

Castle House Nursery & Pre-school



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Registered Charity No. 510515

Nursery Manager: Mrs J Smith

Nursery 2

All school policies are applicable to all pupils, including those in the EYFS (Nursery and Kindergarten). "Nursery policies" make additional provision for children of that age

Risk Assessments

Area: Nursery (Inside)

Date: May 2018

Hazard	Floor – slipping and falling over
Who might be harmed?	Children, Staff & Visitors
Is the risk adequately controlled?	All spillages to be mopped up immediately. Display wet floor sign. Floor to be checked after snacks & lunch, any dropped food to be swept up. Table toys to be picked up off the floor to prevent trip hazard.
Further action necessary	Staff to be vigilant and proactive in keeping floor surfaces safe and clean. Broom and dustpan and brush accessible in nursery. Mop & bucket in KG classroom.

Hazard	Doors
Who might be harmed?	Children
Is the risk adequately controlled?	Staff to supervise children near doors. Ensure main door is closed securely at all times and especially after parents/visitors have accessed the nursery.
Further action necessary	Daily check of all doors for condition. Do not obscure vision by placing posters/notices over door windows.

Hazard	Windows
Who might be harmed?	Staff
Is the risk adequately controlled?	None of the windows are accessible by the children. All windows open out above child head height. Staff to be aware of open windows when outside to avoid head injury to themselves. Ensure windows when opened or closed are secure.
Further action necessary	Staff to be aware of open windows to avoid injury.

Hazard	Plug sockets
Who might be harmed?	Children
Is the risk adequately controlled?	All plug sockets have a socket cover. Staff to ensure that when electrical equipment is unplugged the socket cover is replaced immediately.
Further action necessary	Staff to be vigilant and routinely check covers are in place.

Hazard	Small toys
Who might be harmed?	Children
Is the risk adequately controlled?	Ensure all small toys are age appropriate and in good condition. Small toys for use by the older children are to be kept out of reach of the younger children and their use supervised.
Further action necessary	Constant supervision throughout play. Pick up toys that are dropped immediately. Ensure small toys are put away carefully to avoid mixing with other toys

Hazard	Cloakroom
Who might be harmed?	Children
Is the risk adequately controlled?	Each child has an individually marked coat peg at child height for easy independent access to coat/bag. Restrict the number of children permitted in the cloakroom at any given time. Children must not play in the cloakroom. Cloakroom floor to be kept clear, all fallen coats to be hung up.
Further action necessary	Routine checks of cloakroom throughout the day to pick-up fallen items. Staff supervision and awareness of children in the cloakroom.

Hazard	Toilets – toilet cubicles and hand washing facilities
Who might be harmed?	Children
Is the risk adequately controlled?	All toilets and wash basins are child height for easy independent use. Restrict the number of children permitted in the toilet area at any given time. Children must not play in the toilets. Ensure floor is kept dry and clear of dropped paper towels and toilet tissue.
Further action necessary	Routine checks of toilets throughout the day for cleanliness. Staff supervision and awareness of children using the toilets

Hazard	Kitchen Area – fridge & sink
Who might be harmed?	Children
Is the risk adequately controlled?	Kitchen cupboards are fitted with childproof locks. Access to fridge restricted to adults

	only. Staff to supervise children in the vicinity of the kitchen area.
Further action necessary	Staff supervision and awareness of children in the vicinity. Report any concerns to caretaker.

Hazard	Concrete Steps
Who might be harmed?	Children, Staff & Visitors
Is the risk adequately controlled?	Staff to supervise the steps. Make children aware of the dangers and ensure they always walk up and down steps. Ensure children do not play on the steps.
Further action necessary	Constant supervision throughout playtime. Staff to be extra vigilant when wet or icy. Place barriers at the side of steps to prevent children tripping from the side.

Hazard	Perimeter Wall
Who might be harmed?	Children
Is the risk adequately controlled?	Children must not climb or sit on the wall. Ensure children play safely when near the wall. Do not lift children for any reason over the wall. Staff to supervise children at all times.
Further action necessary	Constant supervision throughout playtime.

Hazard	Bicycles, scooters and pedal cars (vehicles)
Who might be harmed?	Children
Is the risk adequately controlled?	Ensure children use age appropriate vehicles and know how to use them safely. Children to use vehicles only in allocated area. Staff to supervise children at all times.
Further action necessary	Constant supervision throughout playtime. Barrier to prevent children using vehicles in quiet area and around any large play equipment. Any broken vehicles to be removed to the shed for repair and disposal. Encourage children to park their vehicle once finished to prevent it becoming a crash/trip hazard.

Hazard	Plastic Play House
Who might be harmed?	Children
Is the risk adequately controlled?	Promote safe use of house and play furniture. Ensure interior visibility is good and awareness of number of children and equipment being taken in. Staff to supervise children at all times.
Further action necessary	Constant supervision throughout playtime.

Hazard	Heating Outlets
Who might be harmed?	Children
Is the risk adequately controlled?	Play equipment must not be placed in front of heating outlets. Ensure children play safely when near the outlets. Staff to supervise children at all times.
Further action necessary	Constant supervision throughout playtime. Promptly report any concerns to the caretaker.

Hazard	Train/Farm Table
Who might be harmed?	Children
Is the risk adequately controlled?	Promote safe and appropriate use of table. Children must not climb on the table. Ensure children play safely when near the table. Staff to supervise children at all times.
Further action necessary	Constant supervision throughout playtime. Restrict the number of children permitted at the table at any given time. Dispose of any damaged or broken train play equipment.

Hazard	Main Door
Who might be harmed?	Children, Staff & Visitors
Is the risk adequately controlled?	Staff to supervise children near the door to ensure those coming from inside do not open the door onto children outside.
Further action necessary	Constant supervision throughout playtime. Do not obscure vision by placing posters/notices over the door windows.

Hazard	Gates
Who might be harmed?	Children
Is the risk adequately controlled?	Staff to ensure all gates are closed and catches and bolts are fastened before children go outside.
Further action necessary	Constant supervision throughout playtime especially when parents/visitors have accessed the nursery. Promptly report any concerns about gates, catches and bolts to the caretaker. Ensure notices to close and lock gates are visible on both sides.

Hazard	Play equipment – small & large
Who might be harmed?	Children
Is the risk adequately controlled?	Ensure children know how to use play equipment safely. Staff to supervise children at all times.
Further action necessary	Constant supervision throughout playtime. Any broken equipment to be removed to the shed for repair or disposal. Encourage children to put toys away once finished to prevent causing a trip hazard.

Hazard	Potential Damage from Hazard	Likeli-hood of Hazard Occur-ring	Risk Assessment Score and Description	Action to be Taken to Reduce Risk to Minimum	Risk Re-assessed
Microwave being accessible to children	5	1	5	Microwave to be positioned out of the children reach	low
Children burning themselves on the hot bowls/plates etc	5	1	5	Children not to touch the hot bowls and plates. Staff to ensure that hot food is decanted into cool bowls and plates	low
Staff burning themselves on the hot bowls/plates etc	5	2	10	Staff to ensure that they use PPE such as oven gloves and tea towels when removing hot bowls and plates from the microwave and that they are placing these items on cooling trays etc.	medium
Multiply: Damage x Likelihood	1-5	1-5	1-25		Low Medium High
Continue on reverse if necessary	1 Minor 2 Significant 3 Serious 4 Severe 5 Very severe	1 Rarely 2 Possible 3 Probable 4 Very probable 5 Almost certain	1-5 Low 6-10 Medium 10-15High 16+ Too High		Risk re-assessed after mitigating actions