

Blackshaw Nursery Limited Risk Assessment October 2016



File: Blackshaw Nursery Limited Risk Assessment

Blackshaw Nursery - Suitable Premises, Environment and Equipment Risk Assessment

Risk Assessment Title	Outdoor and indoor spaces, furniture, equipment toys to comply with sections of EYFS
Date of Risk Assessment	October 2016
Risk Assessment Completed by	Paul Danks CMIOSH
Assessment Review Date: (Annually or sooner if required)	



a **hazard** is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer etc;



the **risk** is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

Extract from the statutory framework for the early year's foundation stage

It is essential that children are provided with safe and secure environments in which to interact and explore rich and diverse learning and development opportunities. Providers need to ensure that, as well as conducting formal risk assessment, they constantly reappraise both the environments and activities to which children are being exposed and make necessary adjustments to secure their safety at all times.

Suitable premises, environment and equipment - Outdoor and indoor spaces, furniture, equipment and toys, must be safe and suitable for their purpose.

Specific legal requirements - Risk assessment

Extract from the statutory framework for the early year's foundation stage

Schools will not be required to have separate policies for the EYFS provided that the requirements are met through their policies which cover children of a statutory age.

Outings - Children must be kept safe whilst on outings.



For each specific outing, providers must carry out a full risk assessment, which includes an assessment of required adult: child ratios.



This assessment must take account of the nature of the outing, and consider whether it is appropriate to exceed the normal ratio requirements (as set out in this document), in accordance with providers' procedures for supervision of children on outings.

Statutory guidance to which providers should have regard



Providers should obtain written parental permission for children to take part in outings.



Providers should take essential records and equipment on outings, for example, contact telephone numbers for the parents of children on the outing, first aid kit, and a mobile phone.



Records should be kept about vehicles in which children are transported, including insurance details and a list of named drivers.



Drivers using their own transport should have adequate insurance cover.

Medicines



Providers must implement an effective policy on administering medicines.



The policy must include effective management systems to support individual children with medical needs.



Providers must keep written records of all prescribed medicines administered to children, and inform parents.



Providers must obtain prior written permission for each and every medicine from parents before any medication is given.

Extract from the statutory framework for the early year's foundation stage

It is essential that children are provided with safe and secure environments in which to interact and explore rich and diverse learning and development opportunities. Providers need to ensure that, as well as conducting formal risk assessment, they constantly reappraise both the environments and activities to which children are being exposed and make necessary adjustments to secure their safety at all times.

Suitable premises, environment and equipment - Outdoor and indoor spaces, furniture, equipment and toys, must be safe and suitable for their purpose.

Specific legal requirements - Risk assessment

- ⚠ The provider must conduct a risk assessment and review it regularly – at least once a year or more frequently where the need arises.
- ⚠ The risk assessment must identify aspects of the environment that need to be checked on a regular basis: providers must maintain a record of these particular aspects and when and by whom they have been checked.
- ⚠ Providers must determine the regularity of these checks according to their assessment of the significance of individual risks.
- ⚠ The provider must take all reasonable steps to ensure that hazards to children – both indoors and outdoors – are kept to a minimum.

Statutory guidance to which providers should have regard

- ⚠ The risk assessment should cover anything with which a child may come into contact.
- ⚠ The premises and equipment should be clean, and providers should be aware of the requirements of health and safety legislation (including hygiene requirements).
- ⚠ This should include informing and keeping Adults up-to-date.
- ⚠ A health and safety policy should be in place which includes procedures for identifying, reporting and dealing with accidents, hazards and faulty equipment.

RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
MEDIUM (M) Possibility of significant injury or over 7 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.

Entrance and All Rooms

What are the Hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary	Action by who?	Action Date	Completed Date	Risk Rating
Security	Children + Adults Staff and children could be at risk from unauthorised persons on premises. Children put themselves at risk, if escape from premises.	<ul style="list-style-type: none"> - Door kept shut/secure at all times. - Easydentic finger scanner for staff/parents. - Video entry phone in office for observing and communicating with anyone. - Must not let strangers into building. - Doors must be kept securely closed and bolted if applicable. - Visitors/Contractors monitored and require briefing. - Panic alarms fitted and connected to central station - Holes in fences and walls quickly repaired. 					LOW
Ineffective heating / ventilation	Children + Adults Unhygienic	<ul style="list-style-type: none"> - Monitor heating and level of ventilation - Inform manager of any problems or concerns. Add ventilation by opening windows as required use footstools with correct foot wear 					LOW

What are the Hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary	Action by who?	Action Date	Completed Date	Risk Rating
<i>Contractors working on the premises</i>	<i>Children + Adults Physical injury</i>	<ul style="list-style-type: none"> - Areas to be cordoned off, - Permit to Work systems - Monitoring of Contractors - Work will generally be undertaken when the nursery is closed (if possible) - Children will always be excluded from work rooms 					LOW
<i>Manual Handling</i>	<i>Staff risk injuries or back pain from handling heavy/bulky objects e.g. deliveries.</i>	<ul style="list-style-type: none"> - Trolley used to transport heavy items such as boxes of paper or packs of nappies. - Only light objects stored on high shelves. - Manual Handling Training 					MEDIUM
<i>Burns and Scalds</i>	<i>Children who come into contact with hot surfaces may be burnt. Scalded washing hands. Scalded by hot liquids i.e. drinks</i>	<ul style="list-style-type: none"> - All radiators are fitted with appropriate guards. - All taps at hand washing facilities, are fitted with Thermostatic mixing valves. - Staff do not take hot drinks into rooms with children, staff only have hot drinks in the staff room. - Children not allowed in Kitchen/staffroom 					LOW

What are the Hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary	Action by who?	Action Date	Completed Date	Risk Rating
<p><i>Fire Precautions,</i></p> <p><i>Exits/Doors impeded by toys</i></p>	<p><i>Children + Adults</i></p> <p><i>Personal safety</i></p>	<ul style="list-style-type: none"> - <i>Permit to Work for Hot Work.</i> - <i>PAT Testing</i> - <i>Gas Safe (Checks Completed)</i> - <i>Fire Detection System</i> - <i>Alarms & extinguishers.</i> - <i>Evacuation Procedure.</i> - <i>Full Site Fire Risk assessment carried out by competent person.</i> - <i>Staff Training</i> - <i>CCTV in communal areas and entrance/exit.</i> - <i>Visitors/Contractors escorted/briefed</i> - <i>Monitoring records maintained</i> - <i>Keep the exits/doors as clear as possible</i> 					<i>LOW</i>
<p><i>Musculoskeletal</i></p>	<p><i>Children + Adults</i></p> <p><i>Dropping Babies</i></p> <p><i>Staff risk bad backs if stooping to pick up children or change babies on the floor.</i></p>	<ul style="list-style-type: none"> -<i>Changing tables used.</i> - <i>Staff advised to use small chairs or sit on floor to interact with children at low level.</i> - <i>Manual Handling Training</i> 					<i>MEDIUM</i>

What are the Hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary	Action by who?	Action Date	Completed Date	Risk Rating
<p><i>Tripping / Slipping. (Toys left on floor)</i></p> <p><i>Sand on floor</i></p> <p><i>Water on floor</i></p>	<p><i>Children + Adults Physical injury</i></p>	<ul style="list-style-type: none"> - <i>Daily checks of flooring and issues reported</i> - <i>Signage</i> - <i>For spillages of substances, refer to COSHH Data Sheet</i> - <i>Extra care must be taken when washing plastic table cloths as non-absorbent materials cause puddles on floors which can be slippery</i> - <i>Staff to alert management in case of roof leaks</i> - <i>All staff keep work areas clear e.g. no boxes left in walkways, deliveries stored immediately.</i> - <i>Children are encouraged to put away toys when they have finished with them</i> - <i>Staff regularly check area for toys on floor in the thoroughfare</i> 					MEDIUM
<p><i>Asbestos</i></p>	<p><i>Children + Adults exposed to asbestos fibres may develop serious lung disease.</i></p>	<ul style="list-style-type: none"> - <i>No-one is to disturb ceilings or pin anything on ceiling.</i> - <i>Any damage reported to management</i> - <i>Monitoring</i> - <i>Survey Completed</i> 					LOW

What are the Hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary	Action by who?	Action Date	Completed Date	Risk Rating
Gas Leak	Children + Adults Asphyxiation Fire/Explosion	- Gas Safety checks annually - Carbon monoxide detection					LOW
Scissors	Children + Adults Physical injury	Children are shown safe ways to handle scissors and usually under supervision when in area					LOW
Work at Height	Staff + Contractors Falls from any height can cause bruising, fractures or even death.	- Internal windows cleaned or opened using a step ladder or kick stool. - light bulbs changes using a step ladder or kick stool.					LOW
Tools	Children + Adults Physical injury	Children are shown safe ways to handle and store tools and usually under supervision when in area					LOW
Display Screen Equipment	Adults Musculo-skeletal injuries Visual fatigue Mental stress	- Display Screen Equipment Policy. - Analysis of workstations for high use staff. - Rotation of tasks. - Provision of eyesight test					LOW
Choking on Non-food items	Children	- Heuristic play and crafting objects are suitable for the age range of children. i.e. small objects will not be given to young children. - Small items not suitable for use by young children will not be stored or used in their designated area or room.					MEDIUM

What are the Hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary	Action by who?	Action Date	Completed Date	Risk Rating
Choking on food/other Objects	Children	<ul style="list-style-type: none"> - All food is cut into small pieces. - Avoid feeding reconstituted meat such as hot dogs or burgers to young children. - Fruit with skins such as grapes, apples & plums is cut into small pieces or peeled as they can be difficult for babies to chew. - Chewing gum is banned from the premises (including staff). - Toffee's and boiled sweets must not be given to children under 5. - Small items such as coins, pen tops, balloons and plastic wrappings are kept out of reach of children. 					MEDIUM
Gates/Doors	Children + Adults Personal safety Finger Trapping hazard	<ul style="list-style-type: none"> - Adults to close gates. - Children aware that they are not to open or close gates - Finger guards fitted to the hinges on doors. - Door closing devices fitted to prevent slamming. 					MEDIUM

What are the Hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary	Action by who?	Action Date	Completed Date	Risk Rating
COSHH	<p>Children + Adults</p> <p>Children and staff could catch pathogenic organisms or be harmed by chemicals during potty training/nappy change.</p> <p>Soft and hard toys could be vectors for pathogenic organisms.</p> <p>Animal faeces in the outdoor play area/sand pit could lead to zoonotic infections for staff and children.</p> <p>Poisonous plants could cause harm to children if ingested.</p> <p>Outbreak of infectious disease, could spread infection amongst children and staff.</p>	<ul style="list-style-type: none"> - Potties emptied down the toilet or sluice sink, then washed in hot soapy water. - Chemical disinfectant only used if there is an outbreak of diarrhoea, - Chemical must be washed off potty after disinfecting. - Clinical waste bin (yellow) provided and collected by licensed waste contractor. - See HPA guidance, Infection Control & Communicable Disease Guidance for Early Years - Hard toys are regularly wiped with antibacterial wipes. - Soft toys are laundered or replaced. - The sand pit is kept covered when not in use. <p>- Provided disposable gloves, aprons and antibacterial cleaners.</p>					MEDIUM

What are the Hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary	Action by who?	Action Date	Completed Date	Risk Rating
<i>COSHH Continued</i>	<p><i>Staff affected by occupational dermatitis, by prolonged exposure with water and detergents.</i></p> <p><i>Staff and children may be harmed by use of chemicals etc.</i></p>	<ul style="list-style-type: none"> - <i>Staff provides with gloves to undertake cleaning and washing in the kitchen etc.</i> - <i>Safety Data Sheets, from the suppliers, for all chemicals substance.</i> - <i>All substances for cleaning are taken off site by contact company.</i> - <i>Substances or items are stored away in a locked cupboard.</i> 					MEDIUM
<i>Glass doors and windows</i>	<i>Children could be badly cut if glass is broken.</i>	<ul style="list-style-type: none"> - <i>Ensure all glass below 2 meters is safety glass, or adequately guarded against breakage.</i> 					LOW
<i>Injury from electric</i>	<i>Children + Adults Staff and children can get electrical shocks or burns from using faulty electrical equipment.</i>	<ul style="list-style-type: none"> - <i>Fitting socket covers</i> - <i>Trained, competent Contractors</i> - <i>Testing of all portable electrical equipment.</i> - <i>Visual checks and records maintained.</i> - <i>Flexes safely positioned</i> - <i>Sockets not to be over-loaded</i> - <i>Not to be used outside in wet weather</i> 					LOW

Food Preparation Area/Washing Utilities							
What are the Hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary	Action by who?	Action Date	Completed Date	Risk Rating
<i>Knives and sharp implements</i>	<i>Children + Adults Physical injury</i>	<i>Sharp equipment to be stored in drawers and cupboards</i>					LOW
<i>Kettle</i>	<i>Children + Adults Scalding/burns</i>	<i>Kettle and water heater to be stored on units away from edges not accessible to children</i>					LOW
<i>Cooker/oven</i>	<i>Children + Adults Scalding/burns</i>	<i>No Children allowed in Kitchen</i>					LOW
<i>Cooking utensils</i>	<i>Children + Adults Physical injury</i>	<i>Utensils to be stored safely in drawers or cupboards</i>					LOW
<i>Washing machines</i>	<i>Children + Adults Physical injury Electrical shock</i>	<i>- Children not allowed to use washing machine or enter area</i>					LOW
<i>Dishwasher</i>	<i>Children + Adults Physical injury Electrical shock</i>	<i>- Dishwasher door to be kept closed. - Children not to put items in or take items out of dish washer</i>					LOW
<i>Fridge (correct storage of food, in date etc.)</i>	<i>Children + Adults Ill health</i>	<i>- Food/medicines to be correctly stored in fridge - Keep at correct temp: under 8 c</i>					LOW
<i>Food Hygiene</i>	<i>Children + Adults</i>	<i>- See Food Hygiene Policy - Training/Monitoring - Food Hygiene Record</i>					LOW

Outdoor Play Area							
What are the Hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary	Action by who?	Action Date	Completed Date	Risk Rating
<i>Gates, locks and hinges</i>	<i>Children + Adults Trapping hazard, physical injury</i>	<ul style="list-style-type: none"> - <i>Gates, hinges and locks checked daily</i> - <i>Children supervised outside at all times and encouraged to stay away from gates</i> 					<i>LOW</i>
<i>Poor condition of floor surfaces</i>	<i>Children + Adults Tripping hazard</i>	<ul style="list-style-type: none"> - <i>Surfaces regularly checked</i> 					<i>LOW</i>
<i>All area swept for unwanted objects, broken glass, animal faeces, small holes etc.</i>	<i>Children + Adults Tripping hazard, physical injury</i>	<ul style="list-style-type: none"> - <i>Checks of all areas carried out daily</i> - <i>Children supervised outside at all times and all areas maintained in good condition</i> 					<i>LOW</i>
<i>Poor maintenance of garden equipment</i>	<i>Children + Adults Physical injury</i>	<ul style="list-style-type: none"> - <i>Garden equipment condition checked on regular basis</i> - 					<i>LOW</i>
<i>Storage of garden equipment</i>	<i>Children + Adults Tripping, falling hazard, physical injury</i>	<ul style="list-style-type: none"> - <i>Play equipment stored safely and checked on a regular basis</i> - <i>Safe storage location of equipment to be considered</i> 					<i>LOW</i>
<i>Sand pits</i>	<i>Children + Adults Physical injury Hygiene</i>	<ul style="list-style-type: none"> - <i>Sand changed on regular basis + checked for sharp/foreign objects</i> - <i>Children encouraged to wash hands after playing in sandpit</i> 					<i>LOW</i>

What are the Hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary	Action by who?	Action Date	Completed Date	Risk Rating
Ropes, washing line and bungee cords	Children and Adults Tripping hazard, physical injury	<ul style="list-style-type: none"> - Weather conditions are monitored and acted upon. - There is adequate space to move around freely. 					LOW
Trolley	Children and Adults Tripping hazard, physical injury	<ul style="list-style-type: none"> - Ensure that the children are informed not to run or climb on/with the trolley - Ensure good practise is modelled by peers and staff. - Equipment checked prior to and during use for wear and tear 					LOW
Climbing Frames		<ul style="list-style-type: none"> - Restrict and control numbers on apparatus at one time - Ensure that the equipment is appropriate for the age of the pupils using it. - Supervision of use required at all times - Apparatus not to be used when wet and slippery. - Clear rules about appropriate behaviour of use - Children to wear appropriate footwear - Ensure that impact absorbing surfaces are in good condition 					LOW