

FIRST STEPS (BATH) Residual RISK ASSESSMENT

Early Years Specialist Service: Reviewed 08/09/2022 Stefanie Walbyoff and Rachel Longstreth.

HAZARDS IDENTIFIED	PERSONS AFFECTED	LIKELIHOOD (1-5)	SEVERITY (1-5)	EXISTING CONTROL MEASURES	RISK RATING R/A/G	ADDITIONAL CONTROLS REQUIRED	BY WHOM	DATE COMPLETED
PREMISES								
Injury from broken glass (doors, windows)	Child, Staff Visitor	1	2	All low level glass (doors and windows) made of safety glass Visual check of garden made every morning and any broken glass to be cleared immediately	Green			
Injury from discarded waste. Glass, hypodermic needles, sharp metal items.	Child, Staff, Visitor	2	4	All internal areas of the building and outdoor play spaces, accessed by children checked daily by staff. External areas immediately around the building checked daily. Pathways leading to the building swept periodically in the autumn to remove leaves.	Green			
Injury from vandalism	Child, Staff Visitor	1	2	Visual check in morning	Green			
Trips from uneven floor surfaces	Child, Staff Visitor	1	2	Visual inspection Accident records monitored	Green			
Trips and falls on the stairs	Child Staff Visitor	1	3	No access to stairs at BOP.	Green			
Fingers trapped in doors (including exterior doors)	Child	1	2	Finger guards or self closers have been fitted to all internal doors Exterior doors all have safe hinges	Green			
Injury from electrical and gas equipment	Child, Staff Visitor	1	4	All electrical and gas equipment checked annually Electrical equipment only used by children when supervised	Green			

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				Electrical equipment stored out of reach of children Sufficient sockets to ensure overloading Equipment getting caught / trapped Unused sockets covered with safety covers No trailing leads permitted Ensure switched off at end of day				
Infection from bacteria in still water. (Legionnaires disease)	Children, staff, visitors	1	4	Unused taps flushed freely and unused toilets flushed each week and after half term and holiday breaks.				

Fire	Child, Staff Visitor Threeway school	1	5	Alarms checked weekly (by Threeways) Written evacuation procedure – displayed throughout building Evacuation procedure practiced regularly Extinguishers and blankets in place Named staff responsible for fire safety Staff trained in fire procedures Annual check of fire safety equipment Evacuation procedure identifies individuals and how their needs will be met during evacuation. Evacuation equipment (Buggies/Bus), in correct safe place to access in event of emergency.	Green			
Insufficient ventilation	Child, Staff Visitor	1	1	Windows opened	Green			
Heating & lighting insufficient	Child, Staff Visitor	1	2	Boiler serviced annually Thermometer in playrooms to check temperature Bulbs / lighting tubes replaced immediately Heaters not covered by furniture etc Additional heating used when school Boiler and heating ineffective.	Green			

Injury from cars in car park	Child, Staff Visitor	1	4	Pedestrian path to the front door Marked parking bays Cones around dropped curb to identify pedestrian areas.	Green			
SECURITY								
Escape by a child One to One support during transition times Children taken to meet carer at end of session	Child	2	4	Fence round garden Gates bolted Electronic fob access on playroom doors Additional gate between nursery and external door. Low level windows do not open Staff reminded to keep gates shut	Amber			
child collected by inappropriate person	child	1	3	Parents to give list of people allowed to collect and update staff when someone new will come Staff check list and do not release children to unrecognised people Any new person to collect to be given password by parent and produce photographic Id	Green			
Intruder	Child, Staff Visitor	1	4	Fence round garden Gates bolted No access without being let in Locks on playroom doors Visitors sign in / out Reception staff observe door When no admin staff observing. Only parents and carers and known professionals allowed access. Lockdown procedure in place and practiced	Green			
Child exposed to inappropriate language or behaviour from young person	Child	1	4	No person's under 16 allowed to collect children All visitors sign in and monitored by staff Work experience student sign declaration and confidentiality statement All students and volunteers supervised at all times School vouch that all young person's	Green			

				under 16 are appropriate to work with children				
Young person who does not have DBS, could have conviction	child	1	3	School vouch that all young person's under 16 are appropriate to work with children All students and volunteers are supervised at all times by staff Work experience student sign declaration and confidentially statement	Green			
Injury from staff or adult personal items	Child	1	4	All personal items and bags kept in room that is not accessible to children Dress code policy followed	Green			
KITCHEN & COOKING								
Food preparation not done according to safe procedures and causing poisoning / injury	Child, Staff Visitor	1	3	'Safer Food, Better Business' guidance and training for cooks Food Hygiene training for staff involved in food preparation	Green			
Child injured in kitchen	Child	1	3	Children not allowed to enter kitchen – there is no direct access	Green			
Child injured by knife or other sharp cooking equipment	Child, Staff Visitor	1	3	Careful supervision by staff Child safety knives used with young children When used, children shown how to use knives safely Knives etc. stored in kitchen Knives used by staff to never be left on the table with unsupervised children	Green			
Infection from cooking activities	Child, Staff Visitor	2	2	Hands washed before any cooking activity and before meals. Table top wiped with anti-bacterial spray before any cooking activity Ingredients stored as for main kitchen All cooking activities carefully supervised Food is Fun activities to be carefully risk assessed each time. This is to be supervised at all items.	Green			

				Real play food in roleplay to be carefully considered with children's allergies/intolerances. Safe foods. Tinned foods to be in date.	Green			
Child injured by hot cooking equipment	Child	2	2	Cooking to be completed in kitchen and no hot food to be carried across room except when children are in story time or food has cooled	Green			
STORAGE								
Stacked chairs falling	Child	1	2	Chairs stacked no more than 4 high Not stacked in play room	Green			
Items in storage cupboard falling	Child, Staff	2	2	Children not permitted in storage cupboard Items stacked so they cannot fall Step ladder used to access higher shelves	Green			
Injury from hazardous substances	Child, Staff	1	3	Stored in cleaner's cupboard or cupboard in main playroom COSHH manual and guidance developed Door to cleaner's cupboard to be kept locked at all times – notice displayed as reminder COSHH guidance disseminated to all staff/relevant contractors.	Green			
Injury from inappropriate item / substance in child's bag	Child	1	3	Staff to be vigilant when children look in bags Parents reminded to provide appropriate items for children's bags.	Green			
OUTDOOR AREA								
Injury from water, included in play activities and puddles	Child	1	4	Daily inspection for puddles Play in or near puddles to be supervised at all times Water play (outside and inside) to be supervised at all times	Green			
Poisoning by hazardous plants	Child	1	2	There are no hazardous plants in the grounds Ongoing inspection for self-seeded plants	Green			
Infection by pets and other animals	Child, Staff	1	2	Garden inspected daily for faeces Hands washed after touching animals	Green			

				Sand, water etc. kept covered when not in use				
Injury on climbing frame/playground equipment	Child	1	3	<p>Inspected daily with H&S checklist Annual external inspection Accidents on such equipment monitored Adult supervision at all times</p> <p>Children that have extreme sensory needs to have individual risk assessment, showing Occupational Therapy advice.</p>	Green			
<p>Additional resources and risks from Development on Outdoor provision.</p> <p>Challenge and risky play</p>	Child	3	3	<p>Adults are on high ratio with children to manage and support risky play and learning opportunities. Children are always being supervised. Support free flow into the shed, for child led Loose parts play. Outside daily health and safety checks in place. Staff setting up playground, and when outside in the moment play, staff all to be aware of risk assessing the resources and play ideas. Consider medical needs EG Cystic Fibrosis- Each day children, staff to be aware. Floor and walkways clear considering children with Vision impairments.</p>	Amber			
Natural world	Child	1	3	<p>Pebbles/rocks. Children always supervised. Children's needs assessed. Adults to model appropriate use of pebbles. Area to attract mini beasts. Model this with books, magnifying glasses and adults modelling exploration. Only plant 'safe' herbs and plants/flowers. Daily health and safety checks done.</p> <p>Check wooden resources/pallets/cable reels for ruff edges- splinters. Ensure kept in high quality.</p>				

				Consider children allergies with plants and herbs in the rooms (hayfever)				
FOOD AND DRINK								
Infection / poisoning from food	Child, Staff Visitor	1	3	Daily temperature checks of fridge / freezer Follow measures of 'Safer food, better business' Staff trained in food hygiene Food temps recorded by kitchen delivering food and on arrival	Green			
Child suffering an allergic reaction	Child	1	3	Parents/carers asked at registration for details of known allergies Information recorded in child's file Details displayed in kitchen and in relevant playroom Details sent to kitchen which makes meals each time change is needed Staff given details at team meeting Staff with paediatric first aid training available at all times Care plans are written for children with severe allergies and staff attend relevant training Any occurrences recorded on an incident sheet and parents/carers informed	Green			
Specialist diets not being followed	Child	1	2	All specialist diets to be clearly displayed in kitchen and rooms. Staff to be verbally informed.				
Child suctioning and Peg feeding.	Child	3	4	Staff to have appropriate training for individual child needs. Staff follow individual care plans.				
ACTIVITIES								
Child injured by equipment (including harnesses)	Child	1	3	Straps on chairs etc used Harnesses placed out of children's reach when not in use On-going checking of equipment for	Green			

				cracks, sharp edges etc – such items to be repaired or thrown away immediately Regular visits from OT to check equipment	Green			
Injury from toys and other equipment	Child	1	2	On-going checking of equipment for cracks, sharp edges etc – such items to be repaired or thrown away immediately	Green			
Injury from sand, compost etc.	Child	1	2	Supervised at all times No throwing permitted- redirect children Only play sand used Children reminded not to put such items in mouths Sand play to be used at appropriate times depending on needs of children. Consider children's medical needs such as Cystic Fibrosis as this will impact on sand, water and mud play on the day.	Green			
Injury during water play	Child	1	3	Water play to be supervised at all times	Green			
Injury from manual handling	Staff / children	1	2	-all large equipment to be handled only in the absence of children -children are lifted correctly - steps provided for changing mats - manual handling training available through induction and supervision	Green			
Child poisoned by paint / glue	Child	1	2	Only non-toxic paint or glue used. COSHH sheets in place.	Green			
FIRST AID								
Inappropriate response to injury	Child, Staff Visitor	1	3	First aid equipment readily available in rooms Stock in first aid boxes regularly checked <i>All staff trained in paediatric first aid</i> Accident book records action taken, and by whom First Aid Training updated every 3 years Child incidents; biting of another child. Follow First Aid procedures. Record incident forms and share with parents. If ongoing issue, child to have own risk	Green			

				assessment and behaviour plan. Support from specialists if needed. Ensure staff with appropriate training are available to meet the needs of children				
Inappropriate administration of medication for children	Child	1	3	Permission form completed by parent/carer, giving full details of medication. Medicines stored in locked cupboard or fridge (no access for children) Dose, time of administration and staff member administering recorded Parent/ carer signature to confirm they are aware the medicine has been administered individual care plans displayed in rooms, staff updated about any changes to medication / treatment	Green			
HYGIENE								
Infection from, towels etc.	Child	1	2	Paper towels for handwashing	Green			
Infection when changing children	Child, Staff	1	2	Disposable gloves and aprons worn Soiled nappies etc stored in separate, child-proof bin Changing mat cleaned with anti-bacterial spray after each use Staff wash hands before/after changing children Notices as reminder of precautions to be taken when changing children	Green			
Infection from sneezing, coughing etc	Child, Staff Visitor	2	1	Tissue stations in all rooms, and children encouraged to use these Children encouraged to cover mouths when coughing Children encouraged to wash hands	Green			
Infection from child to child	Child Staff Visitor	2	2	Parents asked to keep children at home when suffering from dangerous infectious diseases. Staff follow Government guidelines on infectious diseases. Staff, volunteers, parents and carers	Green			

				informed if cases of infectious diseases arise.				
Infection from cleaning up spills of body fluids	Child, staff, visitor	1	3	Gloves and aprons used, rubbish to be placed in plastic bag, tied and added to nappy waste Children spitting- Follow individual child behaviour plan, clean immediately. Redirect. Behaviour plans in place for children who spit/smear so that risks identified and all staff know appropriate ways to deal with this.	Green			
OTHER								
Child injured when sleeping	Child	1	3	Children laid on backs No items (especially ties) permitted within reach of sleeping children monitor used Children checked every 10 minutes and checks recorded	Green			
Child with additional needs not given appropriate care resulting in delayed response or failure to manage medical needs rapidly.	Child	1	5	Care plan agreed with parent/carer, signed and shared with all relevant staff. Medical advice sought for children with complex medical needs Children given one to one care if required Full needs assessment given to each child before they start to identify all requirements that need to be met (Staff training, equipment , adjustments to environment etc) Contact made with all professionals currently supporting child/family Equipment to be checked / maintained regularly - look at individual R.A. Relevant information to be shared with staff.	Green			
OUTINGS AND VISITS								
Accident / incident during outing	Child, Staff Visitor	1	4	Variable – see individual risk assessment Separate risk assessment completed for each outing				

				<p>Staff on outings to be vigilant of animal faeces.</p> <p>Emergency meds to be taken if needed. Staff on outing would phone BOP on site Manager if any issues.</p> <p>Take phone on outings. Children in reins/buggies if needed.</p>		
Local threat or emergency incident in the vicinity of Three Ways	Child Staff Parents and carers Visitors	1	4	<p>School raise alarm</p> <p>Lock down processes in place and understood by all staff. Contact numbers and messages to parents and carers</p>	Green	
Risk of injury from or due to resources in the Sensory Room as well as risk to expensive resources.	Child/Staff	2	3	<p>Bubble tube spill over- water around electrics. Lid to be secured. Adult supervision 1:1 in sensory room. Electric plus/wires- staff supervision. Ensure cables are tucked away safely, and not a trip hazard. Risk of fire- All equipment turned off each night. All equipment to be PAT tested. Vibrating machine- 1:1 with staff support. Staff cover in blanket or child to sit. Hold child's hands to stand. Check for broken toys/equipment. If light is off, ensure staff/child can see enough to be safe and not trip/fall. Reduced numbers to use at one time.</p>	Green	To review any time new sensory resources are added to the room.
Injury to child or adult from TAC PAC, Sing and Swing	Child/staff	2	3	<p>Staff to follow SALT advice on Sing and Swing. Follow the agenda and rules of this.</p> <p>Staff to know each child and be confident in carrying this out, before doing. New staff inductions.</p>	Amber	

				Staff to consider their own health. Follow Safe touch policy.			
Injury to staff or child from setting up or accessing Specialist equipment.	Child/Staff	2	3	Specialists to show staff how to get child safely into their equipment. 2 staff to support this at least. Equipment checked regularly by staff and specialists to ensure safe and correct child adjustments.			
Injury to staff or child from following Sensory advice, with Sensory input, with vigorous movements, deep pressure, upside down movements and spinning etc.	Child/staff	2	3	Staff to follow Occupational Therapy/physio advice for sensory input. Following individual child EHCP's. Staff doing deep pressure and sensory input, to have been shown and confident in this. Staff to know their children, before trying new therapies.			

Likelihood: 1= very unlikely, 2 = possible, 3 = likely, 4 = very likely, 5 = certain.

Severity: 1 = inconvenience, 2 = minor impact, 3 = moderate impact, 4 = major impact, 5 = terminal disaster.

Code: R = Red (high 12-25), A = Amber (moderate 6-11), G = Green (low 1-5).

A register of incidents and near misses is maintained together with daily checks of all areas of the nursery where children have access.

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