

FIRST STEPS (BATH) Residual RISK ASSESSMENT
Children's Services (Twerton) Risk Assessment updated September 2022

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			
Access to building by inappropriate adult due to door malfunction	Child Staff Visitors	2	3	Nursery doors locked with staff only access – biometric doors Parents not used to coming into building		Member of staff on reception at all times Staff made aware through whats app group Being fixed ASAP Door locked manually on inside by key Staff members to manually open door for other staff/parents/visitors		
child escaping from door being left open	Child	1	5	Nursery rooms locked and staff only moving in and out Additional gating in reception area stopping children from moving straight outside Staff members bring children and take out to parents Gated area around outside door so children cannot run directly into car park		Staff complete headcounts regularly Member of staff on reception at all times Staff made aware through whats app group Being fixed ASAP		
Injury from	Child, Staff,	1	4	All internal areas of the building and	Green			

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discarded waste. Glass, hypodermic needles, sharp metal items.	Visitor			<p>outdoor play spaces, accessed by children checked daily by staff.</p> <p>External areas immediately around the building checked daily.</p> <p>Pathways leading to the building swept periodically in the autumn to remove leaves.</p>				
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	Sign asking parents to supervise children on the stairs and around lift area. Staff asked to be careful on the stairs.	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	<p>All electrical and gas equipment checked annually</p> <p>Electrical equipment only used by children when supervised</p> <p>Electrical equipment stored out of reach of children</p> <p>Sufficient sockets to ensure overloading</p> <p>Unused sockets covered with safety covers</p> <p>No trailing leads permitted</p>	Green			
Fire	Child, Staff Visitor	1	5	<p>Alarms checked weekly</p> <p>Written evacuation procedure – displayed throughout building</p> <p>Evacuation procedure practiced regularly</p>	Green			

				Extinguishers and blankets in place Named staff responsible for fire safety Staff trained in fire procedures Annual check of fire safety equipment				
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	Green			
Injury from cars in car park	Child, Staff Visitor	1	4	Speed ramp fitted by entrance Dedicated pedestrian path and gate Marked parking bays Fencing around reception	Green			
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.				
SECURITY								
Escape by a child	Child	2	4	Fence round garden Gates bolted Biometric locks on playroom doors Reception staff observing door *Mirror placed to view entrance door Additional gate between nursery and external door. Low level windows do not open Fencing around reception	Amber			
Intruder	Child, Staff Visitor	1	4	Fence round garden Gates bolted Biometric 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 drills run Buzzer in manager office to alter staff to	Green			

				intruder				
Child exposed to inappropriate language or behaviour from young person	Child	1	4	Only appropriate adults to collect children decided by parents All visitors sign in and monitored by staff Work experience student sign declaration and confidentially statement All students and volunteers supervised at all times School vouch that all young person's under 16 are appropriate to work with children	Green			
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			
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 – call parents if unsure Any new person to collect to be given password by parent and produce photographic Id	Green			
Injury from staff or adult personal items	Child	1	4	All personal items and bags kept in room or in cupboards in reception that is not accessible to children	Green			
KITCHEN & COOKING								
Food preparation not done according to safe procedures and causing poisoning / injury	Child, Staff Visitor	1	3	Food Hygiene training for staff involved in food preparation Kitchen surfaces made of stainless steel, therefore non-porous	Green			
Child injured in	Child	1	3	Children not allowed to enter kitchen –	Green			

kitchen				there is no direct access from playroom				
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 locked cupboard 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. Tabletop wiped with anti-bacterial spray before any cooking activity Ingredients stored as for main kitchen All cooking activities carefully supervised	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	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 and puddles	Child	1	3	Daily inspection for puddles Monthly health & safety checks Play in or near puddles to be always supervised 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 Sand, water etc. kept covered when not in use	Green				
Child head injury from falling from bike – not using helmets	Child	1	3	Children using small balance bikes around garden area, No child had fallen from bike and bumped head Decision made not to use helmets, not common practice in other nurseries, helmets should be properly fitted Encouraged to follow path with directions	Green				
Child falling from slide when wet/slippy	Child	2	3	Slide shut when raining Adult supervision	Green				
Injury on climbing frame/playground equipment	Child	1	3	Inspected daily Monthly health & safety checks Accidents on such equipment monitored Adult supervision	Green				
Injury by hanging items/ strangulation risk	Child	1	4	Inspected daily Monthly health and safety checks Adult supervision Staff aware not to tie things in this way	Green				
FOOD AND DRINK									
Infection / poisoning from food	Child, Staff Visitor	1	3	Temperature checks of fridge / freezer Follow measures of 'Safer food, better business' Staff trained in food hygiene Food temps recorded by kitchen	Green				

				delivering food and on arrival			
Child suffering an allergic reaction	Child	1	3	<p>Parents/carers asked at registration for details of known allergies</p> <p>Information recorded on nursery management software</p> <p>Details displayed in kitchen and in relevant room</p> <p>Details displayed in kitchen which makes meals each time change is needed</p> <p>Staff with paediatric first aid training available at all times</p> <p>Care plans are written for children with severe allergies and staff attend relevant training</p> <p>Any occurrences recorded on an incident sheet and parents/carers informed</p>	Green		
Contamination of and infection / poisoning from baby milk	Child	1	2	<p>Milk feeds prepared as needed</p> <p>Milk not used at the feed to be discarded.</p> <p>Used bottles to be washed and sterilised or placed back in bag as required</p>	Green		
Child gaining access to inappropriate medication in children's bottle	Child	2	2	<p>Normally parents not permitted to put medication in children's drinks ie milk or water bottles</p> <p>Medication to be administered by staff member overseen by second</p> <p>Parent informed of medication given through medicine form</p> <p>Child who required medication in bottle as prescribed by doctor</p> <p>Staff to make up bottle and medication</p> <p>Bottle to be kept in baby room kitchen where children cannot access</p> <p>Bottle brought out only for feeds then returned to kitchen area, rinsed out and then bottle returned to bag</p> <p>Parent informed of level taken</p>	Green		
Infection/ poisoning from heated baby foods	Child	1	2	<p>Prepared foods stored in refrigerator (refrigerator temperature checked daily)</p> <p>Food heated in microwave and checked with a probe (temperature recorded)</p> <p>Food that is not eaten straight away to be</p>	Green		

				discarded				
ACTIVITIES								
Child injured by baby room 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 cracks, sharp edges etc – such items to be repaired or thrown away immediately	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 Only play sand used Children reminded not to put such items in mouths	Green			
Injury from use of ceramic and other Real utensils	Child	2	2	Children to only use items supervised Items not to be used when children who enjoy throwing etc are present Items are not delicate or easily broken Items to be cleared away if broken or chipped and disposed of				
Smothering by use of weighted blanket on child of inappropriate age	Child	1	3	Item to be used for those children in toddler or preschool who have need and identified in their behaviour plan or other send plan Blanket to remain in toddler or pre-school room and NOT in baby room				
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	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 All staff trained in paediatric first aid Accident book records action taken, and by whom First Aid Training updated every 3 years	Green			
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 Administration of Calpol – parent to be called and give verbal permission over phone prior to administration Two staff to administer medication and counter sign Parent then sign	Green			
HYGIENE								
Infection from bed linen, towels etc.	Child	1	2	Paper towels for handwashing Separate bed linen and towels used for individual children Bed linen washed after every use Cot mattresses wiped with anti-bacterial spray after every use, and stored between use to allow air to circulate	Green			

Infection when changing children	Child, Staff	1	2	Disposable gloves and aprons worn Soiled nappies etc stored in separate, child-proof bin, within a yellow, human waste plastic sack. 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	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 informed if cases of infectious diseases arise.	Green			
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	Green			
OTHER								
Child injured when sleeping	Child	1	3	Babies laid on backs in cot or mats – mats placed top to toe No items (especially ties) permitted within reach of sleeping children Children checked every 10 minutes and checks recorded Fans used in sleep room to be circulating Children not to sleep whilst drinking unless staff member stays by until asleep then removes bottle/cup	Green			
Child escaping from room	Child	2	2	Gate in reception Staff keep room doors closed	Green			
Injury from stapler, scissors if child enters Children's	Child	1	3	Stapler and scissors to be placed at back of desk, away from door – therefore out of a child's quick reach	Green			

Services Manager's office unsupervised								
Child with additional needs not given appropriate care	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	Green			
OUTINGS AND VISITS								
Accident / incident during outing	Child, Staff Visitor	Variable – see individual risk assessment		Outing procedure to be followed before each outing				
Local Incidents/Dangerous intruder								
Local threat or emergency incident in the vicinity of Twerton	Child Staff Parents and carers Visitors	1	4	Reception alarm in place Lock down processes in place and understood by all staff. Contact numbers and messages to parents and carers	Green			

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.

Reviewed by Trustees October 2021

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[https://fsbath.sharepoint.com/Policies_Procedures/Staff_Handbook/Organisational Risk Assessments/Twerton Children's Services Risk Assessment September 2021.doc](https://fsbath.sharepoint.com/Policies_Procedures/Staff_Handbook/Organisational_Risk_Assessments/Twerton_Children's_Services_Risk_Assessment_September_2021.doc)