

Risk Assessments

001	Child that mouths
002	COSHH: Storage of substances
003	Manual Handling
004	Fire Safety
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006	Allergic reactions
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015	Travelling in vehicles
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017	Visits to farms/parks
018	Visits to Pinvin Federation site
019	Local Walks including visits to church
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021	Visits to old people's home
022	Security of premises and lone working

RISK MANAGEMENT ASSESSMENT													
Title (Activity/Job/ Premises)	Risk of choking with younger children mouthing.	Reference No:	001	Likelihood	Risk/Severity					By whom and when			
					1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic				
Location	Whole setting inside and outside	Assessor Name(s)	Jenny Richardson	1 Rare	1 Low	2 Low	3 Low	4 Moderate	5 Moderate				
Authorising Manager	Zoe Corfield	Authorising Manager Signature	Zoe Corfield	2 Unlikely	2 Low	4 Moderate	6 Moderate	8 High	10 High				
Overall Rating	9	Review Date	01/09/2022	3 Possible	3 Low	6 Moderate	9 High	12 High	16 Extreme				
Task/Equipment /Materials/ Activity, etc.	Hazard	(Risk) Consequences	Who is at risk	Existing Controls currently used. (What are we doing now?)	Risk Evaluation			Additional control/precautionary measures required					
					Severity	Likeli- hood	Rating						
Meal and snack times.	Choking	Choking, danger to life.	All childr en	1:1 Supervision during meal/snack times.	3	2	6	All staff to be aware especially when routine changes i.e. trips.	All Staff Sept 2021				
Toys and resources.	Choking	Choking, danger to life.	All childr en	Resources and equipment risk assessed daily. Firm rules and boundaries in place regarding mouthing. Extra awareness in team of specific children with mouthing tendencies. Smaller loose parts to be used with older children only to avoid choking.	3	4	12	Key persons to work with parents to establish the reasons for this behaviour and to offer alternative stimulus. All staff refreshed on paediatric first aid in regards to a choking child.	All Staff Sept 2021				

RISK MANAGEMENT ASSESSMENT											
Title (Activity/Job/ Premises)	COSH: Storage of harmful substances	Reference No:	002	Likelihood	Risk/Severity					Additional control/precautionary measures required	By whom and when
					1 Insignificant Low	2 Minor Low	3 Moderate Low	4 Major Moderate	5 Catastrophic Moderate		
Location	Whole setting inside and outside	Assessor Name(s)	Jenny Richardson	1 Rare	2 Low	3 Moderate	4 Moderate	5 High	6 Extreme	Educate parents about risks at home to teach children dangers i.e. washing liquid tabs. Revise staff knowledge on first aid procedures for ingestion of chemicals. Update COSH file.	ZC Home-link Autumn term 1 ZC Team meeting Sept 21
				2 Unlikely	4 Moderate	6 Moderate	8 High	10 High			
				3 Possible	6 Moderate	9 High	12 High	16 Extreme			
				4 Likely	8 High	10 High	16 Extreme	20 Extreme			
				5 Almost Certain	10 High	16 Extreme	20 Extreme	26 Extreme			
Authorising Manager	Zoe Corfield	Authorising Manager Signature	Zoe Corfield								
Overall Rating	4	Review Date	01/09/2022								
Task/Equipment /Materials/ Activity, etc.	Hazard	(Risk) Consequences	Who is at risk	Existing Controls currently used. (What are we doing now?)	Severity	Likeli- hood	Rating				
Cleaning cupboard in children's toilets	Poisoning	Children coming in contact with poisonous substances	All	All harmful substances are stored in a lockable cupboard which must be locked at all times. COSH sheets are available in the COSHH file with COSH sheets for products from main supplier available on line http://www.tbbsupplies.com/page/	4	1	4		Educate parents about risks at home to teach children dangers i.e. washing liquid tabs. Revise staff knowledge on first aid procedures for ingestion of chemicals. Update COSH file.	ZC Home-link Autumn term 1	
Outdoors	Poisoning	Children coming into contact with poisonous substances	All	All harmful substances are stored in a lockable unit.	4	1	4		Educate children to not touch objects when outside the building.	All On-going	

RISK MANAGEMENT ASSESSMENT												
Title (Activity/Job/ Premises)	Manual Handling	Reference No:	Assessor Name(s) Authorising Manager Signature Review Date	Who is at risk	(Risk) Consequences	Hazard	Existing Controls currently used. (What are we doing now?)	Risk Evaluation			Additional control/precautionary measures required	By whom and when
								Severity	Likeli- hood	Rating		
Likelihood								1	2	3	4	5
1 Rare								1 Low	2 Low	3 Low	4 Moderate	5 Moderate
2 Unlikely								2 Low	4 Moderate	6 Moderate	8 High	10 High
3 Possible								3 Low	6 Moderate	9 High	12 High	16 Extreme
4 Likely								4 Moderate	8 High	12 High	16 Extreme	20 Extreme
5 Almost Certain								5 Moderate	10 High	16 Extreme	20 Extreme	26 Extreme
Task/Equipment /Materials/ Activity, etc.												
Comforting children	Picking up and carrying children around the setting	Impact to health from general wear and tear	All adults	Manual Handling procedures specified in Safety and Suitability of Premises, Environment and Equipment policy.	2	4	8	Team to be signposted to policy and procedures to ensure they are not putting self at risk. Discussion in team meeting for other strategies where we can comfort younger children with less risk to ourselves of injury			ZC Team meeting Sept 2021	
Nappy changing	Over stretching for equipment. Having to get onto floor level	Impact to health – sprains and muscle injury	All adults	Manual Handling procedures specified in Safety and Suitability of Premises, Environment and Equipment policy	2	4	8	As above.			As above	
Storing objects	Dropping objects on oneself, tripping, falling and causing physical	Impact to health; sprains, muscle injury. In worst case scenario head injury from falling.	All adults	Manual Handling procedures specified in Safety and Suitability of Premises, Environment and Equipment policy	3	3	9	Ensure all equipment and furniture are stored neatly and safely at the end of each day and			All at all times.	

	harm to self or others.								assistance sought if required. Ensure equipment in good state of repair i.e. ladder and step.	
Moving Equipment	Strains and back injuries.	Impact to health – sprains and muscle injury. Dropping equipment and harming others.	All adults	Manual Handling procedures specified in Safety and Suitability of Premises, Environment and Equipment policy	3	3	9		Team to be signposted to policy and procedures to ensure they are not putting self at risk. All furniture to be fitted with casters for ease of movement and to remain in good working order.	ZC / JR

RISK MANAGEMENT ASSESSMENT									
Title (Activity/Job/	Fire Safety	Reference No:	004		Likelihood				
					1	2	3	4	5

Premises)				Risk Evaluation					Additional control/precautionary measures required	By whom and when
Location	All Employees	Assessor Name(s)	Jenny Richardson	Severity	Likeli-hood	Rating				
Authorising Manager	Zoe Corfield	Authorising Manager Signature	Zoe Corfield							
Overall Rating	8	Review Date	01/09/2022							
Task/Equipment /Materials/ Activity, etc.	Hazard	(Risk) Consequences	Who is at risk	Existing Controls currently used. (What are we doing now?)						
Storing of rubbish	Materials setting alight inside or near building	Fire: risk to life	All	Internal bins are emptied daily. External bins are emptied 2-weekly. We have enough bins to ensure all rubbish is contained within them and not outside of them. Excess rubbish is disposed of at the local tip.	4	2	8	Ensure bins are moveable and not chained. Check them on entry and exit to setting to ensure safe.	ZC / JR	
Electrical faults	Equipment setting alight in building	Fire: risk to life	All	All electrical equipment is PAT tested annually. Electrical goods are brought from reputable companies. After seeking advice, we have assessed the use of plug socket covers to be less of a risk than to eliminate them from the provision (this is due to the quality of our covers). Ensure computers and equipment with internal fans are free from clutter to allow air to circulate.	4	2	8	Remind staff to report any concerns regarding electrical goods in the setting. Maintain quality of plug socket covers. Remind staff of importance of good housekeeping.	ZC / JR	

RISK MANAGEMENT ASSESSMENT

Premises)													
Location	All Employees	Assessor Name(s)	Jenny Richardson										
Authorising Manager	Zoe Corfield	Authorising Manager Signature	Zoe Corfield										
Overall Rating	6	Review Date	01/09/2022										
Task/Equipment /Materials/ Activity, etc.	Hazard	(Risk) Consequences	Who is at risk	Existing Controls currently used. (What are we doing now?)	Risk Evaluation			Additional control/precautionary measures required			By whom and when		
					Severity	Likeli- hood	Rating						
Storage of foods	Food poisoning	Illness and/or risk to life	All	All open foods stored in sealed containers as per package recommendations. The date of opening displayed on the container. Stock rotation. Daily kitchen risk assessment identifies food to be disposed of. For more information: Processes and procedures as read in the Health and Hygiene policy.	3	2	6		Ensure all staff have completed mandatory training in food hygiene and refresh this knowledge regularly. Ensure all staff understand the importance of the daily risk assessment and are confident to dispose of food out of date or past its best.		ZC		
Consumption of foods	Food poisoning	Illness and/or risk to life	All	Processes and procedures as read in the Health and Hygiene policy.	3	2	6		As above		ZC		
Cross contamination	Food poisoning	Illness and/or risk to life	All	Processes and procedures as read in the Health and Hygiene policy. Also see additional risk assessment in Health and Hygiene policy: Covid-19.	3	2	6		Ensure all staff have completed mandatory training in food hygiene and refresh this knowledge regularly. Ensure staff use separate sinks for		ZC		

Pest control	Food poisoning	Illness and/or risk to life	All	Processes and procedures as read in the Health and Hygiene policy. We use a reputable company for any pest control issues we may have.	3	2	6	Ensure staff can recognise the signs of unwanted vermin.	food and play purposes i.e. cleaning of play resources. Housekeeper to enforce and maintain strict cleaning processes.	ZC
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RISK MANAGEMENT ASSESSMENT								
Title (Activity/Job/ Premises)	Allergic reactions	Reference No:	006					
Location	All Employees	Assessor Name(s) Jenny Richardson	Likelihood	Risk/Severity				
	1 Insignificant			2 Minor	3 Moderate	4 Major	5 Catastrophic	
Authorising Manager	Zoe Corfield	Authorising Manager Signature	1 Rare	1 Low	2 Low	3 Moderate	4 Moderate	5 Moderate
			2 Unlikely	2 Low	4 Moderate	6 Moderate	8 High	10 High
Overall Rating		Review Date	3 Possible	3 Low	6 Moderate	9 High	12 High	16 Extreme

6																	
Task/Equipment /Materials/ Activity, etc.	Hazard	(Risk) Consequences	Who is at risk	Existing Controls currently used. (What are we doing now?)	Risk Evaluation			Additional control/precautionary measures required	By whom and when								
					Severity	Likeli- hood	Rating										
Allergy to food	Allergic reaction	Risk to life	Individuals	We identify those with allergies on registration documents and staff declaration forms. We create a health care plan and individual risk assessment for children or adults with known allergies. Staff will be trained in administering life-saving medication for those identified at risk.	3	2	6	Review children and staff termly for allergies and ensure health care plans and risk assessments are up to date. Report any concerns to parents i.e. a child goes blotchy after drinking milk – advise they see their GP – Do not diagnose.	ZC								
Hay fever	Allergic reaction	Affects child or adults breathing and ability to carry out normal tasks.	Individuals	We request any known health conditions to be shared on registration and staff declaration forms.	2	3	6	Ensure all staff are aware if a child suffers with hay fever so precautions can be taken i.e. avoiding areas where pollen particularly high.	ZC								
Allergy to animals	Allergic reaction	Affects child or adults breathing and ability to carry out normal tasks. Can cause skin irritation.	Individuals	We request any known allergies to be shared on registration and staff declaration forms. If working with animals' children and adults are reminded to practice good hygiene	2	3	6	If visiting animals outside of the setting or if we were to adopt a pre-school pet, separate risk assessments would be completed.	ZC								

Allergy to cleaning/sanitary products	Allergic reaction	Cause skin irritation.	Individuals	Parents supply own baby wipes. Latex free powder free non fertile gloves.	2	3	6	If using our own products note down. Record any reactions and report to parents.	ZC
Allergy to chemicals	Allergic reaction	Dizziness, irritation and general illness to include nausea.	Individuals	We request any known allergies to be shared on registration and staff declaration forms. We only use chemicals for cleaning purposes and suitable for educational settings. These are used away from children. Chemicals are stored safely as per our Health and Hygiene policy and Safety and Suitability of Premises, Environment and Equipment policy.	2	3	6	Report any reactions	ZC

RISK MANAGEMENT ASSESSMENT									
Title (Activity/Job/ Premises)	Toileting Management	Reference No:	Likelihood		Risk/Severity				
Location	All Employees	Assessor Name(s)	007	Jenny Richardson	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
					1 Low	2 Low	3 Low	4 Moderate	5 Moderate

Authorising Manager	Zoe Corfield	Authorising Manager Signature	Zoe Corfield	Existing Controls currently used. (What are we doing now?)							Risk Evaluation				Additional control/precautionary measures required	By whom and when			
Overall Rating	5	Review Date	01/09/2022	Who is at risk	(Risk) Consequences	Hazard	Task/Equipment /Materials/ Activity, etc.	Severity	Likeli-hood	Rating	2	3	4	5			6	7	8
								Unlikely	Low	Moderate	2	3	4	5	6	7	8	9	10
								Possible	Low	Moderate	3	4	5	6	7	8	9	10	11
								Likely	Moderate	High	4	5	6	7	8	9	10	11	12
								Almost Certain	Moderate	High	5	6	7	8	9	10	11	12	13



					5 Almost Certain	5 Moderate	10 High	16 Extreme	20 Extreme	26 Extreme	By whom and when
Task/Equipment /Materials/ Activity, etc.	Hazard	(Risk) Consequences	Who is at risk	Existing Controls currently used. (What are we doing now?)	Risk Evaluation			Additional control/precautionary measures required			
					Severity	Likeli- hood	Rating				
Outdoor learning sessions	Picnic benches and park equipment	Cuts, scratches, splinters from rotting wood.	All	We check park and outdoor spaces before use. Children taught to highlight risks to adults. Broken equipment clearly marked as out of use and reported to the relevant person.	1	4	4	Daily risk assessment.	ZC		
Outdoor learning sessions	Litter	Infection, poisoning, burns or cuts.	Child	Outdoor spaces are checked thoroughly before use. Children are taught not to pick up litter without a proper litter stick and with adult supervision. Children are taught not to eat anything which has not been given to them by an adult.	1	3	3	Daily risk assessment.	ZC		
Outdoor learning sessions at allotment	Fire pit	Burns from falling into fire, catching clothes or unsafe use of tools i.e. cooking utensils.	All	Fires to be led only by a competent adult and assisted with at least one other adult. Children reminded of the rules each session and taught how to move around the fire pit safely. Children cooking on the fire to be supervised 1:1. A bucket of water to always be available at the fire pit. First aid kit to contain treatment for burns.	3	2	6	See separate risk assessment.	ZC		
Playing in natural areas	Uneven ground, overgrown areas.	Stings, scratches, falls, bumps and bruises.	All	The children are taught to move around the areas safely and identify own risks. Children taught to carry sticks and other objects by	1	4	4	Ensure staff teach children about risk positively to encourage growth mindset.	All		

				sides when moving around uneven sites. Children are aware of nettles and brambles. Site to be cleared of excessive nettles or brambles.					
Use of props and resources in outdoor space	Dropping or falling over items, hitting other persons when carrying large objects i.e. branches.	Bruising, scratches, falls.	All	Children taught alternative ways to manoeuvre large objects. Educators to encourage teamwork when approaching tasks.	2	3	6	Ensure staff teach children about risk positively to encourage growth mindset.	All
Use of shovels and spades	Unaware of spatial awareness when using equipment	Knocks to head, severed fingers.	All	Children using tools are closely supervised and children taught the risks around digging areas. Appropriate footwear to be worn.	3	3	9	See separate risk assessment	ZC
Playing in a natural area.	Accessible plants, fungi. Animal faeces, soil and water.	Poisoning, tetanus, leptospirosis and toxocarasis.	All	Senior staff to identify risks and remove where possible, educating all staff. Children reminded not to eat plants and to wash hands after handling soil or plants. Cuts and abrasions to be covered.	3	3	9	Staff to be trained in plant identification.	ZC
Physical play	Slippery surfaces, rotten wood, hidden dangers inside objects i.e. pallets/tyres. Climbing equipment to include trees and man-made structures.	Strains, splinters, falls puncture wounds.	All	Staff to risk assess area before use and warn children of possible dangers. Dangerous equipment to be out of use. Children to be supervised on climbing frame and only allowed to climb if can get up themselves. Adults to verbally instruct children. Staff to spread across area.	2	3	6	Ensure staff teach children about risk positively to encourage growth mindset	All

Den building	Injury from equipment used.	Bumps, bruises, strangulation, splinters, cuts.	All	Equipment use closely supervised. String only allowed under strict adult supervision.	3	3	9	Risk to be assessed throughout activity.	All
Play equipment	Injury due to lack of spatial awareness near big play equipment.	Bumps, bruises, scratches, and falls.	All	Zip wire to have strict rules, waiting turns and checking the space is clear before launching. Children warned not to play in the area directly in line with the zip wire. Maximum of 4 children on large swing, no children allowed to push the swing. Staff to ensure children confident on equipment before allowing independent play on this.	3	3	9	Ensure staff teach children about risk positively to encourage growth mindset	All
Weather	Injury due to weather conditions.	Bumps, falls, hypothermia, heat exhaustion, sunburn.	All	Children to play in open space during windy weather away from trees or large equipment. In wet or icy weather children are taught to use walking feet and be aware of slippery ground. Children to wear appropriate clothing for the weather, both heat and cold.	2	3	6	Manager to balance the experience of the weather with the risk.	BP
Playing in natural area	Stings and bites	Stings and bites from plants and insects.	All	Children to be warned of dangers, first aid kit to be fully equipped to manage such injuries and taken on all outings.	2	3	6	Positively teach children about nature i.e. bees.	All

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					temperatures for children. Children to always be supervised when in the kitchen. If cooking with children ensure hot surfaces or foodstuffs are kept out of reach of children.					
Working in the kitchen	Infection control	Infections, food poisoning.	All		All staff to adhere to the Health and Hygiene Policy. Daily risk assessments used to highlight potential risks. No wellies or outdoor learning resources to be stored in the kitchen. Kitchen linen i.e. tea towels, cloths, oven gloves to be laundered daily. Chemicals are stored correctly. Staff to ensure gas rings lit when in use and gas turned off when finished cooking. Carbon monoxide monitor maintained.	3	2	6	Possibility of washing machine in setting for laundry.	ZC
Working in the kitchen	Cross Contamination	Allergic reaction	All		All staff to adhere to the Health and Hygiene Policy. Allergen list to be referred to when handling and preparing food.	3	2	6	Allergy lists to be reviewed termly.	ZC
Working in the kitchen	Spillages	Slips and falls from spillages; oil, liquid, etc.	All		Spillages to be cleaned up immediately and as per Health and Hygiene policy with signage used to warn other users. Dropped food to be disposed of correctly. Kitchen floor to be cleaned throughout the day.	2	3	6		All
Working in the kitchen	Trip hazards	Slips, trips, falls.	All		Ensure walkways are clear and toys/resources stored sensibly.	2	3	6	Monitor.	All

RISK MANAGEMENT ASSESSMENT

Title (Activity/Job/ Premises)	Meal and snack times	Reference No:	010	Likelihood	Risk/Severity					By whom and when
					1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic	
Location	All Employees	Assessor Name(s)	Jenny Richardson	1 Rare	1 Low	2 Low	3 Low	4 Moderate	5 Moderate	
Authorising Manager	Zoe Corfield	Authorising Manager Signature	Zoe Corfield	2 Unlikely	2 Low	4 Moderate	6 Moderate	8 High	10 High	
Overall Rating	6	Review Date	01/09/2022	3 Possible	3 Low	6 Moderate	9 High	12 High	16 Extreme	
				4 Likely	4 Moderate	8 High	12 High	16 Extreme	20 Extreme	
				5 Almost Certain	5 Moderate	10 High	16 Extreme	20 Extreme	26 Extreme	
Task/Equipment /Materials/ Activity, etc.	Hazard	(Risk) Consequences	Who is at risk	Existing Controls currently used. (What are we doing now?)	Risk Evaluation		Additional control/precautionary measures required			
					Severity	Likeli- hood	Rating			
Serving hot lunches/drinks	Burns/scalds	Burns and scalds.	All	Adults serve lunches from insulated bowls. Food and drinks served to children are cooled beforehand to an appropriate temperature.	2	1	2		All	
Serving lunchboxes	Cross contamination	Food poisoning	All	Children asked to bring only plastic lunchboxes which are easy to clean. These are stored in the fridge. Food from lunchboxes are served on plates.	2	1	2		All	
Serving snacks and meals	Cross contamination	Spread of infection/allergic reaction	All	Children taught to eat from own plate and not to share food. Children normally serve own snack using tongs. In times of increased infection, adults to serve. All staff are aware of children and adult allergies and follow health care plans. Allergen lists are completed for all prepared foods on site or food brought in from external companies.	2	1	2		All	

Eating snacks and meals	Infection	Spread of infection from poor hand and respiratory hygiene	All	All staff to adhere to Health and Hygiene Policy	3	3	9	Share importance of good hand and respiratory hygiene with parents.	ZC
Eating snacks and meals	Choking	Serious injury or death from choking	All	Staff to sit with children at snack and lunchtimes to closely supervise. Children to be taught how to take appropriate mouthfuls. Children to be sat when eating.	3	3	9	Separate risk assessments for individual children who are at risk of choking. i.e. mouthers.	ZC
RISK MANAGEMENT ASSESSMENT									
Title (Activity/Job/Premises)	Cooking activities		011	Likelihood			Risk/Severity		
Location	All Employees		Jenny Richardson	1 Rare	2 Low	3 Moderate	4 Major	5 Catastrophic	
Authorising Manager	Zoe Corfield		Zoe Corfield	2 Unlikely	4 Moderate	6 Moderate	8 High	10 High	
Overall Rating	6		01/09/2022	3 Possible	6 Moderate	9 High	12 High	16 Extreme	
				4 Likely	8 High	16 Extreme	20 Extreme		
				5 Almost Certain	10 High	16 Extreme	26 Extreme		
Task/Equipment/Materials/Activity, etc.	Hazard	Who is at risk	Existing Controls currently used. (What are we doing now?)	Risk Evaluation		Additional control/precautionary measures required		By whom and when	
Use of cooking equipment	Cuts, bruises, burns	All	Staff to ensure equipment used as per instruction and is age appropriate. Staff to supervise children at all times when using electrical equipment. Staff to keep children away from hot surfaces.	Severity	Likelihood	Rating			
				2	3	6		All	

Use of cookery ingredients	Choking, allergic reaction	All	Adults to supervise task. Remind children not to eat anything unless told to do so. Allergies noted before session to ensure recipes appropriate for children.	2	2	4	All	
Eating of foods	Spread of infection	All	Children to be reminded of good hand and respiratory hygiene. Children encouraged not to eat the ingredients and wait until the food ready for consumption. Children given individual equipment, and ingredients so only cooking with own resources. Food made is clearly labelled and only consumed by the child who has made this. If staff are aware of food being contaminated to immediately dispose of this.	3	3	9	All	Higher risk currently with Covid 19 pandemic. Please follow additional precautions as set out in the Health and Hygiene policy and Covid-19 Risk Assessment.
Cooking and preparing food	Slippages	All	Areas around cooking area to be kept clean and any spillages immediately cleared up. Signage to be used to warn others of wet floorings.	2	3	6	All	

RISK MANAGEMENT ASSESSMENT

Use of tools	Misuse of tools and equipment	Child	Children are supervised when using scissors, or any resources that could cause harm if misused. Children are taught to transport tools safely.	2	3	6	If children regularly put items in their mouth an individual risk assessment would be written for them.	ZC
Small objects	Choking	Child	Children are closely supervised when playing with small objects. These will be removed if children unable to follow rules and boundaries. Younger children do not have unsupervised access to small objects.	3	2	6		All
Sensory play	Allergic reaction, flare up of eczema	All	We request any known allergies to be shared on registration and staff declaration forms. Sensory play will be adapted so all children can enjoy the experience i.e. use of resources sensitive to skin, different experiences to accommodate child needs.	2	3	6		All
Craft	Injury to eyes, skin etc	All	Resources are age appropriate and the craft table is supervised throughout the session.	2	3	6		All
General mess that comes from early years play	Slippages	All	Staff to maintain mess through careful planning i.e. using mats under water or sand play. Diverting activity if the area becomes to risky.	2	3	6		All
Craft	Damage to clothing from craft activities	All	Children are given the freedom to express themselves and we will provide resources that do not stain or damage clothing. Old art shirts to be available for particularly messy activities and only water colour paints to be used.	2	3	6		All

RISK MANAGEMENT ASSESSMENT

Materials/ Activity, etc.	Who is at risk	(What are we doing now?)	Severity	Likeli- hood	Rating	Additional control/precautionary measures required	By whom and when
Visitors in setting for stay and play sessions throughout the year	All	Visitors are signed in and the door is manned to ensure locked at all times. Phones of visitors are stored in the office. All visitors are read the procedures for a fire alarm and the use of the toileting areas. No visitor will be left alone with any children. Visitors are not permitted to take photographs in the setting.	4	2	8	Please read Safeguarding and Child protection policy for more information.	All
Play sessions	All	Staff supervise the pre-schoolers in the session and highlight any risks to visitors i.e. uneven surfaces, activities which may not be suitable for their child due to age appropriateness. Age appropriate resources are available for the sessions. Parents are advised to supervise their own children at all times.	2	3	6		All
Outdoor play	Child	When younger children are in the setting parents are advised to supervise them well. Pre-school children are taught how to behave around younger children and understand they may not know how to share, they understand how to come to an adult for help.	2	3	6		All
Lost child	Child	Visitors are registered on entry to the setting and included in numbers. Although parents are responsible for own children the preschool staff will always know the numbers in the session and the whereabouts of all adults and children.	3	2	6		All

RISK MANAGEMENT ASSESSMENT

Rough and tumble	Children hurting others in play	Child	Children are reminded of the golden rules; kind hands, kind feet, inside voices, caring for toys and being kind to each other. Rough and tumble play will be closely supervised, staff will adapt where necessary maintaining the child's interest.	2	3	6	Staff to communicate with each other on acceptable behaviours and to professionally challenge each other to gain an understanding of what risk and resilience looks like for a child at our setting.	ZC to lead
Physical play	Children falling, bumps and bruises from physical exertion	Child	Children are encouraged to take risks. They are supported to problem solve and talk through ideas. Staff sensitively encourage children to evaluate own risk.	2	3	6	Staff to use the growth mindset approach and reflect on how we as adults communicate to children; instead of don't run, can you feel the slippiness of the grass?	All
RISK MANAGEMENT ASSESSMENT								
Title (Activity/Job/Premises)	Travelling in vehicles	0015	Likelihood	Risk/Severity				
				1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Location	All Employees	Jenny Richardson	1 Rare	1 Low	2 Low	3 Low	4 Moderate	5 Moderate
Authorising Manager	Zoe Corfield	Zoe Corfield	2 Unlikely	2 Low	4 Moderate	6 Moderate	8 High	10 High
Overall Rating	6	01/09/2022	3 Possible	3 Low	6 Moderate	9 High	12 High	16 Extreme
			4 Likely	4 Moderate	8 High	12 High	16 Extreme	20 Extreme
			5 Almost Certain	5 Moderate	10 High	16 Extreme	20 Extreme	26 Extreme
Task/Equipment/Materials/Activity, etc.	Hazard	Who is at risk	Existing Controls currently used. (What are we doing now?)	Risk Evaluation			Additional control/precautionary measures required	By whom and when
				Severity	Likelihood	Rating		

Transporting children	Road traffic accident	All	All children in age appropriate car seat and wearing seatbelts (except train journeys). Adults to sit within group of children wearing a seatbelt. Walk ways are kept clear and emergency exits identified. Staff are positioned so all children are visible at the front, middle and rear of the vehicle.	5	1	5	Support parental teaching at home of the importance and legal requirement of wearing seatbelts.	All
Transporting children	Breakdown	All	The road worthiness of the vehicle is checked by the companies own risk assessment.	1	3	3	If staff have any concerns about the roadworthiness of the vehicle, they should report this to the manager immediately.	All
Getting on and off vehicles	Falling into road, falling down steps or onto train track.	All	Staff assist children on and off vehicles, verbally instructing them of how to remain safe. Staff will be located at the front, middle and back of the group to enable them to supervise all children when getting on and off the vehicle.	3	3	9		All
Fallen objects from luggage racks	Bumps and knocks.	All	Only small hand luggage to be stored overhead, any heavy items to be stored in luggage area or under seats. Driver to check luggage secure before setting off.	2	3	6		All
Impaired driver	Road traffic accident	All	Manager seated near the driver so can monitor driving. All other staff to supervise children throughout the journey.	5	1	5		All
Rest stops	Abduction or missing child	All	Registers are taken at regular intervals and all staff are responsible for a small group of children throughout the outing. Manager makes themselves aware of any family issues and is extra vigilant in these circumstances.	5	1	5	In case of missing child please see procedures for Supervision of Children on Outings and Visits found in the 'Safety and Suitability of Premises, Environment and Equipment Policy'.	All

RISK MANAGEMENT ASSESSMENT

Task/Equipment/ Materials/ Activity, etc.	Hazard	Who is at risk	Existing Controls currently used. (What are we doing now?)	Risk Evaluation				Additional control/precautionary measures required	By whom and when
				Severity	Likeli- hood	Rating			
				5 Almost Certain	5 Moderate	10 High		16 Extreme	20 Extreme
Children in public building	Abduction or missing child	All	Registers are taken at regular intervals and all staff are responsible for a small group of children throughout the outing. Person in charge has registers and contact details of all children.	5	1	5		In case of missing child please see procedures for Supervision of Children on Outings and Visits found in the 'Safety and Suitability of Premises, Environment and Equipment Policy'.	All
Children in hazardous area i.e. wet slippery floors	Slips or falling into pool	All	Children are asked to walk and taught risks of the pool areas. They follow the same procedure each session, sitting at the side of the pool to have flotation devices fitted before entering water.	3	3	9			All
Children becoming overwhelmed in swimming pool	Drowning	Child	Children have sole use of small private pool. Adults supervise children from within the pool. Flotation devices are only removed once the adult is happy the child is confident and only with 1:1 supervision.	5	2	10			All
Infection control	Becoming unwell	All	If children appear unwell, we will not take them swimming due to risk of ear infection and other cold like symptoms.	2	3	6		Children may be well enough to be in the setting but adults may conclude swimming could exacerbate their condition and enjoyment of the activity.	All

RISK MANAGEMENT ASSESSMENT

Title (Activity/Job/ Premises)	Visits to farms/parks.	017	Likelihood	Risk/Severity				
				1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Location	All Employees	Jenny Richardson	1 Rare	1 Low	2 Low	3 Low	4 Moderate	5 Moderate
Authorising Manager	Zoe Corfield	Zoe Corfield	2 Unlikely	2 Low	4 Moderate	6 Moderate	8 High	10 High
Overall Rating	6	01/09/2022	3 Possible	3 Low	6 Moderate	9 High	12 High	16 Extreme
			4 Likely	4 Moderate	8 High	12 High	16 Extreme	20 Extreme
			5 Almost Certain	5 Moderate	10 High	16 Extreme	20 Extreme	26 Extreme
Task/Equipment/ Materials/ Activity, etc.	Hazard	Who is at risk	Existing Controls currently used. (What are we doing now?)	Risk Evaluation		Additional control/precautionary measures required	By whom and when	
				Severity	Likeli- hood			Rating
Children in public area	Abduction or missing child	All	Registers are taken at regular intervals and all staff are responsible for a small group of children throughout the outing.	5	1	5	Please see procedures for Supervision of Children on Outings and Visits found in the 'Safety and Suitability of	All

			Person in charge has registers and contact details of all children.						Premises, Environment and Equipment Policy'.	
Physical play	Children falling, bumps and bruises from physical exertion and inappropriately aged equipment	Child	Adults to familiarise self with layout of setting and risk assess equipment before child usage. Children are encouraged to take risks. They are supported to problem solve and talk through ideas. Staff sensitively encourage children to evaluate own risk.	2	3	6			If we are visiting a new setting on a trip, we will send an advance party beforehand to risk assess and plan the trip. We will also ask to see the settings own risk assessment. All	BP
Animal petting	Bites, bumps, infection.	All	Children to be warned of dangers, first aid kit to be fully equipped to manage such injuries. Hands to be washed after petting or feeding animals.	2	3	6			Positively teach children about animal care.	All
Toileting	Infection, bumps from washing facilities	All	Staff to supervise children when toileting, ensuring good hygiene measures are followed. Spare wipes, toilet paper and alcohol gel will be readily available. Staff to check temperature of water and dryers before child usage.	2	3	6			Please see procedures for Supervision of Children on Outings and Visits found in the 'Safety and Suitability of Premises, Environment and Equipment Policy'.	All
Emergency Evacuation	Injury or death	All	Manager to familiarise self and staff with setting. Emergency exits will be signposted to all staff with instructions on what to do in an emergency procedure.	2	3	6				All

RISK MANAGEMENT ASSESSMENT

				toiletting facilities. All gates are padlocked.						
Use of playground and equipment	Knocks by other children, injury from equipment, trips on surfaces.	Child	Clear rules and boundaries regarding use of equipment. The playground will only be used when small groups of children are out to avoid overcrowding. Children will wear appropriate footwear to prevent unnecessary falls.	2	3	6	All			
Access to areas not maintained by pre-school	Injury or poisoning.	Child	If using forest school site, this needs to be risk assessed prior to visit. Any hazards highlighted to staff, children and school caretaker.	3	2	6	All			
Emergency Evacuation	Danger to life	All	The pre-school is included in emergency evacuation drills run by the school if on the premises at the time.	4	1	4	All	Staff to familiarise self with school emergency procedures.		

RISK MANAGEMENT ASSESSMENT

Title (Activity/Job/ Premises)	Local walks including to church	019	Likelihood	Risk/Severity				
				1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Location	All Employees	Jenny Richardson	1 Rare	1 Low	2 Low	3 Low	4 Moderate	5 Moderate
			2 Unlikely	2 Low	4 Moderate	6 Moderate	8 High	10 High
Authorising Manager	Zoe Corfield	Zoe Corfield	3 Possible	3 Low	6 Moderate	9 High	12 High	16 Extreme
			4 Likely	4 Moderate	8 High	12 High	16 Extreme	20 Extreme
Overall Rating	5	01/09/2022						

			5 Almost Certain	5 Moderate	10 High	16 Extreme	20 Extreme	26 Extreme	
Task/Equipment/ Materials/ Activity, etc.	Hazard	Who is at risk	Existing Controls currently used. (What are we doing now?)	Risk Evaluation			Additional control/precautionary measures required	By whom and when	
				Severity	Likeli- hood	Rating			
Crossing the road and walking through village	Knocked over by a vehicle	All	Children wear hi-vis jackets. Adult to walk on outside of pavement, nearest to the road. If group of children; adults positioned at front, middle and back of line. Children to walk in single file. Adults support children that are younger or likely to be distracted. Rules around road safety re-enforced with all children. If crossing the road staff stop the traffic flow to allow children to cross safely.	4	1	4	Staff to use public footpaths rather than roads if safe to do so.	All	
Children in public areas	Abduction or missing child	All	Registers are taken at regular intervals and all staff are responsible for a small group of children throughout the outing.	5	1	5	Please see procedures for Supervision of Children on Outings and Visits found in the 'Safety and Suitability of Premises, Environment and Equipment Policy'.	All	
Access to areas not maintained by pre- school	Injury or poisoning.	Child	Staff aware of risks during walk and on arrival to destination. i.e. stinging nettles, roads, farm vehicles, berries, church furnishings etc. This is to be discussed before trip commences.	3	2	6		All	
Emergency Evacuation	Danger to life	All	Manager to establish location of emergency exits and plan for an emergency evacuation. Manager to be aware of the use of local fields for livestock and avoid these areas if in use.	5	1	5	Staff to familiarise self with emergency evacuation procedures.	All	

RISK MANAGEMENT ASSESSMENT

Authorising Manager	Zoe Corfield	Zoe Corfield	Existing Controls currently used. (What are we doing now?)					Risk Evaluation			Additional control/precautionary measures required	By whom and when
Overall Rating	5	01/09/2022	Hazard	Who is at risk	Severity	Likelihood	Rating					
Crossing the road and walking through town	Knocked over by a vehicle	All	Children wear hi-vis jackets and walk in single file at all times. Adult to walk on outside of pavement, nearest to the road. If group of children; adults positioned at front, middle and back of line. Adults support children that are younger or likely to be distracted. Rules around road safety re-enforced with all children. If crossing the road staff use pedestrian crossings to allow children to cross safely.	4	1	4	All					
Children in public areas	Abduction or missing child	All	Registers are taken at regular intervals and all staff are responsible for a small group of children throughout the outing.	5	1	5	Please see procedures for Supervision of Children on Outings and Visits found in the 'Safety and Suitability of Premises, Environment and Equipment Policy'.	All				
Access to areas not maintained by pre-school	Injury or poisoning.	Child	Adult to risk assess visit beforehand to identify hazards such as; entering and exiting the building (automatic doors), using lifts, moving around the building safely to avoid hazards in	3	2	6	Manager to see setting risk assessment prior to visit.	All				

[illegible]

Authorising Manager	Zoe Corfield	Zoe Corfield	Existing Controls currently used. (What are we doing now?)	Risk Evaluation			Additional control/precautionary measures required		By whom and when
Overall Rating	5	01/09/2022	Hazard	Who is at risk	Severity	Likelihood	Rating		
Task/Equipment/ Materials/ Activity, etc.									
Children and adult's emotional well-being	Children's reaction to residents who may be different and have medical needs. Residents reaction to children; if this causes stress, we would limit who we visit and interact with.	Child	Only small groups visit at one time. Activities are planned for residents and children but are a choice activity. Adults reassure children and support relationships sensitively. Only children who volunteer come on visits, unless a special occasion i.e. Christmas when a larger group would attend.	3	1	3			
Children in public areas	Abduction or missing child	All	Registers are taken at regular intervals and all staff are responsible for a small group of children throughout the outing.	5	1	5	Please see procedures for Supervision of Children on Outings and Visits found in the 'Safety and Suitability of Premises, Environment and Equipment Policy'.	All	
Access to adult living areas	Trips and falls	All	Children to be reminded of how we must move carefully around the home and give residents space to manoeuvre.	2	2	4		All	

Access to areas not maintained by pre-school	Injury or poisoning.	Child	Children are fully supervised at all times. They have clear rules regarding touching objects that aren't theirs. Medication is kept out of reach of children and stored as per care home procedures.	3	2	6	Manager to see setting risk assessment prior to visit.	All
Infection	Illness and spreading of infection	All	Children practice good hand and respiratory hygiene. If the care home has an increase in infections, we would refrain from visiting.	3	2	6	During Covid-19 we have ceased all visits. We continue contact through letters and face time.	
Emergency Evacuation	Danger to life	All	Manager to establish emergency exits and plan for an emergency evacuation.	5	1	5	Staff to familiarise self with emergency evacuation procedures.	All

RISK MANAGEMENT ASSESSMENT

Reports of anti-social behaviour	Vandalism, burglary, personal assault.	Adult	Any reports of anti-social behaviour need to be reported to the manager and on to the police. Lone working should not occur when these issues are in progress.	3	2	6	All
Security of building	Fire, burglary, vandalism.	Adult	On exit of building; lights and electrical sockets should be turned off. The cooker needs to be checked that the gas is off. Any paperwork or money should be locked away securely. Doors closed. The curtains should be drawn to avoid persons seeing into the building. The alarm should be set and the front and back doors locked.	3	3	9	All Any concerns should be logged with the local police on 111.

Risk assessment: Covid-19

Pinvin Community Pre-school

Assessment carried out by: Zoe Corfield/Jenny Richardson

Date of next review: Weekly review

Date of assessment: 19th August 2021

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Spread of the Covid-19 Coronavirus	Staff, children and families, plus their household members.	'Working during the Coronavirus Pandemic' policy for all staff to adhere to. This details information regarding how to keep themselves and children safe.	Parental agreement on new processes in place when we re-open. This will detail our policy on comforters and non-essential toys coming to and from home. Also, the requirement for children to wear clean clothing every day. This agreement will also state clearly our commitment to stop the spread of the virus through good communication with families regarding any symptoms they or their children have. Senior leaders will complete Coronavirus training and disseminate this to the wider team.	Management team Senior leaders	Before opening on 1 st June With immediate effect	All parents have confirmed. Done
	Visitors	Visitors are not allowed in the building				

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Spread of the Covid -19 Coronavirus	Staff, children and families, plus their household members.	Sufficient hand washing facilities in place	To help reduce the spread of coronavirus (COVID-19) reminding everyone of the Government advice https://www.gov.uk/coronavirus Look arounds to be completed virtually. Any essential visits i.e. contractors to be completed out of hours when the building is empty. On arrival to the setting both staff and children MUST wash their hands immediately. Encourage good hand and respiratory hygiene throughout the setting. Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Snuffle stations available inside and outside to teach children good respiratory hygiene. We will teach them to catch coughs and sneezes in tissues – Following the ‘Catch it, Bin it, Kill it’ campaign and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be	All staff	With immediate effect	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Spread of the Covid-19 Coronavirus	Staff, children and families, plus their household members.	Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, toilets, kitchen surfaces, office equipment, toys and resources. We use appropriate cleaning products and methods.	made available throughout the workplace. Rigorous checks will be carried out by senior leaders to ensure that necessary procedures are being followed. Adequate staffing will allow time to clean thoroughly throughout the day and at the end of each session. Resources removed that may impact our cleaning abilities i.e. soft furnishings, cuddly toys. Currently use of the park and equipment is not in use due to the difficulties in ensuring its cleanliness. Only allow essential comforters to avoid cross contamination from items coming and going from the home or setting. We will not offer meals at this time, children and adult lunches should be brought in daily. We will allow lunchboxes at this time, but they must be plastic and cleaned and	Management team	With immediate effect	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
			sanitised daily by parents. The same for drink bottles but these must be clearly named and will at this time be placed out of reach of children to avoid them being used by other children.			
Spread of the Covid-19 Coronavirus	Staff, children and families, plus their household members	Social distancing: reducing the number of persons in the workplace at any one time. Adults to comply with the 2-metre rule.	Staff to be reminded daily of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to. Take steps to review work schedules to reduce number of workers on site at any one time. Redesigning processes to ensure the social distancing of adults in place. Conference calls to be used instead of face to face meetings. Social distancing to be adhered to in staff areas. Consider room capacity and the prioritising of spaces to priority groups.	Management team	With immediate effect	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
			Ensure toileting areas do not become overcrowded by limiting the number of children using these facilities. Prioritise outdoor learning into our educational program. This will support children's innate need to explore and be curious and connect with nature. This also allows us to social distance more effectively and would be a more natural environment for children to learn and develop with fewer restrictions imposed.			
Spread of the Covid-19 Coronavirus	Staff, children and families, plus their household members	It is not possible to social distance from early years' children however we can reduce transmission by ensuring children and staff only mix in small consistent groups and do not mix with other groups.	To protect children and staff we will no longer operate our wrap around care provision. This will be reviewed for September 2022. Due to the layout and capacity of our premises we will have 1 group of children capped at 10. This will be continually reviewed and if we are concerned about the safety of children or staff, we reserve the right to reduce this.	Management team		

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
			Children who sleep in travel cots will be allocated their own cot and parents will be required to supply clean bedding on a daily basis. Older children requiring sleep will use sleep mats which will be disinfected before and after use.			
Spread of the Covid-19 Coronavirus	Staff, children and families, plus their household members	Infection control: The policy 'Working during the Coronavirus pandemic' details what staff must do should they have symptoms.	Management should ensure all staff adhere to this. Any staff member not complying with the new policies and procedures will face disciplinary action. All staff will complete infection control course through their Educare accounts. The parental agreement must state clearly the actions to take if they or someone in their household develops symptoms of Coronavirus. If parents consistently fail to meet actions set out in the parental agreement, they risk their child's place being forfeited.	Management team	Before opening	
Mental health issues for staff, children and families.	Staff, children and family members.	Good communication links with all staff. Families are being contacted	All staff to be invited to complete the MIND online learning course, 'Mental health for small workplaces.' https://smallworkplaces.mind.org.uk/	All staff	With immediate effect	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		as per our 'Safeguarding Children through enforced closure' policy Outdoor learning prioritised	Continue to support families using on-line platforms to ensure social distancing or non-attendance to the setting does not impact negatively our relationships with families and children. Plan an outdoor learning program to support the personal, social and emotional development of our children.	Management team		