

Health & Safety

Site Specific Risk Assessment for Childcare Group

Part of the responsibilities of the Manager is to carry out a general risk assessment for the Site. You will also need to walk around your Site and look at what could reasonably be expected to cause harm and which has not been covered in this general risk register.

It will be useful to ask key colleagues what they think. They may have noticed things that are not immediately obvious. Remember to think about individuals who may be especially at risk e.g. young people, elderly, new and expectant mothers etc. Consider cleaners, contractors, visitors who are not in your workplace all the time; members of the public or people you share your workplace with and if there is a chance that they could be harmed by your activities.

Your risk assessment will determine if you need to do more to reduce the risk. Even after all precautions have been taken, some level of risk will usually remain. You have to decide if the general controls are sufficient at your Site or if due to the specific design / layout additional controls are needed.

We have identified a number of possible hazards you may encounter at your branch and listed them in the table on the following pages. Based on the example below and following the Group Guidance attached, you should complete site specific risk assessments for your site. If for any reason you believe you are unable to reduce a risk to an acceptable level contact a member of the Health & Safety Team.

The level of risk is colour coded as shown below to assist your understanding of where you need to prioritise

	Negligible Risk - Monitor Only
	Low Risk - Action should be taken to maintain current status
	Medium Risk - Action required to maintain, but additional controls may be required to reduce risk
	High Risk - Action required to reduce risk

The level of risk is then recorded alongside the identified hazard


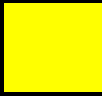

Example –

Hazard	Current Control measures <i>The control measures below are the minimum required to achieve the level of risk that has been accessed.</i>	Detail any further action required to maintain / reduce risk	Completed -Signature & date
Opening/Closing Procedure (Medium Risk)	<ul style="list-style-type: none"> Colleagues have received training and instruction Colleagues opening/closing the store are a minimum of 18years of age Colleagues have contact telephone numbers in case of emergency 	<ul style="list-style-type: none"> Security lighting is required around entry door 	

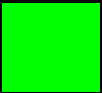
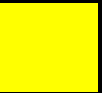

Contacts -

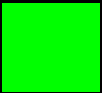
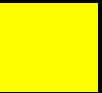

Health, Safety & Compliance Manager	07016 224296
Health & Safety Compliance Advisor	07805 681932

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Corporate due diligence - failure to have access to Corporate Standards at sites (Low Risk)	<ul style="list-style-type: none"> • Childcare Policy and Procedures manual in place • H&S framework in place • All the above documents are hard copy & on intranet for ease of access • All managers are given training to understand the relevance of the documents and the need to have these in place • Audits of these being in place and used are carried out 						
Corporate Due Diligence - Failure to ensure support and guidance is in place for Managers and Colleagues (Low Risk)	<ul style="list-style-type: none"> • Full Childcare Management support available to managers at all times • Full HR / H&S support in place for sites • All Managers receive training / briefing in policy and procedures • All Colleagues receive full induction and ongoing training as and when required • Area Managers make regular visits to sites to ensure standards are being achieved • Formal H&S audits carried out and H&S team work with managers on improvement action plans where required 						
First Aid – (incorrect first aid administered) (Low Risk)	<ul style="list-style-type: none"> • Policy in place • No untrained colleagues to administer first aid • No agency or students to administer first aid • Regular checks made on first aid boxes to check contents and expiry dates 						

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Administering prescribed medicine and non-prescribed creams/lotions/teething gel to children (Incorrect dosage being administered to children) <i>(Low Risk)</i>	<ul style="list-style-type: none"> • Childcare Medicine policy in place • All bottles/ packets containing medicine are checked to ensure child's name/ dosage is clearly marked with the original prescription label and the medication is in date • Medicine is only administered if parental consent form is completed prior to administration • All medicine administered is recorded on Medication administration and authorisation form • All medicine administered by the key person / buddy key person and witnessed by senior colleague (This can be Manager, Deputy, Senior or Room Leader) • Both members of staff sign to agree dosage checked and dosage administered 			
Administering non-prescribed emergency "Calpol" <i>(Low Risk)</i>	<ul style="list-style-type: none"> • Childcare medicine policy in place • Medicine is only administered if parental consent forms for emergency medication are completed prior to administration • All medicine administered is recorded on Medication administration and authorisation form • All medicine administered by the key person / buddy key person and witnessed by senior colleague (This can be Manager, Deputy, Senior or Room Leader) • Both members of staff sign to agree dosage checked and dosage administered 			
Administering non-prescribed	<ul style="list-style-type: none"> • Childcare medicine policy in place • Medicine is only administered if parental consent forms 			

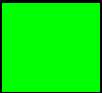
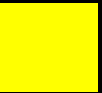

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emergency Antihistamine "Piriton" (Low Risk)	for emergency medication are completed prior to administration <ul style="list-style-type: none"> • Emergency services have instructed the administration of "Piriton" • All medicine administered is recorded on Medication administration and authorisation form • All medicine administered by the key person / buddy key person and witnessed by senior colleague (This can be Manager, Deputy, Senior or Room Leader) • Both members of staff sign to agree dosage checked and dosage administered 				
Allergies - wrong food given or insufficient record (Low Risk)	<ul style="list-style-type: none"> • Registration form completed by parent highlighting allergies, details put on Connect system • Health care plan completed • Special diet sheets printed weekly with copies to room and kitchen staff • Daily meal requirement sheet fully completed by cook including special diet requirements • Special diet labels used • Staff trained in procedures to prepare and serve food • Designated colour coded plates for allergy sufferers • Staff trained with specialist treatment (i.e. Epipens) 				
Allergies - Nuts or nut products entering the site (Medium Risk)	<ul style="list-style-type: none"> • Strict nut free setting policy in place • Menu planning is carried out centrally to significantly reduce the risk of ingredients being nut based. • Cooks read ingredients prior to use to ensure no nut products in item / dish being used 				


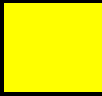

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	<ul style="list-style-type: none"> • Allergy sheets passed to kitchen and staff and updated regularly. • Policy in place to say Birthday cakes must be shop bought and not homemade • Birthday cakes will not be eaten in nursery. Cakes are sent home with children if they are not allergic to any of the ingredients. 			
All areas - animals visiting the nursery premises <i>(Low Risk)</i>	<ul style="list-style-type: none"> • Use of reputable company when organising for animals to come into nursery premises • Children are never left with or in the area of the visiting animals unsupervised • Dogs to be secured with a muzzle • The pet cages are checked for damage before being placed in the vicinity of the children • Access to the animals or cages is restricted and doors are locked or bolted • Animal droppings are properly wrapped prior to disposal in ordinary waste • Children’s records checked prior to animals visiting the nursery to ensure children not allergic to any animals that will be visiting • Good Hygiene practices followed (washing of hands after contact with animals) 			
All areas - Babies and children getting stung by an insect <i>(Medium Risk)</i>	<ul style="list-style-type: none"> • First aid response is in place in nursery through staff • Staff are trained • Staff informed to ring 999 immediately if any signs of allergic reaction to sting 			

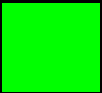
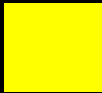

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	<ul style="list-style-type: none"> Registration form and Health care plan where appropriate completed by parent highlighting allergies, details put on system 			
All areas - Epipen – incorrect use & failure to use Epipen <i>(Medium Risk)</i>	<ul style="list-style-type: none"> All parents complete a forms before their child starts nursery which asks if their child has any allergies Health care plan completed where appropriate Medication consent form completed by parent / carer Staff asked to inform nursery manager of medical details we need to be aware of Special diet sheets printed weekly with copies to room and kitchen staff Daily meal requirement sheet fully completed by cook including special diet requirements Special diet labels used Colour coded plate system used Staff trained in procedures to prepare and serve food Staff trained with specialist treatment (i.e. Epipens) 			
Behavioural Management (disruptive/badly behaved children may cause injury to other children) <i>(Low Risk)</i>	<ul style="list-style-type: none"> Nursery have behaviour coordinator who is responsible for training of staff and offers support Promoting positive behaviour Policy in place to deal constructively with behavioural issues Restrictive physical intervention policy in place to ensure appropriate physical intervention 			

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Checking and clearing of site at night prior to lock up (child may be left alone after site has been locked up at end of day) <i>(Low Risk)</i>	<ul style="list-style-type: none"> • Collection policy/ Supervision policy in place • All key areas are checked prior to lock up - baby rooms / cots / cupboards / under tables etc. • Children’s registers are maintained and checked throughout the day staff are responsible for signing children in and out of rooms/nursery/garden 					
Checking and clearing of site at night prior to lock up (site may be left unsecured resulting in unauthorised entry/property damage) <i>(Low Risk)</i>	<ul style="list-style-type: none"> • Full building check made prior to closing • Room leaders make checks of windows and doors at end of day • Secondary check of building made by second person assisting with lock up 					
Daily checks - failure to carry out formal checks of rooms and areas <i>(Low Risk)</i>	<ul style="list-style-type: none"> • Formal Daily Safety Check Procedure is completed by the Manager / Deputy • Checks cover the following areas – General Areas / Room Check / Kitchen / Laundry / Staff Room / Outside Area / Any other site specific areas • Formal Outside / Garden Check Procedure in place (see garden areas risk assessment) 					

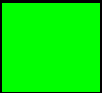
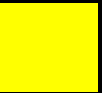

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Garden areas - failure to ensure sheds are used correctly <i>(Low Risk)</i>	<ul style="list-style-type: none"> All garden sheds have locks on them All garden sheds are used for appropriate storage only (no chemicals / substances / flammable products etc.) All items in shed are stored correctly to prevent toys / items falling on colleagues or children as they enter 					
Garden furniture/ fixed play equipment - failure to have formal checks and maintenance in place <i>(Low Risk)</i>	<ul style="list-style-type: none"> Garden Furniture and Fixed Play Equipment to be inspected prior to use as part of Garden Check procedure Formal checks of fixed play equipment to be carried out where required by competent person Where garden furniture / fixed play equipment / fences etc. are re-painted then appropriate and safe paint is used Where falls from equipment is a possibility then impact absorbent materials/grass are provided underneath / within fall out area 					
Garden - unsafe use of nursery owned lawnmowers and other garden equipment <i>(Low Risk)</i>	<ul style="list-style-type: none"> Grass cutting does not take place whilst children are in the area and the area is checked after cutting to ensure area is safe for children to play in. Petrol Lawnmowers – Lawnmower will only be used by competent persons / stored outside and filled with petrol outside. Appropriate footwear will be used at all times Electric Lawnmowers – Residual Current Device (RCD) to be used with plug and wire will be checked each time prior to use for any damage. Appropriate footwear will be used at all times Electric Strimmers - Residual Current Device (RCD) to be 					

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	used with plug and wire will be checked each time prior to use for any damage. Appropriate footwear will be used at all times			
Garden - contract gardeners on site (Low Risk)	<ul style="list-style-type: none"> • Garden Contractors only carry out grass cutting when children are not in the area they are working in • Contractors do not have isolated contact with children at any time • Contractors remove all garden debris they create • Contractors carry out check round at end of tasks to ensure no tools left behind • The area is checked after contractors have finished to ensure area is safe for children to play in and that all external exits are secure 			
Garden flower tubs (failure to use appropriate tubs and position them correctly) (Low Risk)	<ul style="list-style-type: none"> • Nursery Managers pre-agree position of flower tubs to ensure they don't create a trip hazard. • Tubs are only planted up with non-poisonous plants.(see list for guidance) • Only flower tubs made of appropriate materials are used (no sharp metal edges/ no rough sawn wood) 			
Garden (failure to prevent tripping from variations in level) (Low Risk)	<ul style="list-style-type: none"> • Manager makes regular checks of garden area to ensure turf has not dropped by flags / paths etc. that would create trip hazard • Chipped Bark areas are checked and further chipped bark laid if variation in levels exposes edges of wood / 			


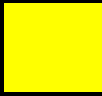

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	concrete / flags etc.) <ul style="list-style-type: none"> Daily garden check monitors for any obvious trip hazards. 			
Garden (failure to have appropriately designed outside garden areas) <i>(Low Risk)</i>	<ul style="list-style-type: none"> All major changes to the garden area and replacement of large garden items is carried out at Senior Management level All new garden designs are professionally drawn up by a project manager and installed by approved companies All new garden designs are signed off by Childcare Senior Management Team to ensure standards of equipment (BS / EN etc.) are met All new garden designs are done with sufficient controls around impact absorbent materials around items where children could fall 			
Garden (failure to have appropriate supervision of children in garden) <i>(Low Risk)</i>	<ul style="list-style-type: none"> Ratio policy in place at all sites No children to access garden unsupervised Children’s registers are maintained and checked throughout the day staff are responsible for signing children in and out of rooms/nursery/garden Regular headcounts are made throughout the day Staff make regular checks of ratio when children are in the garden Garden checks are in place prior to children going into garden to ensure fences and gates are secure All garden equipment is checked daily prior to use to ensure suitability and damage free Children are closely supervised when using large play/climbing equipment, water play/paddling pools 			

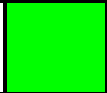
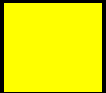

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Garden (Leptospirosis/Weils disease) (Medium Risk)	<ul style="list-style-type: none"> • Daily checklist for play area in place • Staff all made aware of procedure to follow if rats found / seen • Pest control contract in place 			
Garden (unauthorised persons gaining access to area from external boundaries whilst children in area) (Low Risk)	<ul style="list-style-type: none"> • Children are supervised at all times • Daily checklist for play area in place • Gates locked at all times 			
Garden (unsecure play area allowing children to leave site) (Low Risk)	<ul style="list-style-type: none"> • Children are supervised at all times • Daily checklist for play area in place • Gates locked at all times 			
Garden & all other areas (poisonous plants) (Low Risk)	<ul style="list-style-type: none"> • Poisonous plants are prohibited from the nursery garden and from use as indoor plants • A list of poisonous plants is available in the H&S folder for staff to read • Regular inspections of garden areas is made to ensure that no plants have self-set in the garden • Clothing, boots and gloves worn during gardening are not brought into the nursery, to avoid transporting dust and 			


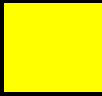

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	spores which may be allergenic • Children wash hands after gardening activity				
General Temperature (failure to control temperature adequately) (Low Risk)	<ul style="list-style-type: none"> • Manager to ensure that Nursery Boiler is capable of maintaining suitable temperature in all parts of the building where required • Sufficient means of ventilation to be available in hot weather • Manager to identify if hot pipes or radiators can cause contact burns and if so, arrange for them to be guarded. 				
General (housekeeping, slips, trips & falls to the public) (Medium Risk)	<ul style="list-style-type: none"> • Accidents are monitored to investigate if further controls can be put in place • H&S checklist in place to ensure recorded checks of areas • Mats / Carpet in place at main entry points • Staff trained on importance of preventing slips trips and falls during induction and other training 				
General (housekeeping, slips, trips & falls in the workplace) (Medium Risk)	<ul style="list-style-type: none"> • Any defects with carpets/flooring are reported to property group • Lock / Unlock procedure of site includes checking areas /corridors • Staff trained on importance of preventing slips trips and falls during induction and other training • Good housekeeping maintained and unused equipment is not left on floors • Stock is stored in allocated places within the site where 				

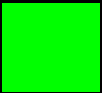
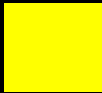

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	possible to prevent trip hazards			
General (housekeeping, spillages) <i>(Medium Risk)</i>	<ul style="list-style-type: none"> • Good supply of equipment (mops / towel) to deal with spillages • Safe Working Procedure for dealing with liquid spillages, safety signs used • Safe working procedure for dealing with powder spillages • Staff all trained on importance of clearing spillages as soon as they occur 			
General (failure to ensure that all toilets are in good working order) <i>(Low Risk)</i>	<ul style="list-style-type: none"> • Daily checks made of toilets as part of site checks • Colleagues are informed to deal with or report all spillages on floor in toilet areas • Where disabled toilets on site these have suitable hand rails in place and where alarm pull cord fitted this is tested periodically to test functionality and staff response 			
Health (spread of illness/infection due to sick children- spread of infection to large group of children may result in major incident) <i>(Medium Risk)</i>	<ul style="list-style-type: none"> • Policy excluding children suffering gastro intestinal sickness for 48 hours after sickness / diarrhea causes • Policy excluding children with communicable disease - chickenpox / measles / mumps etc. Follow HPA guidelines • Infection control policy in place in Childcare Policies • Parents informed and notice displayed informing parents of communicable disease 			

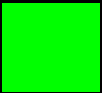
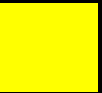

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Health surveillance of staff (staff handling body fluid of children infected with HIV/Hepatitis) <i>(Low Risk)</i>	<ul style="list-style-type: none"> • Good levels of hygiene practice in place for staff changing nappies etc. • PPE to be worn by staff • Nappy change procedure in place • Health care plan in place to inform of any illness/disease 				
Hot drinks (scalding to children in rooms) <i>(Low Risk)</i>	<ul style="list-style-type: none"> • All hot drinks made by staff are drunk in the staff rooms • All staff are informed NOT to take hot drinks into children's rooms or shared areas. • Children are not allowed into the staff room where the hot drinks might be • RA individual to setting in place where staff have to walk through play room when providing hot drinks for visitors 				
Kitchen (failure to have robust food safety procedures in place) <i>(Low Risk)</i>	<ul style="list-style-type: none"> • Safer Food Better Business framework in place • Food Hygiene training in place for food handlers 				
Kitchen (burns) <i>(Low Risk)</i>	<ul style="list-style-type: none"> • All staff using ovens are trained • Oven gloves provided to prevent burns to lower arms • PPE - Overalls and aprons provided to prevent burns • Reporting procedure in place to replace any faulty / old equipment that is not suitable. 				

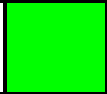


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Kitchen (children gaining access to kitchen area) (Low Risk)	<ul style="list-style-type: none"> All kitchen areas where food is prepared are restricted access Kitchen doors to be kept shut at all times 			
Kitchen (handling open food whilst suffering gastrointestinal infection) (Medium Risk)	<ul style="list-style-type: none"> Clear reporting procedure for staff Food handlers sickness policy in place Food Hygiene training given to all High Risk Food Handlers 			
Kitchen (failure to identify risk level of food handler) (Low Risk)	<ul style="list-style-type: none"> All staff working in kitchen areas are approved by nursery manager Food handlers sickness policy in place Food Hygiene training given to all High Risk Food Handlers 			
Kitchen (failure to have a strict knife control procedure) (Low Risk)	<ul style="list-style-type: none"> NO kitchen knives / sharp bladed knives are permitted outside of kitchen area NO kitchen knives / sharp bladed knives are allowed to leave the kitchen area under any circumstances Specific storage in kitchen area for kitchen knives / sharp bladed knives All colleagues are informed of the above 			
Kitchen (failure to control cleaning substances) (Low Risk)	<ul style="list-style-type: none"> All cleaning products sourced from pre agreed list All cleaning products are stored safely in the kitchen area to prevent access by children 			


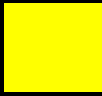

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	<ul style="list-style-type: none"> Colleagues to follow manufacturer’s instructions for use of all cleaning products Kitchen area is out of bounds for children 			
Kitchen (failure to ensure kitchen equipment is suitable and safe to use) <i>(Low Risk)</i>	<ul style="list-style-type: none"> All kitchens are provided with suitable and sufficient equipment Cooks are informed to report any faults as they occur Cooks are informed not to use any faulty equipment and dispose of it if it is broken and cannot be repaired Cooks are informed not to use any faulty utensils / pans etc. and request replacement as soon as fault is discovered. 			
Kitchen (safe preparation of food to avoid choking) <i>(Medium Risk)</i>	<ul style="list-style-type: none"> Guidelines in place to reduce the risk of choking Safe preparation of food poster available in all Kitchens Chef and Colleagues to ensure guidelines are adhered to 			
Laundry (children climbing into washing machines) <i>(Low Risk)</i>	<ul style="list-style-type: none"> Children not permitted in laundry area Door handle to laundry is positioned high or locked when not in use or digilock entry in place 			
Laundry (children having access to cleaning agents) <i>(Low Risk)</i>	<ul style="list-style-type: none"> All washing powders etc. are stored securely away from children Children not permitted in laundry area Door handle to laundry is positioned high or locked when not in use or digilock entry in place 			

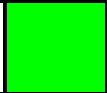
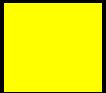

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Maintenance (failure to de-lint dryers) (Low Risk)	<ul style="list-style-type: none"> Running time of machine to be appropriate for content Dryers not to be in use out of working hours. Manager and staff are told to report any faults immediately Staff to follow manufacturer's instructions 			
Maintenance (failure to carry out gas safety checks) (Low Risk)	<ul style="list-style-type: none"> Formal procedure in place for all Gas appliances / boilers to have annual safety check carried out Manager and staff are told to report any faults immediately 			
Maintenance (failure to carry out daily site checks)	<ul style="list-style-type: none"> Formal procedure in place to ensure daily checks of all areas are made prior to site being opened All staff are informed to report any faults as they occur Formal procedure in place for Managers to report / log faults Area Managers make regular visits to sites and carry out 'walk round of premises' with the manager. 			
Major Incident procedures in place (failure to report suspected cases of abuse resulting in further abuse to child) (Medium Risk)	<ul style="list-style-type: none"> Safeguarding policy in place and staff trained on process to follow if abuse suspected Reporting procedure in place Whistle blowing policy in place Staff trained / ongoing training given to support staff to ensure all children are safeguarded at all times 			

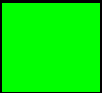
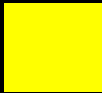


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Major Incident procedures in place (unauthorised intruder/child abducted from nursery) <i>(Low Risk)</i>	<ul style="list-style-type: none"> All main doors to site have security locks on restricting access to unauthorised persons Strict visitor control procedures in place Formal daily site security checks in place 			
Major Incident procedures in place /child leaves nursery without authority (missing child) <i>(Low Risk)</i>	<ul style="list-style-type: none"> All external doors are secured at all times Children are never left unsupervised whilst on premises/garden Children’s registers are maintained and checked throughout the day staff are responsible for signing children in and out of rooms/nursery/garden Regular headcounts are made throughout the day Procedure in place for missing children Formal daily site security checks in place 			
Office safety (exposure to toners/ink powders when changing toner cartridges) <i>(Low Risk)</i>	<ul style="list-style-type: none"> Low level of hazardous substances in toners purchased where possible Portable appliance testing carried out Replacement toners fitted by experienced and designated staff 			
Office safety (poor level of maintenance on portable electrical	<ul style="list-style-type: none"> Clear fault reporting procedure in place for faults to be picked up early Contract in place with designated contractor 			

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appliances resulting in injury or electric shock <i>(Medium Risk)</i>				
Office safety (slips trips & falls from poor levels of housekeeping) <i>(Medium Risk)</i>	<ul style="list-style-type: none"> All nursery staff advised of housekeeping standards to follow Designated storage area for archived material Staff advised of slip trip fall hazards and how to avoid 			
Plant/services rooms (children gaining access to plant/services rooms) <i>(Low Risk)</i>	<ul style="list-style-type: none"> All plant / service rooms are kept locked Authorised persons only permitted to enter plant / service room 			
Plant/services rooms (storage of high levels of combustible materials & other items which may hinder access) <i>(Low Risk)</i>	<ul style="list-style-type: none"> All plant / service rooms are kept locked to deter room being used as storage Regular checks of room made by manager 			
Outings (taking children off site/crossing roads)	<ul style="list-style-type: none"> Outings policy in place A Senior member of staff will visit the site prior to outing to ensure suitable venue 			


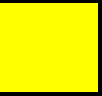

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with a group of children) (Medium Risk)	<ul style="list-style-type: none"> • Higher ratios maintained on outings • Appropriate wrist straps and harnesses used where required • • 			
Outings (taking children off site – lost child) (Low Risk)	<ul style="list-style-type: none"> • Outings policy and lost child policy in place • A Senior member of staff will visit the site prior to outing to ensure suitable venue • Higher ratios maintained on outings • All vehicular outings are to pre - agreed places that have been assessed separately by manager • Children supervised at all times and regular headcounts are made • Appropriate wrist straps and harnesses used where required • Lost children policy in place 			
Outings (taking children off site – children walking on pavement with by passing traffic) (Medium Risk)	<ul style="list-style-type: none"> • Outings policy in place • A Senior member of staff will visit the site prior to outing to ensure suitable venue • Higher ratios maintained on outings • Children travel along a pre agreed route to reduce chance of being on busy roads • Appropriate wrist straps and harnesses used where required • 			

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Outings (taking children off site – lack of first aid procedures if injury to children when offsite) (Low Risk)	<ul style="list-style-type: none"> • A qualified first aider to be included in trip staff • When on outings a full 'outings kit' bag is carried which includes first aid facilities 			
Outings (farm visits) (Low Risk)	<ul style="list-style-type: none"> • Outings policy in place • A Senior member of staff will visit the site prior to outing to ensure suitable venue and that good hygiene practices are in place (areas to wash hands after contact with animals) • Children are always supervised by staff when near or with the animals • Farm visit guidelines policy in place at all sites and is given to staff prior to each visit 			
Parking areas (failure to control vehicles on our premises) (Low Risk)	<ul style="list-style-type: none"> • Parking Bays are clearly marked • Parking outside marked bays is discouraged • Agreed / marked drop off points for parents vehicles are in place to ensure that vehicles and pedestrians are segregated close to nursery entrance 			
Reception areas, general access to site (visitors/contractors/s taff being able to take unauthorised	<ul style="list-style-type: none"> • All visitors / contractors are held at reception when entering the building and formal sign in policy in place • All visitors and contractors are prohibited from taking and receiving calls on mobile devices once they pass reception, unless supervised by manager (i.e. meeting in 			

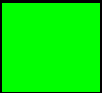
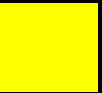

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pictures/images of children (Low Risk)	managers office) <ul style="list-style-type: none"> Formal procedure in place to ensure that all staff leave mobile phones and any other devices in staff room lockers or managers office. No images are permitted to be taken without formal request to the Nursery Manager. Strict Safeguarding Policy in place at all sites 			
Reception areas, general access to site (children leaving building unknown to staff) (Low Risk)	<ul style="list-style-type: none"> All locks on doors/windows are at good height above child's reach Children are never left unsupervised in any area of the nursery or garden Children's registers are maintained and checked throughout the day staff are responsible for signing children in and out of rooms/nursery/garden Regular headcounts are made throughout the day Collection of children policy in place 			
Reception areas, general access to site (unauthorised persons gaining access to the site) (Low Risk)	<ul style="list-style-type: none"> All access / egress points doors are protected by digi lock or similar, restricting access All maintenance work carried out on site is via property group and nursery advised in advance Nursery staff monitor all visitors to site and robust visitor policy in place at all sites Arrivals and departure policy in place at sites for parents 			


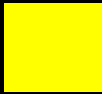

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	picking up children <ul style="list-style-type: none"> Emergency 'pick up' procedure in place and manager ensures all colleagues are aware of the controls in place for emergency pick-ups. 			
Baby rooms/sleep areas (failure to monitor sleep) <i>(Low Risk)</i>	<ul style="list-style-type: none"> Sleep policy in place Clear policy and formal procedures in place to ensure sleeping babies/children are monitored Rooms are checked daily to ensure no strings / leads / ropes etc. within close proximity of cots/beds. 			
Rooms (choking hazards in rooms) <i>(Medium Risk)</i>	<ul style="list-style-type: none"> Formal daily checks of rooms carried out prior to children arriving to check for small items on floor / in room etc. Each room has choke tube to check if item size poses a choke risk Strict contractor rules in place to ensure work areas appropriately managed and are then cleaned and checked when work completed No blue tac or drawing pins permitted in rooms. Toy check policy in place Quality policy in place for areas such as 'Care of Babies' 			
Rooms (failure to ensure book shelves/library areas are secure and stable) <i>(Low Risk)</i>	<ul style="list-style-type: none"> Tall book cases are secured to the wall Free standing book cases are filled from the bottom to prevent them becoming unstable Position of book case is pre agreed to ensure that the floor is stable and in good condition and in suitable place 			


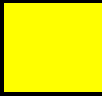

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Rooms (play sand) (Low Risk)	<ul style="list-style-type: none"> All sand used is child friendly sand and only purchased when marked as usable for children. Indoor play areas for sand have mat in place as sand on hard floors makes floor slippery Staff are trained to clear up sand on floor as soon as play has finished Sand is checked by staff prior to use to ensure no dangerous items have fallen in (pins / old items of food etc.) 					
Rooms (nappy changing – cleaning babies and assisting small children with the use of the toilet and hand wash basin) (Low Risk)	<ul style="list-style-type: none"> Clear procedures for nappy changing and potty training No children to be left unsupervised on changing unit All staff trained in above procedures Procedures include provision for Health Safety and welfare of both baby/child and staff member Toilets are cleaned after use if necessary Daily cleaning is carried out in all areas including all surfaces and floors, toilets and wash hand basins and changing mats are cleaned with anti-bacterial spray 					
Rooms toys (failure to provide suitable toys for children – cuts from sharp edges/small parts which can be	<ul style="list-style-type: none"> Manager and colleagues carry out regular inspections of toys to ensure they are safe to use (no loose parts / sharp edges) Manager and colleagues make regular checks on types of toys in rooms to ensure that toys have not been moved from room to room to ensure it is appropriate or safe for 					


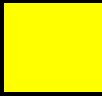

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swallowed) (Low Risk)	the that room <ul style="list-style-type: none"> All toys are purchased to BS / EN standard Staff tidy up toys through the day to prevent adults, children tripping over or doors being blocked etc. 			
Rooms (failure to have infection control procedures in place/failure to maintain good levels of hygiene) (Low Risk)	<ul style="list-style-type: none"> Infection control policy in place through Childcare Policies All toys and equipment are cleaned on a regular basis Good levels of personal hygiene in place (hand washing etc.) Toilets cleaned as least daily Staff wear appropriate PPE (aprons etc.) when changing nappies Pre agreed cleaning routines in place for all areas of the nursery 			
Rooms (creative activities with the children – i.e. choking/slips trips and falls) (Low Risk)	<ul style="list-style-type: none"> Equipment & materials are used only with appropriate age groups and very small parts are not used with under 2's Allergies and dietary requirements are checked for all children prior to them taking part in activities involving foodstuffs e.g. corn flour for gloop play, to reduce the likelihood of any allergic reactions. Foodstuffs kept for activities are checked for fungal or bacterial decomposition and allergy records cross checked All creative equipment is labelled according to age range for which it is appropriate Powder paints are mixed by staff away from craft area to avoid inhalation by children 			

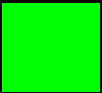
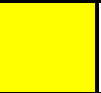
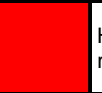
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	<ul style="list-style-type: none"> Blue tac, drawing pins and such creative materials are not used in the nursery Vacuuming is carried out immediately once displays and arrangements have been mounted 					
Rooms (failure to have strict housekeeping standards in place in each room on key safety factors to ensure the safety of children) <i>(Low Risk)</i>	<ul style="list-style-type: none"> All cleaning agents are in clearly marked containers and are locked away when not in use (cupboards where stored cannot be easily accessed by children) No leads, wires to equipment (i.e. Radios / Microwaves) can be pulled on by the children, resulting in item falling on them. No matches or lighters are permitted in the rooms and staff are not permitted to have cigarettes and matches / lighters with them (must be stored in staff room) No sharp knives are permitted in the Nursery (other than kitchen area) 					
Rooms (water play) <i>(Low Risk)</i>	<ul style="list-style-type: none"> Floor is constantly kept mopped during water play to reduce slips and wet floor signage is displayed where required Whilst paddling pool or other water trays are on floor, children are constantly supervised Water trays paddling pools to be emptied immediately 					

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	after use			
Rooms- use of children's chairs (high chairs, bucket seats, captain's chairs, chair may be faulty resulting in child tipping chair or injured if chair collapsed) (Low Risk)	<ul style="list-style-type: none"> • All chairs / seats are checked prior to placing children in them • Clear reporting procedure for faulty equipment and removal from use • Regular checks of all equipment made and recorded as part of nursery checklist 			
Rooms- use of children's chairs (high chairs, bucket seats, captain's chairs, child may fall from chair resulting in injury) (Low Risk)	<ul style="list-style-type: none"> • Children only placed in chairs when all preparations are completed • Children removed from chairs when meal / activity is finished • If child's feet comfortably touch the floor they do not need to be harnessed but should be constantly supervised • Children who are not able to comfortably touch the floor with their feet should always harnessed into seats using a 5 point • Harness to be removed from chairs when not in use • Chairs should not to be stacked • Correct height chairs and tables to be used 			

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Rooms (storage of stock items where children are in area, COSHH items may be handled/swallowed by children) <i>(Medium Risk)</i>	<ul style="list-style-type: none"> • All cleaning substances are stored in designated places • Cleaning substances are only used by trained staff • Low hazard cleaning substances obtained wherever possible • Only designated substances are brought onto site • COSH sheets followed and appropriate medical advice/treatment followed for ingestion of substances 			
Rooms (storage of stock items where children are in area. Falling items onto children due to high/unsecure stacking) <i>(Low Risk)</i>	<ul style="list-style-type: none"> • All cleaning substances are stored in designated places • Restricted access to storage areas 			
Staff rooms (poor housekeeping standards) <i>(Low Risk)</i>	<ul style="list-style-type: none"> • Manager makes daily checks of staff room to ensure good levels of housekeeping are being maintained • Kettles and other electrical appliance in staff room are electrically tested annually • Kettles are positioned in a safe place to ensure they cannot be knocked off the side / into as people pass them • Floors and carpets are kept in a good condition to prevent trip hazards • Furniture, chairs etc. to be in reasonable condition • Children are not allowed into the staff room 			

Hazard	Current Control measures <i>The control measures below are the minimum required to achieve the level of risk that has been accessed.</i>		Detail any further action required to maintain / reduce risk	Completed -Signature & date
Negligible Risk - Monitor Only	 Low Risk - Action should be taken to maintain current status	 Medium Risk - Action required to maintain, but additional controls may be required to reduce risk	 High Risk - Action required to reduce risk	
Staircase (use of the staircase) (Low Risk)	<ul style="list-style-type: none"> • Handrails for adults and children (adult height and child height) <ul style="list-style-type: none"> • Visual inspections carried out daily and weekly with monthly recorded findings. Inspection includes handrail, stair covering and nosing's, stair gates at top and foot of stairs and lighting. • Stair gates are kept locked at all times with childproof locks • Only children aged over 2 are allowed to use stairs on a regular basis • Staff ratios are maintained • Children are assessed regularly on their capabilities to identify individual assistance required 			
Supervision- ratio of staff to children (insufficient level of cover may result in injury to children) (Low Risk)	<ul style="list-style-type: none"> • Clear policy in place for ratio of staff to children for all ages • Children are supervised at all times in all areas of the nursery • Children's registers are maintained and checked throughout the day staff are responsible for signing children in and out of rooms/nursery/garden • Regular headcounts are made throughout the day • Staff rotas are planned in advance to allow for breaks / days off etc. 			
Supervision specific responsibilities (lack of clear responsibility could result in	<ul style="list-style-type: none"> • All staff advised of their responsibility for H&S in the workplace • Clear organisational arrangements in place at all levels • Site managers carry delegated responsibility for site H&S 			

Hazard	Current Control measures <i>The control measures below are the minimum required to achieve the level of risk that has been accessed.</i>	Detail any further action required to maintain / reduce risk	Completed -Signature & date
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accident/injury) (Low Risk)	on day to day basis		
Supervision (unqualified care from untrained person's working with children. Children may be injured from lack of supervision) (Low Risk)	<ul style="list-style-type: none"> All students/Volunteers are allocated a 'mentor' (member of staff) to work with All students aged 16 and over will have an enhanced Disclosure and Barring Service (DBS) check before their placement begins All students/Volunteers receive site induction at start of placement Nursery work closely with college to agree length of placement etc. in advance Site manager agrees all student placements Students are not included in staff ratio numbers and are therefore there to assist and learn Students/Volunteers supervised at all times 		
Water temp checks (Legionella) (Low Risk)	<ul style="list-style-type: none"> Water temperature checks to be carried out and recorded as per Society policy. Infrequently used outlets to be flushed through on a weekly basis and recorded as per Society policy. 		
Buggy/pram storage (Low Risk)	<ul style="list-style-type: none"> Parents to be instructed to store their buggy's with safety in mind. Escape routes to be kept clear at all times. 		
Reception security (Low Risk)	<ul style="list-style-type: none"> Doors with security devices installed on access to reception from outside. 		

Hazard	Current Control measures <i>The control measures below are the minimum required to achieve the level of risk that has been accessed.</i>		Detail any further action required to maintain / reduce risk	Completed -Signature & date
	Negligible Risk - Monitor Only	 Low Risk - Action should be taken to maintain current status	 Medium Risk - Action required to maintain, but additional controls may be required to reduce risk	 High Risk - Action required to reduce risk
	<ul style="list-style-type: none"> Codes on keypads to be changed regularly 			
Lifting of children (Low Risk)	<ul style="list-style-type: none"> Colleagues to follow COP for handling of children Where possible eliminate the need to lift children by encouraging them to walk 			
Positioning of furniture in rooms and shared areas (Low Risk)	<ul style="list-style-type: none"> No furniture to be repositioned without the agreement of the nursery manager Ensure that no escape routes are blocked by repositioning furniture Colleagues moving furniture to seek assistance with heavy/bulky items Ensure that furniture moved away from a wall will be stable in its new position (e.g. bookcase) 			
Fire Risks (general) (Low Risk)	<ul style="list-style-type: none"> All colleagues receive basic fire safety training. Colleagues trained to understand the importance of keeping escape routes clear. Fire exits are clearly marked and checked daily. Fire risk assessments carried out by site managers. Pre-agreed minimum level of fire extinguishers in each site. All extinguishers are serviced annually. 			
Tommee Tippee Drinking Cups –	<ul style="list-style-type: none"> Ensure that the spout is facing upwards when taking off the lids 			

Hazard	Current Control measures <i>The control measures below are the minimum required to achieve the level of risk that has been accessed.</i>		Detail any further action required to maintain / reduce risk	Completed -Signature & date		
Negligible Risk - Monitor Only		Low Risk - Action should be taken to maintain current status		Medium Risk - Action required to maintain, but additional controls may be required to reduce risk		High Risk - Action required to reduce risk
removal of lids (Low Risk)	<ul style="list-style-type: none"> Place both thumbs under ridge and use even pressure to remove lid Discard if damaged 					
Windows – (children getting out/intruders getting in) (Low Risk)	<ul style="list-style-type: none"> All windows fitted with safety catches Window not opened where could be a hazard 					

<p>I confirm that I have assessed all the hazards above and agree the controls that are above are in place.</p>			
Signed:		Dated:	
Name:		Review Date:	
Position:		Review Date:	