Annual Risk Assessment 2023-2024

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| Step 1 | Step 2 | Step 3 | | | | Step 4 |
| What are the hazards? | Who might be harmed and how? | What are you already doing? | | What further action is necessary? | | How will you put the assessment into action? Action by whom? |
| **Security** |  | | | | | |
| Unauthorised access? | Staff - physical & emotional  Children - physical & emotional | When door open 1 or 2 members of staff are present  Separate access to school  Outside gates /bolted  Visual alarm system & signs in place  Front door locked  Inner door locked/bolted (security number 2815)  Setting is double fenced & gated  Fenced setting within fenced school grounds | | Maintain fence and gate – raised fence height by 1 ft – bolt repositioned on outside of gate  Staff training | | Moderated by management |
| Children leave the premises | Children, Parent/carers &  Staff - safeguarding | All exits locked  High level keys & bolts  If door open at least one adult always at door | | Closer monitoring of outside side gate – safeguarding recording if necessary | | Training of practitioners - All staff – monitored by management |
| Adult possessions | Children – medication, photos etc | In labelled box in office/fridge as required | | Always an adult in the office when open | | All staff responsibility |
| Safe collection of child/ren | Children &  Parent/carers – safeguarding | Collection procedure in place  Parent/carer signing in/out form  Early collection procedure in place | | Advise parent/carers of procedures & ensure adhered to  Staff training | | Procedures accessible to parents/carers – Management  Training by Management |
| Visitor’s record procedure | Children – safeguarding | Visitors signing in/out form | | Regular monitoring | | All staff – monitored by Management |
| **Doors** | | | | | | |
| Trapped fingers | Children – fingers trapped in hinges | Child-friendly doors in toilet  Open – planned room  Kitchen safety gate in place | | Adequate supervision of children | | Monitor practitioners – Management  Maintain building fixtures & fittings – Management |
| **Windows** | | | | | | |
| Secure windows | Children – falls, getting out | Secure windows, only open at adult level (small opening at top) | | Adequate supervision of children | | Monitor practitioners -  Management |
| Window breakages | Children – cuts | No safety glass fitted, however 800mm from floor therefore glazing satisfies | | Adequate supervision of children/size of children considered | | Monitor practitioners -  Management  Maintenance - Management |
| Outside window breakages | Children & staff – cuts & bruises | Dummy security camera installed & signs fitted, deterrent for vandals  ‘Risky play’ by children monitored by practitioners | | Adequate supervision of children  Daily risk assessment | | All staff – monitored by Management |
| **Floors** | | | | | | |
| Clean floors | Children, staff & parent/carers - trips, slips & falls | Floors swept & mopped daily  Mopped as needed e.g., accidents.  Deep clean during weekend  Whole setting “fogged” twice a week | | Ensure immediate action of cleaning procedures – put up signs | | All staff – monitored by Management |
| Floor damage | All people entering, using & leaving premises | Checked daily inside & outside  Swept daily & as needed  New flooring throughout | | Damages recorded immediately  Incidences risk assessed | | Monitor practitioners -  Management  Maintenance – Management |
| Slips, Trips & Falls | Parent/carers, staff & children – fractures, bruises etc. | Hazards removed immediately  Fixed hazards made more visible  E.g., ramps highlighted | | Surfaces inspected regularly and repaired as necessary  Ensure no trailing electrical leads/cables | | All staff  Management/organise repairs/maintenance |
| **Heating & Lighting** | | | | | | |
| Adequate lighting | Staff, children & parent/carers – slips, trips & falls | All areas well lit  Strip lights replaced by electrician as needed | | Staff aware of location of fuse box, spare bulbs etc. | | Share information with staff – Management |
| Heater checks | Staff, children & parent/carers – explosion, release of Carbon Monoxide (CO) gas | All radiators & boiler regularly checked by gas safe engineer & serviced  New room stat in place 2/12/15 includes frost stat (7c) | | Staff aware of heating engineers contact details | | Share information with staff – Management |
| Boiler or electrical switchgear | Children – burns, shocks | Boiler in the kitchen at high level – safety gate stops children access to kitchen at all times.  Carbon monoxide alarm in place & regularly tested | | Adequate supervision of children | | All staff – monitored by Management |
| Hot surfaces e.g., cooker, radiator, or hot water | Children & staff – burns, scalds | Children are prevented from accessing the kitchen  Covers & thermostatic valves are fitted to radiators  Water temperature controlled by safety valve at maximum temperature of 38c – new water checklist implemented | | Monitor temperature gauges  Cooking procedures followed  Cooking equipment maintained regularly | | Daily risk assessment - All staff – monitored by management |
| **Electrical Equipment** | | | | | | |
| Regular electrical equipment checks | Staff & children – shocks & burns | PAT test completed regularly by electrician  Minimal equipment used | Regular maintenance | | Annual audit - Electrician  Staff training – Management | |
| Socket covers | Staff & children – shocks & burns | All sockets have safety covers in place | Staff monitoring  Safety teaching | | Themed learning sessions – all staff | |
| Sufficient sockets | Staff & children – shocks & burns | Minimal equipment used  Stored away when not in use  Extra sockets installed if needed | Office to resource extension leads | | Regular audit checked & monitored – Management | |
| **Outdoor Area** | | | | | | |
| Garden safety systems | Staff & children – trips, stings, cuts, bruises | Checklists done once a day & as needed  Adult/child ratios always followed.  Fence & gates erected & secured | Daily monitoring  Regular maintenance | | Staff training – Management | |
| Rubbish or animal faeces? | Staff & children – poisoning, mess, slips | Outside risk assessment completed through the day | Covers for all activity areas  Daily monitoring | | Staff training – All staff – monitored by Management | |
| Pools/ponds (separate risk assessment) | Children – drowning | Located behind a tall, fenced area with bolted & padlocked gate & deep-water signs | Regular maintenance  1:4 ratios when visiting pond area | | Staff training – All staff – monitored by management  Garden maintenance – St. Staple grove School maintenance company | |
| Poisonous plants | Staff & children – poisoning, allergic reactions | Daily checks part of outside risk assessment poisonous plants policy in folder  Guidance of keeping safe given | Regular maintenance  Updates on plant information  Allergy list of children | | Garden maintenance - St. Staple grove School maintenance company  Allergy information – office manager  All staff – monitored by Management | |
| Tree roots on the outdoor hard area | Staff & children – trips, bangs | Adult to supervise caution | Possibly enclose area around tree e.g., a seat | | Emails to SCC for possible assistance  Monitor accident forms – all staff/supervisor | |
| **Storage** | | | | | | |
| Equipment & resources storage | Staff & children – bruises, bangs, strains | 2 x locked sheds & low-level trunk outside  All resources stored at low level for easy access | Support children with tidying up | | Staff training – All staff – monitored by Management | |
| Children’s access to equipment/resources | Children – bruises, bangs, strains & trips | Natural resources rotated- see COVID risk assessment | Support children with tidying up – tidy up procedure in place | | Environment accessibility audit – All staff – monitored by Management | |
| **Equipment/Activities/Resources** | | | | | | |
| Equipment checks regular | Staff & children – physical | Checked daily & thrown away if broken.  Recorded on risk assessment form | Ensure all breakages etc. recorded | | Monitor practitioners & procedures – All staff – monitored by Management | |
| Equipment organisation | Staff & children – organisational | Labelled & stored & rotated following Natural Curiosity Approach | Clear labels & photos & colors | | Tidy up time monitored & adhered to - all staff  Visual support given during procedure | |
| Risky play/Outdoor play | Children - physical | Free flow inside/outside  Staff fully trained & guidance given | Adequate supervision of children | | Training of practitioners in risky play – All staff – monitored by Management | |
| Tools | Staff & children – physical | Implemented during daily routine & procedures | Increase variety of tools | | Training of practitioners in risky play – All staff – monitored by Management | |
| Age/Stage related equipment | Children – physical eg swallowing | From EY suppliers only  Individual checks made on each item  Guidance advice stored in files  Wide variety to meet all needs suitably | Resources to be purchased to allow for totally enabling environment | | Audit resources & complete inventory – Management | |
| Paints and glues | Staff & children – poisoning | From consortium – child friendly | Monitor CHIP legislation | | All information kept in safety file – Management | |
| Sand | Children – germs etc. | Changed & sieved regularly  Child friendly safety sand purchased from EY supplier | Spare sand stored securely  Sandpit covered daily | | Ensure practitioners follow procedures & practices – All staff – monitored by Management | |
| **Records - Are the following held?** | | | | | | |
| Emergency contact numbers -  Staff  Children | Staff & children – need quick communication | Staff – personal files  Registration forms kept in profile folders  Emergency contact cards  Emergency numbers back of clipboard | Ensure updated regularly | | Termly reminders – children  Annual form completion – Management | |
| Individual medical records -  Staff  Children | Staff & children – physical needs | Children included on registration forms – locked cabinet  Staff – personal files – locked cabinet | Ensure updated regularly | | Termly reminders – children  Annual form completion – Management | |
| Child collection | Children - safety | Daily collection signing in/out form  Early collection form | Ensure procedure adhered to | | Daily checks – all staff, monitored by Management | |
| Indoor/outdoor lockdown situation | Staff & children – physical & emotional needs | 2nd register completed sessional & kept outside | Lockdown practices  Staff vigilance of lockdown situation occurring  Training | | Half termly lockdown drills  Staff training  All staff, monitored by Management | |
| **Kitchen Area – new kitchen fitted in summer holidays 2018** | | | | | | |
| Food preparation | Children & staff – poisoning | Throughout day cleaned with anti-bac  Safer food, better business guidance & record keeping followed | Regular maintenance | | Maintenance audits completed by supervisor/manager and office manager | |
| Kitchen supervision | Children & staff – scalds, burns | Safety gate – no access  Adult-led activities only | Safety gate regularly replaced | | Ensure practitioners follow practices & procedures – All staff – monitored by Management | |
| Cleaning materials | Children – poisoning, chemical burns | Locked in kitchen cupboard  Safety gate in place | Safety latches on cupboards  Childproof caps | | Ensure practitioners follow practices & procedures – Management | |
| Cooking | Children & staff – scalds, burns | Adult-led only (small groups) | Adequate preparation  Maintenance of equipment | | Training of staff & auditing of equipment – All staff – monitored by Management | |
| Cooking supervision | Children & staff – scalds, burns | Ratio 1:4 only | Always monitor ratios | | Monitor practitioners – All staff – monitored by Management | |
| Hot surfaces | Children & staff – scalds, burns | Safety gate in place – not accessible | Maintenance of radiator covers | | Temperature gauges checked – all staff | |
| Electrical equipment | Children – shocks | High storage  Safety gate – no access | Always restrict access | | Monitor practice – All staff – monitored by Management | |
| Food storage | Children – choking | Dated airtight containers in cupboards/fridge as required  Dates checked regularly  Out of date food disposed of  Temperatures recorded & monitored | Fridge temperature recorded | | Termly food/dates audit (and as needed) – all staff | |
| Cooker | Children, staff & parent/carers – shocks, burns | Control checked as used. Annual test carried out yearly by electrician | Regular maintenance procedures followed | | All staff monitored by Management  Annual testing – office manager | |
| **Food & Drink** | | | | | | |
| Drink spillages | Children, staff & parent/carers – slips | Immediately cleaned & dried  Wet floor sign no hot drinks in main room | Ensure procedures adhered to | | Monitor practice – All staff – monitored by Management | |
| Children’s allergies | Children – poisoning | Up to date allergy  List on kitchen wall | Parent/carers complete registration forms correctly & updated as needed | | Information accessible to all staff – Management | |
| Children’s allergic reactions | Children – poisoning | Allergies recorded & visible to all staff  Food kept in airtight containers  No nuts | Parent/carers complete registration forms correctly & updated as needed  Staff check all lunchboxes daily | | Information accessible to all staff – Management | |
| Walking around with food & drinks | Children – choking  Children & staff – slips from spillages | Guidance to always sit – adult supervision.  Drinks to be kept in drinks bottle boxes & returned when finished with | Practitioners always enforce food & drinks guidance | | Monitor practice – All staff – monitored by Management | |
| **Hygiene** | | | | | | |
| Hand washing facilities (toilet) | Staff & children – cross contamination & burns | Adult supervision one child per sink for adults. Hand-drier for children – temperature & noise level controlled.  Low temperature water – controlled by valve 38c  Soap dispensers | Staff control number of children in toilet area at one time | | Regular maintenance by plumber – arranged by Management | |
| Toilet hygiene | Staff & children – cross contamination & slips | Cleaned 3 times a day (at least) & recorded  Procedure in place  Maintained/  decorated regularly  New toilets & sinks & flooring installed summer 2015 | Staff control number of children in toilet area at one time | | Procedures regularly updated  All staff – monitored by Management | |
| Hand washing facilities and washing up facilities (kitchen) | Staff & children – cross contamination | 2 separate sinks  Labelled handwashing only & washing up only | Staff use only | | Staff training – All staff – monitored by Management | |
| Spillages | Staff, children & parent/carers/  visitors – slips | Allocated cloths/mops  Anti-bac/disinfectant procedures followed | Monitor & record regular spillages | | Audit of environment – Management. All staff – monitored by Management | |
| Changing area | Staff & children – cross contamination | Changing procedure visible for all  Procedure followed  Changing mat regularly replaced  New unit fitted following safety guidance | Regular maintenance & inspection | | Decorated annually – organised by Management | |
| Nappies disposal | Staff & children – cross contamination | Nappy disposal unit – PHS disposal service & resources used | Emptied regularly | | Part of toilet cleaning & nappy procedures - All staff – monitored by Management | |
| Clinical waste disposal | Staff & children – infection | In emergency the use of school disposal unit is always available | Training all staff of location of disposal unit | | Staff training in clinical waste disposal – All staff – monitored by Management | |
| **First Aid & Medication** | | | | | | |
| First aid kit | Staff – trips, strains  Children – injury from contents | High level marked cupboard in bathroom | All staff first aid trained | | Monthly first aid box checks completed & recorded – Manager | |
| First aid kit contents | Staff & children – suitable coverings for injuries | Checked every month & replaced as needed | All staff first aid trained | | Monthly first aid box checks completed & recorded – Manager | |
| Accident/incident forms | Staff, children & parent/carers – sharing information | All staff trained on how to complete forms | Transfer forms to individual folders to monitor regular accidents/incidents | | Half termly check for accident/incident patterns – Manager | |
| List of first aiders | Staff & children – quick action | In toilet area near first aid box | Keep updated list | | Book relevant update training | |
| Administration of medication | Staff – insurance  Children – overdose  /Underdose | Parent/carer permission forms completed before/after  Medication in medical box/fridge box  Procedures followed  Asthma & Epilepsy medical plans in place & signed by medical professionals | Second member of staff always present | | Updates of information – keypersons & parent/carers  All staff – monitored by Management | |
| Storage of medication | Staff & children – quick safe accessibility | Labelled clearly in fridge/office | High shelf used for storage in fridge or office | | Regular checks for best before dates etc. – All staff – monitored by Management | |
| **Fire** | | | | | | |
| Smoke detectors/alarms | Staff, children & parent/carers – toxic inhalation | Smoke & carbon monoxide detectors | Regular checks completed & recorded | | Regular change of batteries – Management | |
| Emergency evacuation  (Including lockdown) | Staff, children & visitors – smoke inhalation, burns | Regular emergency drills done & recorded  Visible procedures in place  Emergency drills coordinated with Staple grove School to ensure ‘whole site’ evacuation practiced | (See sheet) | | Vary emergency exit routes – All staff – monitored by Management | |
| Visible evacuation procedure | Staff, children & visitors – smoke inhalation, burns | Visible clear procedure displayed  Regular practices with staff, children & visitors | Regular staff training | | Regular health & safety audit of environment – All staff – monitored by Management | |
| Evacuation drills/lockdown drills | Staff, children & visitors – smoke inhalation, burns | Half termly – recorded | Regular staff training | | Vary emergency exit routes – All staff – monitored by Management | |
| No smoking | Staff, children & visitors – smoke inhalation, burns | Visible signs | Information accessible to parent/carers & visitors | | Maintain signs – Management | |
| Fire-fighting appliances | Staff, children & visitors – smoke inhalation, burns | Chubb & certificates kept in safety folder | Regular staff training | | Regular maintenance booked – Management | |
| **Outings/Visits** | | | | | | |
| Major outings | Staff – insurance  Children – getting lost | Individual registration forms  Major outings not taken | Increased staff/child ratios 1:4 | | Individual risk assessments completed prior to visit – Management | |
| Outings ratios | Staff – insurance  Children – getting lost | 1:4 | Increased staff/child ratios 1:4 | | Individual risk assessments completed prior to visit – Management | |
| Remaining ratios | Staff – legal ratios for safeguarding  Children – adequate supervision | Extra staff employed to cover | Increased staff/child ratios 1:4 | | Supervisor, office manager and manager can be included in ratios as needed | |
| Unauthorised access to children and/or from becoming lost | Staff – legal ratios for safeguarding  Children – adequate supervision | Head count register taken. Mobile & first aid kit taken  Extra supervision  High visibility jackets worn  Safety rings used | Staff training on safeguarding | | Procedures updated regularly – Management | |
| **Procedures For Adults** | | | | | | |
| Manual handling – large play equipment | Staff – strains, sprains  Children – squashed | Low level storage  Try to avoid lifting heavy or large equipment but if needed – share! | Smaller storage boxes used for resources | | Limited maneuvering of equipment as much as possible – All staff – monitored by Management | |
| Storage of large play equipment | Staff – strains, sprains  Children – squashed | Low storage inside/out  Labelled & easily accessible | Smaller storage boxes used for resources | | Storage boxes regularly checked and changed if damaged – All staff – monitored by Management | |
| Stepladder | Staff – falls  Children – trips & falls | Locked cleaning cupboard  Loft ladder installed | Low level storage as much as possible | | Maintenance of stepladder – management | |
| Manual handling  (See individual children’s folders) | Staff – strains, sprains  Children – bruises, bangs | Individual strategies in place  Training taken as needed | Manual handling training cascaded | | Adapt environment to limit manual handling eg child step to climb up to nappy changer, no lifting of child or sterile nappy mat on floor if needed  All staff – monitored by Management | |
| **Supervision** | | | | | | |
| Ratio procedures | Staff – stress  Children – physical safety | 1:4 2-3 years  1:8 3-4 years | Supervisor & office manager not included in ratios | | All sessions are over ratio – monitored by Management | |
| Emergency contingency plans | Staff – stress  Children – physical safety | Emergency procedures  Supply staff available known to setting | Supervisor & office manager not included in ratios | | Procedures regularly updated  Bank staff – organised by Management | |
| Children (at high levels) | Children – falls  Staff – stress | Supervision & guidance for each larger piece of equipment | Small group visits to park – see separate risk assessment | | Risk assessment completed beforehand – All staff – monitored by Management | |
| Walks/outings ratios  (See individual outing risk assessments in risk assessment folder) | Safeguarding – staff & children | Extra staff employed | Small group visits/walks – 2 staff to 8 children (max) | | Risk assessment completed beforehand – All staff – monitored by Management  See outings/visits for details | |
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| Step 5 Completed By: Lauren Wilkinson Date: 15/09/23 Review Date: 01/09/24 | | | | | | |