

FIRST STEPS (BATH) Residual RISK ASSESSMENT
Early Years Specialist Service: Reviewed 23/10/2025 by Stefanie Walbyoff

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	1	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 internal 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 (PAT tested) 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 NO 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.				
The latches to open and close the windows are angular, metal and stick out when the windows are open or closed. Children can hang off them, bump their heads on them, use them to climb onto the windows.	Children within the room.	1	3	Barriers (shelving) have been placed below the windows to discourage children from playing with the latches and to prevent them from being able to walk past them and bump their heads. Staff to be vigilant and all times in case the children use the barriers to climb and therefore gain access to the windows.		Covers to be ordered to ensure that sharp angles and risk of injury is reduced.	SW	
There is a CCTV monitor and box mounted onto the wall in the corner of the Butterfly room. Children who climb could access this and pull it down which would cause injury to them.	Children or staff	1	3	Staff to be vigilant at all times when children are playing nearby No units/furniture that can be climbed on to be stored under the items to ensure that children can not climb and have access to it.		Monitor and box to be moved to the reception area where children will not have access to it.	SW	April 2025
The power to the electrical access gate	Children and staff	3	1	Staff to be aware that this may be the issue if the gate no longer works		Cover to be placed over the	SW	April 2025

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is mounted on the wall within the Caterpillar room and can be accessed by the children. If switched off the power will be cut to the gate meaning no one will be able to get in or out.				Staff to check the plug if children have been playing near it.		plug to ensure that children cannot access it.		
Access to the outside space is via three concrete steps from the Caterpillar room door. These are a trip hazard for less mobile children. Ramp not possible due to the restrictions/guidelines around the angle of the incline to the length of the ramp.	Children and staff	3	2	Hazard tape has been placed along the edges of each step so that attention is drawn to each one. Staff to be vigilant and support children from transitioning from inside to outside.		Ramp was requested but is not possible due to the use of the path to get to the exit - a ramp would block this.		
Push Bar on the Butterfly Room Fire Exit leading to outside is at child height and could be opened by a child.	Children Staff Visitors	1	3	There is now a push button in place so that the door has two steps so that it can be opened. The push button is located high up and under a pane so therefore out of reach of the children in the room.			School	
The radiator in the room has no cover. It is not currently in use but when it is it may be too hot to touch and risk burning	Children Staff	3	2	All staff to be aware that the radiator may be hot to touch when in use. Drawers and shelves to be placed in front of radiator to create barrier.		Radiator cover to be made	SW	

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children and adults within the room								
Large steel X across window frame. Children could climb on this which would present a hazard either through slipping and falling down, getting stuck between the bars and the window of climbing up enough to gain access to the windows.	Children	1	3	Units have been placed in front of the bars so that children are not able to access the bottom of it. Staff to be vigilant as children could climb onto the units and then still access the frame. The X frame is structural so is not able to be removed but can be covered if needed.		N/A		
The Pipes to the radiator are exposed and run the from the bottom of the radiator up the wall. If the pipes get hot they may present a risk to adults and children.	Children and staff	3	2	Units have been placed in front of the lower parts of the pipe to prevent access.		Pipe cover to be built.	Lift academy trust	

Fire	Child, Staff Visitor Broadlands Academy	1	5	Alarms checked weekly (by Broadlands Academy) Written evacuation procedure – displayed throughout building Evacuation procedure practised 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.	Green			
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				Evacuation equipment (Buggies/Bus), in correct safe place to access in event of emergency.				
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. Car Park access is limited to cars at peak times of the day (during school pick up and drop off)	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 main exit door Additional gate between nursery and external door. No low level windows 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 – unknown persons gaining access to the setting. The main entrance gate is currently not safe as the electronics are not working meaning that anyone can gain access to the outdoor area.	Child, Staff Visitor	2	4	Fence round garden Gates bolted No access without being let in Key fob access to building through main entrance. Visitors sign in / out Only parents and carers and known professionals allowed access. Lockdown procedure in place and practiced		Reported to school – initially in Sep 23 and then continuously. Last reported 15/10/24.		
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 under 16 are appropriate to work with children Children attending Broadlands Academy use a playground that is next to the BOP playground. Staff to be vigilant of the children's language and behaviour at all times. Any inappropriate language or behaviour to be reported to school.	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 confidentiality 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 – safety gate across entrance to kitchen. All dangerous items to be stored in higher shelves so that if access is gained to the area they are unable to reach anything. Child lock on washing machine to prevent access to drum.	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 in high up cupboards. 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. Real play food in roleplay to be carefully considered with children's	Green			

				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	Green			
Injury from hazardous substances	Child, Staff	1	3	Stored in lockable cleaner's cupboard in staff room. 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 Sand, water etc. kept covered when not in use	Green			
Injury on climbing frame/playground equipment	Child	1	3	Inspected daily with H&S checklist Annual external inspection Accidents on such equipment monitored Adult supervision at all times Children that have extreme sensory needs to have individual risk assessment, showing Occupational Therapy advice.	Green			
Additional resources and risks from Development on Outdoor provision. Challenge and risky play	Child	3	3	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.	Amber			
Natural world	Child	1	3	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.	Green			

				<p>Daily health and safety checks done.</p> <p>Check wooden resources/pallets/cable reels for ruff edges- splinters. Ensure kept in high quality.</p> <p>Consider children allergies with plants and herbs in the rooms (hayfever)</p>				
<p>Electrical unit for Broadlands Academy within the garden.</p> <p>Door to unit is locked but there are vents at child height that children could investigate, poke fingers through small holes, post items through etc.</p> <p>Professionals will need access to the unit through the door which is within the garden. This would increase the risk of children accessing the inside of the unit.</p>	Children	1	4	<p>Staff to be vigilant at all time when children are near the unit.</p>				
<p>Fence along back of garden is metal with large spaces between each post.</p> <p>The fence poses a climbing risk to children as well as opportunities for them</p>	Children and staff	4	3	<p>Staff to be vigilant of any children they feel may attempt to climb on the fence.</p> <p>Staff to be vigilant of any children posting items through the gaps.</p>		Cover to be ordered and put up along length of fence to discourage any risky behaviours.	school	

to post items through onto the road. It also allows any member of the public to see into the garden meaning there is no privacy.								
Low gate with latch lock that separates the garden area from the entrance gate. If children do get over the gate they are still in a contained area so would be safe. However if there is a parent/carer arriving/leaving and the electronic gate is open they would have easy access to the car park and a gate that exits the school site directly onto a road	Children	3	5	<p>Staff to be vigilant when children are in the garden.</p> <p>Head counts to be completed when transitioning from outside to inside.</p> <p>Lock placed on the gate to ensure that children are unable to open it.</p> <p>Staff to be vigilant of any children who could climb over the gate when they are playing nearby.</p> <p>When parents/carers are arriving/leaving and children are in the garden a member of staff should be by the gate to ensure that there is no access to the electric gate.</p>		<p>Gate to be made higher to ensure that no children can climb over it.</p> <p>New lock to be ordered.</p>	SW	
The black fence that separates the car park from the garden has one rusted fence post. The post is rusted at the bottom and as a result the fence panels are bowing slightly outwards. Any pressure from an adult or child could break the post and cause it, and the fence panels, to fall. This could cause	Children and staff	3	4	<p>Items are blocking access to the post from the garden so children and adults will not be able to get to it to apply any pressure.</p> <p>Staff have been informed that the post is rusty and to avoid using the fence to hang any resources/decorations.</p>		For the post to be repaired/replaced.	SW report to the school.	

serious injury to individuals and/or damage to property and resources.								
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 Lunch boxes to be stored in an appropriate way e.g. refrigerated if needed.	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 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 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	Green			

				<p>First Aid Training updated every 3 years</p> <p>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 assessment and behaviour plan. Support from specialists if needed. Ensure staff with appropriate training are available to meet the needs of children</p> <p>Care plans for each child on display.</p>				
Inappropriate administration of medication for children	Child	1	3	<p>Permission form completed by parent/carer, giving full details of medication.</p> <p>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</p> <p>individual care plans displayed in rooms, staff updated about any changes to medication / treatment</p>	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 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 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	Green			

				Children checked every 10 minutes and checks recorded			
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 Staff on outings to be vigilant of animal faeces. Emergency meds to be taken if needed. Staff on outing would phone BOP on site Manager if any issues. Take phone on outings. Children in reins/buggies if needed.			
Local threat or emergency incident in the vicinity of Broadlands School.	Child Staff Parents and carers Visitors	1	4	School raise alarm Lock down processes in place and understood by all staff. Contact numbers and messages to parents and carers	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.</p> <p>Electric plug/wires- staff supervision. Ensure cables are tucked away safely, and not a trip hazard.</p> <p>Risk of fire- All equipment turned off each night. All equipment to be PAT tested.</p> <p>Vibrating machine- 1:1 with staff support. Staff cover in blanket or child to sit. Hold child's hands to stand.</p> <p>Check for broken toys/equipment. If light is off, ensure staff/child can see enough to be safe and not trip/fall.</p> <p>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> <p>Staff to consider their own health. Follow Safe touch policy.</p>	Amber		
Injury to staff or child from setting up or accessing Specialist equipment.	Child/Staff	2	3	<p>Specialists to show staff how to get child safely into their equipment.</p> <p>2 staff to support this at least.</p> <p>Equipment checked regularly by staff and specialists to ensure safe and correct child adjustments.</p>			
Injury to staff or child from following Sensory advice, with Sensory input, with	Child/staff	2	3	<p>Staff to follow Occupational Therapy/physio advice for sensory input.</p> <p>Following individual child EHCP's.</p>			

vigorous movements, deep pressure, upside down movements and spinning etc.				Staff doing deep pressure and sensory input, to have been shown and confident in this. Staff to know their children, before trying new therapies.		
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Fire Evacuation Procedure

When the school fire alarm goes off, we are unable to hear it when in the building. The system is not connected to allow for the alarm to go off. Evacuation during the event of a fire at the school is therefore difficult. A flashing red light that was in the hallway has been removed so we no longer have a visual notification that there is a fire drill.	All children and staff who are on site	3	4	A member of the school alerted us to a recent fire evacuation that we were not aware of.		Flashing lights in the staff room and each of the main rooms are now in place. Staff need to be vigilant as these are not always immediately noticeable on a sunny day/when the lights are on..
The individual needs of the children mean that there are different processes and procedures that need to be executed depending on what day an evacuation is taking place. There is a risk that someone's needs are not met.	The children	4	2	An Evacuation plan has been made for each room for each day, this is displayed near fire exits and must be consulted in the event of a fire. A copy is also kept in the communal area as well as in the office. Evacuation bags are kept near the fire exits and will be grabbed during an evacuation. Each morning the plans will be checked, and relevant equipment will be made accessible e.g. evacuation buggies		To review the plans after an evacuation has taken place to ensure that they are appropriate.

Building maintenance issues							
Leaks in ceiling (following the roofing work that was carried out in August 2024) that are causing water damage to tiles and water to drip into the rooms. Potential damage to resources, risk of wet floors and also dirty water in the building.	Staff, children and visitors	3	2	<p>Ceiling tiles that had water damage were removed before they fell into the rooms.</p> <p>Buckets have been placed under the leaks to capture the water that is leaking through.</p> <p>We are reporting any leaks to the school who are contacting contractors.</p>		<p>No leaks reported for many months.</p> <p>Ceiling tiles that have water damage/marks still due to be replaced.</p>	
Buckets that have been placed to catch leaking water from the roof are in the rooms where services and childcare are being delivered. They can be accessed by the children if they are not closely monitored by the team.	Staff, Children and visitors.	2	2	<p>Buckets to be emptied regularly to ensure that there is not a large amount of water that can be spilled/played with by the children.</p> <p>Where possible for the areas around the bucket to be arranged so that there is no access to them.</p> <p>When children are in the same area as the buckets, they must be always observed by staff.</p>		No longer required.	

				Staff to be made aware of where the leaks are.		
New leaks appearing as we get more rain. This causes water damage to the ceiling tiles (initially) which may mean the ceilings crumble and break. We would then have another leak in the setting.	Staff, children and the visitors.	3	2	Morning checks to be completed on all rooms, any discolouration or noticeable water damage of ceiling tiles to be monitored closely. Any further damage to be reported to school immediately.		Ongoing checks during times of rain.
Paving slab in garden cracked and repaired with cement. Continues to be a trip hazard.	Staff, children and visitors.	3	4	Children to be supported when in the area Staff and visitors to be made aware that the area presents a trip hazard.		Reported to school.
Paving slab in car park is loose and when stood on can cause the other end to rise up.	Staff, children and visitors	3	3	Reported to school . Staff and visitors made aware of hazard.		Reported to school in January 2025. Followed up in September 2025
Window in large central room does not close fully, there is a noticeable gap.	Damage to the building, to resources inside the room and risk to hall users.	3	3	Reported to school. Staff to regularly check area beneath window during poor weather as there is a risk of rain being able to get in through the window.		

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 2018

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