

FIRST STEPS (BATH) Residual RISK ASSESSMENT
Children's Services (Moorlands) Risk Assessment: 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 COMPLETE D
PREMISES								
Injury from broken glass (doors, windows)	Child, Staff Visitor	2	2	All low level glass (doors and windows) made of safety glass Any broken glass to be cleared immediately Visual morning checks for signs of break in.	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. check lists to include items that of discarded waste that my cause injury.	Green			
Injury from vandalism	Child, Staff Visitor	2	2	Visual check in morning	Green			
Trips from uneven floor surfaces	Child, Staff Visitor	2	2	Visual check in morning Accident records monitored	Green			
Fingers trapped in doors (including exterior doors)	Child	2	2	Finger guards or self closers have been fitted to all internal doors	Green			
Injury from electrical and gas	Child, Staff	1	4	All electrical equipment only used by children when supervised	Green			

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equipment (no gas in building)	Visitor			Electrical equipment stored out of reach of children Sufficient sockets to ensure overloading PAT testing undertaken yearly No trailing leads permitted				
Fire	Child, Staff Visitor	1	5	Alarms checked weekly Annual check of fire safety equipment 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 pat testing of electrical items	Green			
Insufficient ventilation	Child, Staff Visitor	2	1	Windows opened	Green			
Heating & lighting insufficient	Child, Staff Visitor	2	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 Cars not to drive into the carpark from 845-915 and 245-315 email reminder sent to parents at the start of each term	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							

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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 Call parent if still unsure	green			
Escape by a child	Child	2	4	Fence round garden High level fence between toddler and Baby garden. Gates bolted Gates checked during morning checks Biometric locks on main door to the nursery and each room Reception staff observing door Low level windows do not open Additional gate in the Reception area from toddler room door	Amber			
Intruder	Child, Staff Visitor	1	4	Fence round garden Gates bolted Gates checked during morning and evening checks Biometric locks on playroom doors Visitors sign in / out Reception staff observe door When no reception staff, nursery staff only allow parents and carers and trusted professionals to enter building. CCTV situated around nursery Policy and procedure in place	Green			

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Injury from staff or adult personal items	Child	1	4	All personal items and bags kept in room that is not accessible to children	Green			
KITCHEN & COOKING ACTIVITIES WITH CHILDREN								
Food poisoning	Child, Staff Visitor	1	3	'Safer Food, Better Business' guidance and training for kitchen staff Food Hygiene training for staff involved in food preparation Kitchen surfaces non-porous Full separate food preparation risk All contracted staff Food hygiene trained Food prepared by a separate caterer in a professional kitchen.	Green			
Child injured in kitchen	Child	1	3	Children not allowed to enter kitchen – there is no direct access from play room Draw locks on draws and cupboards with potentially dangerous equipment or chemicals.	Green			
Child injured by knife or other sharp cooking equipment	Child, Staff Visitor	1	3	Careful supervision by staff Safety knives used, children shown how to use knives safely Knives etc. stored in cupboard with cupboard lock 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/snack. Table top wiped with anti-bacterial spray before any cooking activity Ingredients stored as for main kitchen All cooking activities carefully supervised	Green			

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Child injured by hot cooking equipment	Child	2	2	When hot plate used to facilitate cooking activities it remains out of children's reach Children reminded not to touch Hot trays etc. placed out of reach Temperature of food checked before giving to children	Green			
STORAGE								
Injury from stacked chairs falling	Child	1	2	Chairs stacked no more than 4 high	Green			
Injury caused by 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 Cupboards in toddler room locked	Green			
Injury from hazardous substances	Child, Staff	1	3	Stored in cleaner's cupboard or locked cupboard in main playroom COSHH manual and guidance in place and visible Cleaning substances in the room stored up high	Green			
Injury from inappropriate item / substance in child's bag	Child	1	3	Staff to be vigilant when children look in bags	Green			
OUTDOOR AREA								
Injury from water and puddles Pooling of water from the springs	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 Water brushed away daily	Green		Ed	

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				Drains unblocked termly Area of water collection beside the playground/kitchen gate blocked off by wooden storage unit.				
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	4	Inspected daily Monthly health & safety checks Accidents on such equipment monitored Ends of bike and scooter handles checked regularly Large climbing equipment not used if wet and slippery.	Green			
FOOD AND DRINK PREPARATION								
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 Used by dates checked before serving Staff to record opening date of perishable foods	Green			
Child suffering an allergic reaction	Child	1	3	Parents/carers asked at registration for details of known allergies Information recorded on nursery management software Details displayed in kitchen and in relevant playroom	Green			

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				Piriton kept on site for emergency use 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				
Contamination of and infection / poisoning from baby milk	Child	2	2	Prepared feeds to be stored in refrigerator (refrigerator temperature checked daily) Milk not used at the feed to be discarded. Used bottles to be washed and sterilised immediately	Green			
Infection/ poisoning from heated baby foods	Child	2	2	Prepared foods stored in refrigerator (refrigerator temperature checked daily) Food heated in microwave and checked with a probe (temperature recorded) Food that is not eaten straight away to be discarded	Green			
Child choking on milk given in bottle when unsupervised	Children who are sleeping	1	5	Children to be fed with milk prior to placing in cot and never left unsupervised with milk or any other foods	Green			
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	Child	2	2	On-going checking of equipment for cracks, sharp edges etc – such items to	Green			

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equipment				be repaired or thrown away immediately				
Injury from sand, compost etc.	Child	2	2	Supervised at all times No throwing permitted Only play sand used Children reminded not to put such items in mouths	Green			
Injury during water play	Child	1	4	Water play to be supervised at all times	Green			
Injury from manual handling	Staff / children	2	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 and information given to staff.	Green			
Child poisoned by paint / glue	Child	2	2	Only non-toxic paint or glue used	Green			
FIRST AID								
Inappropriate response to injury	Child, Staff Visitor	2	3	First aid equipment readily available in rooms Stock in first aid boxes regularly checked Trained staff on site at all times Accident book records action taken, and by whom First Aid Training updated every 3 years Specialist medical training provided for children whom need special care plans in place	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	Green			

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				are aware the medicine has been administered				
Inappropriate response to child suffering severe allergic reaction	<i>Child</i>	1	5	Care plan in place prior to child attending, drawn up with advice from parent/carer and medical professional. Staff trained in use of auto-injector to be present whenever a child attends who holds one	<i>Green</i>			
HYGIENE								
Infection from bed linen, towels etc.	Child	2	2	Paper towels for hand washing Separate bed linen and towels used for individual children Individual bed linen washed weekly Cot mattresses wiped with anti-bacterial spray after every use, and stored between use to allow air to circulate	<i>Green</i>			
Infection when changing children	Child, Staff	2	2	Disposable gloves and aprons worn Soiled nappies etc stored in separate, child-proof bin within Yellow 'human waste' bags. Changing mat cleaned with anti-bacterial spray after each use Changing mats replaced if any cracks or rips appear Staff wash hands before/after changing children Notices as reminder of precautions to be taken when changing children	<i>Green</i>			

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Cross infection from child to child	Children, staff, volunteers	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 sneezing, coughing etc	Child, Staff Visitor	3	1	Tissue stations and bins in all rooms, and children encouraged to use these Children encouraged to cover mouths when coughing	Green			
OTHER								
Child injured when sleeping	Child	1	3	Babies laid on backs No items (especially ties) permitted within reach of sleeping children Children checked every 10 minutes and checks recorded	Green			
Local threat or emergency incident in the vicinity of Moorlands	Children Staff Parents	1	4	Reception alarm in place Biometric locks All people entering the building are buzzed in.	Green	Lock down processes in place and understood by all staff. Contact numbers and messages to parents and carers	managers	
Access to wires in the wild space at the bank end of the garden	Children and staff	2	4	Wires pushed back from the fence. Staff to be aware that they are there and could be pulled through fence by children.		Contact contractor to remove wires	Manager.	
OUTINGS AND VISITS								
Accident / incident during outing	Child, Staff Visitor	Variable – see individual risk assessment		Separate risk assessment completed for each outing				

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.

Approved by Trustees October 2017

Reviewed by Trustees October 2018

Moderate and high risks reviewed by Trustees October 2019

Reviewed by SMT April 2020

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https://fsbath.sharepoint.com/Policies_Procedures/Staff_Handbook/Organisational_Risk_Assessments/Moorlands_Children's_Services_Risk_Assessment_Oct_2020.doc