Risk assessment

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| AREA  MAIN HALL  Hazards | Who is at risk? | Possible risks | Existing Controls | Risk Level | Recommendations | Future actions |
| Music equipment  Mixing desk  Computer | Children  Adults Visitors | Fall/ trip hazard due to leads and electrical wires.  Possible | Area constantly manned  Wires on floor not covered | low | Ensure Children don’t run around while equipment is out |  |
| Lectern/chairs/  tables | Children/  Adults/  Visitors | Bumping into chairs/tables | Explain to children why they shouldn’t run around the building  Adult supervision | low |  |  |
| Steps | Small children | Coming through doors and not realising there is a step into the room | Ramp fitted at one door | low |  |  |
| Baptistery | Children/  Adults/  Visitors | Carpet tripping hazard | Chairs are usually placed around the Baptistery area to avoid anyone tripping  Area is always covered unless a Baptism is taking place but corners of carpet can be raised if nothing is over them | low | Ensure chairs are placed over the corners of the Baptistery |  |
| Laptop and laptop trolley | Children  Adults | Tripping hazard over wires leading to socket.  Bumping hazard  Children not looking were they’re going | Someone mans the trolley when children are in the room.  Equipment is cleared away after use | Low | Ensure wires are covered by cable mats |  |

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| AREA  Indoor play area  Hazard | Who is at risk? | Possible risks | Existing Controls | Risk Level | Recommendations | Future actions |
| Climbing frame | Children, Staff, Visitors,  Parents | Falling, tripping, standing on fingers. | Rubber foam mat under climbing frame to soften impact of fall. | Low/ medium | Staff to monitor number of children on frame at any one time |  |
| SAND |  | Children playing with or throwing sand can get sand in their eyes. Natural resources have some sharp edges | Resources checked daily.  Children told not to throw sand, and given an explanation as to why | low | Children monitored in the sand play |  |
| Water Play |  | Some natural resources like stones, bottles and shells can have sharp edges | Water hog mat in place under water play. Resources checked daily.  Children asked not to throw water in the play room | Low | Children monitored in the water play area |  |
| Writing area |  | Choking hazard; pen tops  Cutting hazard scissors | Only pens with safety lids are used. Children are shown how to put lids back on pens and asked to do so. Staff explain to children the dangers of putting things like pen tops in your mouth. Scissors are counted out and counted in after use. | Low | Monitor area especially when young children are using it. |  |
| Maths area |  | Choking hazard; small natural resources. | Natural resources like conkers, stones and pebbles can be quite small so children need to be supervised when using them.  These are stored within sight of the children so they’re able to ask for them but younger children can’t reach them unaided. | Low | Staff to stay close by in this area to supervise children using small items. |  |
| Wooden blocks |  | Risk identified;  Large blocks falling on toes or heads.  Young children throwing blocks. | Children are supervised to ensure that blocks are not built too high. | Low | Recommendations  Ensure children are aware of the dangers of throwing large blocks or building towers too high. |  |
| AREA  Indoor play area  HAZARD | Who is at risk | Possible risk | Existing Controls | Risk Level | Recommendations | Future actions:  Date carried out and by who. |
| Train track and trains | Children, Staff, Visitors,  Parents | Wooden train track could cause splinters if damaged | Track checked for damage daily | Low |  |  |
| Snack area; | Children, Staff, Visitors,  Parents | Spills, Choking | Supervised open snack | Low | Make sure food is cut so not to cause choking |  |
| Dressing up area | Children, Staff, Visitors,  Parents | Falls and trips. From children climbing and clothes on the floor. | Clothes picked up at regular intervals.  Clothes washed regularly | Low |  |  |
| Home area | Children, Staff, Visitors,  Parents | Breakages from crockery. | Crockery needs to be replaced if any chips or cracks appear.  Crockery has now been replaced by melamine plates and cups | Low | Replace all crockery with melamine items  To prevent breakages | All crockery to be replaced with melamine |
| Computers;/  Ipads | Children, Staff, Visitors,  Parents | Electrical cables,  Tripping hazard | Cables run from the back of the computer.  CD drawer opens by pushing and obstacle (like fingers) would cause it to re-open. | Low |  |  |
| AREA  Indoor play HAZARD | Who is at risk | Possible risk | Existing Controls | Risk Level | Recommendations | Future actions |
| Library | Children, Staff, Visitors,  Parents | Tripping hazard through cushions and soft toys on the floor. | Children are aware of the cushions on the floor in the library and know that the library is a quiet area so. | Low |  |  |
| Listening centre  . | Children, Staff, Visitors,  Parents | Tripping hazard  Cables run from centre of the table and could cause a tripping hazard. Also if headphones fall on the floor wires can be a tripping hazard. Leads from headphones can get tangled around a child’s necks | Headphones are kept in a box and children are encouraged to put them back after use.  Table is as close to wall as possible to reduce risk of tripping. Headphone wires are coiled to prevent strangulation.  A member of staff is always close by to ensure safety. | Low |  | Use wireless equipment |
| Sensory area | Children, Staff, Visitors,  Parents | Fibre optic lights detach from light box for storage and children could put items in the gap if left unattended.  Tripping hazard;  Cushions on the floor.  Climbing hazard;  If children climb items could be pulled from shelf onto heads and feet.  Fingers can be trapped in doors | Children are warned of the dangers of electricity and the doors of the sensory area are always open unless an adult is doing a specific task with children. Then the doors may be closed.  Children are allowed to use equipment freely as long as an adult has them in view. Every effort is made to avoid accident. | Medium |  |  |
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| AREA/HAZARD | Who is at risk | Possible risk | Existing Controls | Risk Level | recommendations | Future actions |
| Craft area | Children, Staff, Visitors,  Parents | Younger children putting paint and craft items in mouth.  Tripping over raised mat.  Using scissors inappropriately | Craft and paint area is separate and children have free access although an adult is nearby for guidance if necessary. Scissors are counted out and counted in at the end of the session. Aprons are worn to protect clothing. | Low |  |  |
| Cars and garage | Children, Staff, Visitors,  Parents | Tripping hazard  Cars and trucks travel around the room and can sometimes be difficult to see, causing a tripping hazard | The cars and garage have a place in one area of the room but travel to every area during the session. Every effort is made to return cars to their place. | Low/  medium |  |  |
| Prams and dolls | Children, Staff, Visitors,  Parents | Pushing into other children.  Children sitting in prams can tip up. | Children are encouraged not to run with the prams as this may cause an accident, especially as some of the prams are heavy. | Low |  |  |
| AREA/HAZARD | Who is at risk | Possible risk | Existing Controls | Risk Level | recommendations | Future actions |
| Outings | Staff  Children 2 – 4 years  Visitors  Parents  Volunteers | Lost child  Accident  Incident  Illness  Transport difficulties | Parents are made aware of arrangements for taking children out and asked for them to be appropriately dressed.  Parents sign an outings consent form when child starts the setting.  Advanced notice is given of all outings and parents decide if they wish their children to attend.  Register must be taken before departure, upon arrival and before leaving the venue.  Our desired ratio is 1 adult to every 2 children for outings.  First aid box and any required medication must be taken and clearly labeled.  Mobile phones must be taken by at least 2 members of staff and a list of parent contact telephone numbers.  Risk Assessment is carried out prior to each outing. | Low-Medium depending on trip | Manager/  deputy carry out risk assessment prior to visit. |  |
| AREA/HAZARD | Who is at risk | Possible risk | Existing Controls | Risk Level | recommendations | Future actions |
| PLAY AREAS  OUTDOOR  Sand  Water  Planters  Hose pipe  Tap  Compost  Soil  Benches  Train and track  Gazebo  Planters  Stage  Ship  Sand  Water butt  Seats  Arbor’s | Children  Staff  Parents  Visitors  Gardener | Trips from steps, hose pipe and train track  Splinters/cuts from wooden natural objects  Bikes going into back of legs  Falling blocks  Sand in eyes  Sharp edges on wooden seats  Rope can cause friction burns/strangulation  Gardening equipment causing injury to gardener.  Slipping in mud close to water butt | Outside play areas checked by a member of staff daily and gates bolted prior to children being allowed out to play.  Unsafe equipment removed and reported.  Any broken glass or hazardous objects removed immediately.  Side area cleaned and hosed at the end of day.  Only non-poisonous plants planted in tubs, planters and containers.  In sunny weather ensure children wear sun hats and sun cream for protection.  Area will be checked daily for any hazardous objects which may have been thrown over the fence.  Check all equipment for tripping hazards, screws, nails etc.  Check steps and ramps.  Ensure children wear appropriate clothing for the weather.  Use sun cream and hats in the sun and waterproofs in the rain.  Make sure gate is closed correctly when children come in or out of the area.  Heavy lock on gate is impossible for children to open  Use walking rope/ conga line to go to and from the nursery to outdoor area while awaiting approval for hole to be cut in wall and gated.  Rope can only be used in play when adult is present.  Children are warned about the danger of putting a rope around their neck or pulling it through their hands.  Children told to take care in the area when running as trips may happen if not looking where they are going.  Wooden decking next to water butt helps prevent the area being too muddy. | Low  Low/ Medium | Merseyside fire service recommend that the padlock is only used on the double gate when the building is empty.  Large bolt attached to top of the gate for extra safety. |  |
| AREA/HAZARD | Who is at risk | Possible risk | Existing Controls | Risk Level | recommendations | Future actions |
| Floors, staircase and entrances | Staff  Children  Visitors | Slipping hazard;  Wet floors and sand on floors.  Tripping Hazard  Foam mats/ water hog mats, toys on floors, chairs and equipment.  Fire exits blocked.  No handrail on staircase | Good Housekeeping standards maintained.  Cupboards, draws and doors to be kept closed when not in use  Trailing cables from electrical equipment managed.  Floors, cleaned daily.  Children not allowed on staircases or in corridor to kitchen unless supervised.  Spillages cleaned up immediately and staff and children informed of floor surfaces that are drying.  Staff informed to report any problems to Manager Immediately.  Manager to carry out regular inspections to ensure standards are maintained. | Low | Staircase needs to have handrails fitted on both sides | Fit banisters on both side of staircase |  |
| Hygiene and welfare | Staff  Children  Visitors | Cross contamination and infection | Toilets supplied with hot and cold water, soap and paper towels, gloves, aprons, nappy sacks and baby wipes.  Separate facilities for staff and children.  Drinking water available at all times.  Rest facilities are available and storage and drying facilities for clothes.  All nappies are disposed of in nappy sanitizer, then removed to a lidded bin outside. | LOW |  |  |  | Future actions |
| AREA/HAZARD | Who is at risk | Possible risk | Existing Controls | Risk Level | recommendations | Future actions |  | Who is at risk |
| First Aid | Staff  Children  visitors | Infection  HIV  Hepatitis  FALL  INJURY | First Aiders available at all times.  First Aid kits available in office, main room and kitchen.  Accident/Incident book available in reception.  All staff informed to record accidents/incidents in book.  First Aiders named on wall of reception | LOW | Ensure that all staff undertake first aid training |  |  | Future actions |
| General  Environment | Staff  Children  visitors | Tripping hazard,  Burn from radiators being too hot, | Building kept warm and light, plenty of space.  Electric lighting kept to a minimum.  Rooms tidied at regular intervals.  . | Low | Cover radiators with covers that allow the room to be heated without risk of burning. | Radiator covers bought |  |  |
| Kitchen  Dining room  Tables  Chairs  Ladders  Above Kitchen | Staff  Children  visitors | Chemicals could cause burn or worse if ingested.  Fire risk from cooker, boiler and Water heater.  Slipping hazard on wet floors.  Chairs stacked too high.  Ladders on top of table cupboard.  Storage on top of kitchen | Cleaning chemicals kept away from children.  Hand washing in sinks to avoid cross contamination. | Low/  Medium | Young children should not go into the kitchen but if this is unavoidable they must be supervised by a responsible adult.  Two people get ladder down if required.  Door manned and ladder footed if anyone is required to get goods from storage area. | Make sure storage is secure above kitchen |  |  |
| Toilets | Staff  Children  visitors | Cross contamination.  Slips from water on the floor | Aprons and gloves used when changing children.  Area cleaned after use.  Nappies disposed of in the nappy sanitizer.  Potty’s cleaned as used and bleached weekly or when required. | Low | Ensure plastic aprons and gloves are always available |  |  |  |
| AREA/HAZARD | Who is at risk | Possible risk | Existing Controls | Risk Level | recommendations | Future actions |  |  |
| Electrical Equipment | Staff  Children  Visitors | Shock  Tripping hazard | Safety covers fitted to all low-level sockets.  Staff trained to report defective plugs or cables to manager.  Contract in place for all portable equipment to be checked.  Avoid overloading sockets. | Low | Make sure areas are covered on daily check list. |  |  |  |
| Manual Handling /Moving children | Staff  Children  Visitors | Back injury. Falling, injuring others. | Manual handling tasks have been assessed for risks and preventive measures implemented.  Sufficient staff to carry out any heavy carrying/ work.  Trolley used to move furniture, boxes of paper etc  Most furniture is on wheels. If risk cannot be avoided, more detailed assessments may be required by Manual Handling Operations. | Low | Ensure that staff know the dangers of lifting/carrying to heavy load |  |  |  |
| Violence at work. | Staff in face to face contact with parents and the public are normally the most vulnerable. | There are many areas in which we engage business activities that could have potential risks of violence: we must minimise these risks so far as is reasonably practical to ensure the safety of our employees. | Watch for early signs of aggression or trouble brewing and try to avoid the situation rather than be led into it. Make sure that your own attitude is of a non-confrontational nature.  Be aware of all people traffic and attend to the entrance promptly to ensure we have no unauthorised persons.  Ensure that the entrance glass door panels are clear so that you can monitor arrivals.  Lock main entrance door once all children have arrived.  Lock outside gate once all parents have vacated the premises.  Ensure that any cash on the premises is kept in a secure area.  Any persons picking up children other than the usual person must have a valid password and we must have prior notification from the main carer. | Medium | We must be vigilant at our own premises to ensure that there are no increases in the risk of violence toward our employees/ Parents.  As we are open to visits from the public on occasion we can never fully eliminate the risk of somebody of a violent nature walking through the door |  |  |  |
| AREA/HAZARD | Who is at risk | Possible risk | Existing Controls | Risk Level | recommendations | Future actions |  |  |
| Safeguarding | Trainees/ volunteers under 18. Children, Staff | Young Persons | Adequate information, instruction and supervision is required until the young person is competent to undertake task with limited supervision.  Supervisor to ensure that young person is given adequate induction, information and training when joining the company. When new tasks are undertaken, subsequent information and training will be required.  Head of room to closely monitor work of young person. | Low | At induction, young people are informed of all safeguarding and confidentiality procedures |  |  |  |
| Safeguarding | Children, Staff | Safeguarding | All staff to hold enhanced DBS check before regular activity is undertaken with children. All staff will have a three month probation period after taking up employment and during this time will not change nappies or attend children in the bathroom. Staff are not allowed to be on their own with one child. | Low | Ensure annual checks are carried out and DBS is updated every three years. |  |  |  |
| Safeguarding Sunday school/church | Children, Staff | Safeguarding | All regular Sunday school teachers hold DBS checks. No teacher can work on a one to one basis | Low | Ensure DBS is updated every three years |  |  |  |
| Chair cupboard  Ladder | Adults/  children | Chairs stacked too high could fall on people.  Ladder needs to be clear at the bottom and top. | Stacked chair height should be no more than 18 chairs high. The space at the bottom of the ladder should be clear. | Low |  |  |  |  |
| Mixing desk  Ladder  Door | Adults | Equipment could fall if not stacked safely.  Danger from carrying equipment up and down the ladder.  Danger of dropping equipment and causing injury when getting staging down and putting away. | Equipment needs to be stacked carefully leaving space at the top and bottom of the ladder.  Equipment should be passed to another person rather than one-person carry it down the ladder.  Care should be taken when passing staging down to people below. | Low/  medium | Ideally heavy items need to be stacked at a low level to avoid injury. | Move heavy items to ground level. |  |  |
| AREA/HAZARD | Who is at risk | Possible risk | Existing Controls | Risk Level | recommendations | Future actions |  |  |
| Storage above music cupboard | Adults  Children | Items that have not been stacked/ stored correctly could fall on people below. | All items are stacked and stored at the correct height.  Front wall is higher than floor to avoid landslide. | Low /Medium | Ensure equipment is stored safely and not too high |  |  |  |
| Music cupboard | Adults | Instruments, computers, electrical wires and equipment not being stored correctly and causing injury or tripping hazard | All equipment is stacked with care and wires put out of reach | Low |  |  |  |  |
| Loft space | Adults | Falling, tripping, head injury | Ladder footed when someone is entering loft space. Items passed through trap door and not carried down the ladder. | Low | Head lamp needs to be worn when entering loft space.  Gloves and facemask should be worn. |  |  |  |

**This policy is reviewed annually by Wavertree Christian Fellowship Nursery and Pre-school.**