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 & emotionalChildren - physical & emotional | When door open 1 or 2 members of staff are presentSeparate access to school Outside gates /boltedVisual alarm system & signs in place Front door lockedInner door locked/bolted (security number 2815)Setting is double fenced & gatedFenced setting within fenced school grounds | Maintain fence and gate – raised fence height by 1 ft – bolt repositioned on outside of gateStaff training | Moderated by management |
| Children leave the premises  | Children, Parent/carers & Staff - safeguarding | All exits locked High level keys & boltsIf 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 formEarly collection procedure in place | Advise parent/carers of procedures & ensure adhered toStaff training | Procedures accessible to parents/carers – ManagementTraining 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 toiletOpen – planned roomKitchen 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 childrenDaily risk assessment | All staff – monitored by Management  |
| **Floors** |
| Clean floors | Children, staff & parent/carers - trips, slips & falls | Floors swept & mopped dailyMopped as needed e.g., accidents.Deep clean during weekendWhole 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 & outsideSwept daily & as neededNew flooring throughout | Damages recorded immediatelyIncidences risk assessed | Monitor practitioners - Management Maintenance – Management  |
| Slips, Trips & Falls | Parent/carers, staff & children – fractures, bruises etc. | Hazards removed immediatelyFixed hazards made more visibleE.g., ramps highlighted  | Surfaces inspected regularly and repaired as necessaryEnsure no trailing electrical leads/cables | All staffManagement/organise repairs/maintenance |
| **Heating & Lighting** |
| Adequate lighting | Staff, children & parent/carers – slips, trips & falls | All areas well litStrip 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 & servicedNew 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 kitchenCovers & thermostatic valves are fitted to radiatorsWater temperature controlled by safety valve at maximum temperature of 38c – new water checklist implemented | Monitor temperature gaugesCooking procedures followedCooking 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 - ElectricianStaff training – Management  |
| Socket covers | Staff & children – shocks & burns | All sockets have safety covers in place | Staff monitoringSafety teaching | Themed learning sessions – all staff |
| Sufficient sockets  | Staff & children – shocks & burns | Minimal equipment usedStored away when not in useExtra 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 neededAdult/child ratios always followed.Fence & gates erected & secured | Daily monitoringRegular maintenance | Staff training – Management  |
|  Rubbish or animal faeces? | Staff & children – poisoning, mess, slips | Outside risk assessment completed through the day | Covers for all activity areasDaily 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 maintenance1:4 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 folderGuidance of keeping safe given | Regular maintenanceUpdates on plant informationAllergy list of children | Garden maintenance - St. Staple grove School maintenance company Allergy information – office managerAll 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 assistanceMonitor accident forms – all staff/supervisor |
| **Storage** |
| Equipment & resources storage | Staff & children – bruises, bangs, strains | 2 x locked sheds & low-level trunk outsideAll 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 staffVisual 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 itemGuidance 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 regularlyChild friendly safety sand purchased from EY supplier | Spare sand stored securelySandpit covered daily | Ensure practitioners follow procedures & practices – All staff – monitored by Management  |
| **Records - Are the following held?** |
| Emergency contact numbers -StaffChildren | Staff & children – need quick communication | Staff – personal filesRegistration forms kept in profile foldersEmergency contact cardsEmergency numbers back of clipboard | Ensure updated regularly | Termly reminders – childrenAnnual form completion – Management  |
| Individual medical records -StaffChildren | Staff & children – physical needs | Children included on registration forms – locked cabinetStaff – personal files – locked cabinet | Ensure updated regularly | Termly reminders – childrenAnnual form completion – Management  |
| Child collection | Children - safety | Daily collection signing in/out formEarly 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 practicesStaff vigilance of lockdown situation occurringTraining | Half termly lockdown drillsStaff trainingAll staff, monitored by Management  |
| **Kitchen Area – new kitchen fitted in summer holidays 2018** |
| Food preparation | Children & staff – poisoning | Throughout day cleaned with anti-bacSafer 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 cupboardSafety gate in place | Safety latches on cupboardsChildproof 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 requiredDates 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 ManagementAnnual 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 allergyList 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 neededStaff check all lunchboxes daily | Information accessible to all staff – Management  |
| Walking around with food & drinks | Children – chokingChildren & 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 38cSoap 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) & recordedProcedure in placeMaintained/decorated regularlyNew 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 sinksLabelled handwashing only & washing up only | Staff use only | Staff training – All staff – monitored by Management  |
| Spillages  | Staff, children & parent/carers/visitors – slips | Allocated cloths/mopsAnti-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 followedChanging mat regularly replacedNew 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, strainsChildren – 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 – insuranceChildren – overdose/Underdose | Parent/carer permission forms completed before/after Medication in medical box/fridge boxProcedures followedAsthma & Epilepsy medical plans in place & signed by medical professionals | Second member of staff always present | Updates of information – keypersons & parent/carersAll 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 & recordedVisible procedures in placeEmergency 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 displayedRegular 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 – insuranceChildren – getting lost | Individual registration formsMajor outings not taken | Increased staff/child ratios 1:4 | Individual risk assessments completed prior to visit – Management  |
| Outings ratios | Staff – insuranceChildren – getting lost | 1:4 | Increased staff/child ratios 1:4 | Individual risk assessments completed prior to visit – Management  |
| Remaining ratios | Staff – legal ratios for safeguardingChildren – 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 safeguardingChildren – adequate supervision | Head count register taken. Mobile & first aid kit takenExtra supervisionHigh visibility jackets wornSafety rings used | Staff training on safeguarding | Procedures updated regularly – Management  |
| **Procedures For Adults** |
| Manual handling – large play equipment | Staff – strains, sprainsChildren – squashed | Low level storageTry 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, sprainsChildren – 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 – fallsChildren – trips & falls | Locked cleaning cupboardLoft ladder installed | Low level storage as much as possible | Maintenance of stepladder – management  |
| Manual handling(See individual children’s folders) | Staff – strains, sprainsChildren – bruises, bangs | Individual strategies in placeTraining 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 neededAll staff – monitored by Management  |
| **Supervision** |
| Ratio procedures  | Staff – stressChildren – physical safety | 1:4 2-3 years1:8 3-4 years | Supervisor & office manager not included in ratios | All sessions are over ratio – monitored by Management  |
| Emergency contingency plans | Staff – stressChildren – physical safety | Emergency proceduresSupply staff available known to setting | Supervisor & office manager not included in ratios | Procedures regularly updatedBank staff – organised by Management  |
| Children (at high levels) | Children – fallsStaff – 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 |