children are not allowed in the outside hallway unaccompanied. The child-safety gate in the hallway to keep children inside the nursery when parents come in to pick up their children.	Carry out daily checks on automated gate and door closer and the child-safety gate. The Director will check the front door before the next review.	Low



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	access to the nursery.			Check the photo ID of any visitors before opening the electronic gate. <b>Visitors without a prior appointment must not have any access to the nursery. Check with the manager.</b>	The Safeguarding Policy and procedures are reviewed annually.	
Collecting by unauthorised persons	Taking the children by parental consent.	Low	Medium to high	The nursery has a list of people who are authorised to collect a child, and a password is issued by the parents. Parents inform the manager in the morning if an authorised person is collecting the child. Without any prior knowledge, the Manager / Deputy will call the parents to confirm before releasing the child to that authorised person. <b>No child leaves the building with anyone other than their parents, or without authorised by their parents.</b>	Manager with ensure details are kept up to date all the time.	Low
Trip hazards/ slip hazards	Injuries could occur from falling from a height or slip / trip.	Low	Low	The children are taught to tuck their chairs under the table after use. Children are not allowed to sit on a table or stand on a chair. Supervising adults must always monitor that. All adults and children are reminded to tidy away any toys from the pathways – always keep it clear. The practitioners will monitor the activity area when they use sensory materials that could cause a slip risk if dropped on the floor. It must be mopped away immediately. Any water on the floor must be mopped away immediately by the practitioner who first spots it. The door mats and rugs in the room must be laid flat on the floor. Any folded corners must be securely taped down on the floor to avoid any trip.	Daily risk assessment is carried out by the manager / Deputy to check.	Low



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Water hazards	Kettle/ hot water tap. 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 is situated within the kitchen and, therefore, out of reach to the children. Hot water temperature is maintained at optimum temperature for not scorching in children's toilets. It has a mixer tap. Supervising adults must monitor the toilet and the water all the time when used by the children. The children are supervised very closely when playing in the water play and are limited to 6 children at any one time.	Daily risk assessment is carried out to ensure the mixer tap is in working condition.	Low
Fire	Smoke inhalation and burns to the body	Low	Medium to high	We have a fire procedure that is carried out termly. The fire alarm is tested weekly. All staff and children are informed and drilled for emergency evacuation procedures. All staff know their responsibilities during an emergency evacuation. The fire risk assessment was reviewed by an external assessor. Risks were identified, and actions are in place.	Ensure all electric is PAT tested. Annual fire safety check. Continue with termly fire drills. Manager/Deputy ensures all fire exits are always clear and the signs are visible.	Low  Electricity due: 02/11/2025  Gas: January 2025
Stairs	Toddlers falling off the stairs while climbing up or down. Adults slipping their foot while carrying babbies up or down.	Low	Medium to low	The stairs have nonslip safety bars on the edge of each one. There is a handrail to hold it, and it is kept clutter-free. There is a landing halfway on the stairs to reduce the overall height. Crawling babies are taught how to crawl up and down the stairs to avoid carrying them on the stairs.  The supervising adults must stay behind the babies, on the lower step when they climb up and down.	Daily monitoring checks will be carried out by the Manager / Deputy. The manager will monitor how the staff are supporting the children on the stairs.	Low



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				For Toddlers, the supervising adults must walk with or behind the children when they climb and walk in front of the children when they walk down.		
Radiator cover	Children pushing the small panels on the radiator cover frame to expose the screws.	Low	Low	The supervising adults must monitor the children and teach them not to push or hit the small panels on the radiator covers on the ground floor which could expose screws that are holding the panels on the frame.	Fix the panels as if and when they break.	Low
Floors	Trips and falls	Low	Low	All areas are clear from trip hazards. Check daily using the Daily Risk Assessment chart.	To maintain every day	Low
Food preparation	Scalds	Low	Low	The children have no access to the kitchen. The door has an automated door closer and door handle is positioned above the children's reach. Only trained adults are allowed to prepare hot food. Food is served to children in serving dishes after cooked and checked that it's in recommended temperature.	Staff to ensure the kitchen door is always shut behind them. Do not serve food straight from the oven before checking the temperature and transferring into a serving dish.	Low
Hazardous substances, flammables, and medicines	Drinking hazardous substances	Low	Medium to high	All hazardous substances (cleaning liquid) are kept in the kitchen and out of the children's reach after using them. The kitchen cupboard is always kept locked. The supervising adults and the manager/Deputy must always monitor this no cleaning products. Hand sanitisers must be kept out of children's reach.	Items are put away after use.	Low



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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 on, 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. The supervising adults must monitor and remove any broken toys, containers or furniture.	Daily risk assessment is carried out	Low
Hazardous plants	Eating poisonous plants	Low	Low	Only safe plants are kept at the nursery and in the garden. A cleaner clears the garden weeds every months during the summer months.	Building maintenance.	Low
Pets and other animals	Allergic reaction to pet hair or animals biting or scratching children.	Low	Low	At present the nursery does not have any pets. For learning purposes, when we allow any pets, children will handle them under supervision and then wash hands immediately. Parent's consent is sought to handle other animals.	A Separate risk assessment will be carried out when we bring any animals in.	Low
Pests / Mice	Bites and spread of disease Mice droppings can lead to a bacterial infection.	Low	Low	Nursery is thoroughly cleaned daily with a weekly deep clean in sanitary and food areas and toys and equipment. If children sustain any bites from insects outside, then the First Aider will follow the procedure from the Health and Safety Policy- First Aid. Check for mice droppings every day during our daily risk assessment. We have contract with a pest control company who inspects the premises every fortnight for gaps on the floor or mice activity. If found, they block it immediately.	Building maintenance  Pest control contractor visits every fortnight for mice proofing.	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. Gas	Annual maintenance check.	Low



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				boiler and the system has been checked by a certified person.		
Electrical sockets	Electrocution	Low	High	All equipment is PAT tested.	Building maintenance	Low
Doors, glass and windows	Broken glass or hinges	Low	High	The windows are suitably constructed and function safely. The doors have toughened glass.	Checks carried out daily.	Low
Furniture general	Trips and falls	Low	Low	All furniture is checked daily for any damage and promptly removed if unfit for purpose. If any staff members find any chair or table with loose screws, they must immediately remove it from the room and inform the manager.	Review Health and Safety Policy annually	Low
Stacked items e.g. furniture	Injury due to stacked furniture falling	Low	Low	No furniture is stacked.	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 nursery 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 each Monday.	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 that adequate staff are accompanying the group to keep the children safe. The ratio will be varied depending on the age and	Risk Assessment and health, safeguarding policy and safety	Low



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				developmental stage of the children. However, it will be higher than the indoor staff/child ratio. All children and staff will wear a High Vis jacket. Children on foot will wear a harness. A risk assessment will be carried out for each trip. All parents sign a consent form. Ensure that a full risk assessment is received from the venue and the director carries out another risk assessment after a preliminary visit.	policy are reviewed annually.	
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 day before use and covered when not in use. Children are reminded to wash their hands with soap after playing in the sand. The first aid procedure will be followed if any children get sand in their eyes. Change water every day for water play.	Daily risk assessment is carried out by a senior member of staff.	Low
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 immediately.	Weekly checks are maintained	Low
Arrangement for sleep	Other children may trip over sleeping children	Low	Low	Children have a dedicated sleep area, and the other children take part in other activities out of the room when they sleep. An adult stay in the room with sleeping children.	Annual review of the Safeguarding policy.	Low
Arrangements for medicine	Overdosing	Low	Low	Only prescribed medication is administered, and these are stored in the locked First Aid unit or in the refrigerator. All medication administered is recorded with parents' and adults' signature. Parents records doses and time in the form.	Review the Administering Medicine Policy annually.	Low





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Paediatric first aid	Bleeding due to falls, raised temperature and broken bones Choking	Low	Low to medium	Both floor in the nursery has a First aid box which are easily accessible to the staff. They are checked every month by the First Aider and any item used is replaced immediately. We have 6 staff members with PFA trained present in the building. They will use the procedure to support the child. We also have a LIFE VAC now to use on our infants.	We update training every 3 years and maintain the contents of our first aid boxes. Life VAC is hung on the top of the stairs.	Low
Temperature	Dehydration, febrile, convulsions, prickly heat, agitated, diseases to spread easier and lethargic.	Low	Low to medium	Monitor children for the onset of illness and liaise with parents. Drinking water is available to the children all day. The children are encouraged to drink water or milk four times daily during snacks and meals. Each room has a room thermometer.	Ensure a correct comfortable working temperature is always maintained.	Low
Chicken pox, Back injury	Pregnant woman and staff	Low	Medium	All parents are informed when there is a case of chicken pox and pregnant staff are not allowed to lift any children. A risk assessment will be carried out for pregnant staff members. We will follow the procedure from the Ill and Infectious Disease Policy.	Carry out a separate risk assessment with the new or expectant mother.	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 a senior staff.	Premises risk assessment is carried out in every 4 months.	Low



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outdoor play area	Children could fall from the slide or steps. Children could get hit by the children swinging on the swing. Cats or other animals and bad weather	Low	Low to medium	<p>A staff member must stay near the slide and swing to ensure children are using that equipment safely and calmly.</p> <p>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. Mats in the playground will be evenly placed to avoid a trip hazard.</p> <p>We installed some more soft tiles and thick Astro Turf on the playground for babies to crawl and sit.</p>	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	The cellar door will always stay locked during the nursery opening hours. Staff toilet and the kitchen door has an automated door closer and a high handle or bolt on the door.	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 closed. Children are not allowed in the kitchen unsupervised.	Health and Safety Policy.	Low