

FIRST STEPS (BATH) Residual RISK ASSESSMENT
Children's Services (Twerton) Risk Assessment updated August 24

HAZARDS IDENTIFIED	PERSONS AFFECTED	LIKELIHOOD (1-5)	SEVERITY (1-5)	EXISTING CONTROL MEASURES	RISK RATING R/A/G	ADDITIONAL CONTROLS REQUIRED	BY WHOM	DATE COMPLETED
PREMISES								
Injury from broken glass (doors, windows)	Child, Staff Visitor	1	2	All low level glass (doors and windows) made of safety glass Visual check of garden made every morning and any broken glass to be cleared immediately	Green			
Access to building by inappropriate adult.	Child Staff Visitors	2	3	Nursery doors locked with staff only access – biometric doors Parents not used to coming into building Lock down procedures practiced regularly. Alarms in place				
child escaping from door being left open	Child	1	5	Nursery rooms locked and staff only moving in and out Additional gating in reception area stopping children from moving straight outside Staff members bring children and take out to parents Gated area around outside door so children cannot run directly into car park Staff complete headcounts regularly Fence round garden Gates bolted Biometric locks on playroom doors Reception staff observing door *Mirror placed to view entrance door Low level windows do not open				
Injury from discarded waste. Glass, hypodermic needles, sharp metal items.	Child, Staff, Visitor	1	4	All internal areas of the building and outdoor play spaces, accessed by children checked daily by staff. External areas immediately around the building checked daily.	Green			

HAZARDS IDENTIFIED	PERSONS AFFECTED	LIKELIHOOD (1-5)	SEVERITY (1-5)	EXISTING CONTROL MEASURES	RISK RATING R/A/G	ADDITIONAL CONTROLS REQUIRED	BY WHOM	DATE COMPLETED
				Pathways leading to the building swept periodically in the autumn to remove leaves.				
Injury from vandalism	Child, Staff Visitor	1	2	Visual check in morning	Green			
Trips from uneven floor surfaces	Child, Staff Visitor	1	2	Visual inspection Accident records monitored	Green			
Trips and falls on the stairs	Child Staff Visitor	1	3	Sign asking parents to supervise children on the stairs and around lift area. Staff asked to be careful on the stairs.	Green			
Fingers trapped in doors (including exterior doors)	Child	1	2	Finger guards or self closers have been fitted to all internal doors Exterior doors all have safe hinges	Green			
Injury from electrical and gas equipment	Child, Staff Visitor	1	4	All electrical and gas equipment checked annually Electrical equipment only used by children when supervised Electrical equipment stored out of reach of children Sufficient sockets to ensure overloading Unused sockets covered with safety covers No trailing leads permitted	Green			

Fire	Child, Staff Visitor	1	5	Alarms checked weekly Written evacuation procedure – displayed throughout building Evacuation procedure practiced regularly Extinguishers and blankets in place Named staff responsible for fire safety Staff trained in fire procedures Annual check of fire safety equipment	Green	Fire door end room damaged and needs replacing		
------	----------------------	---	---	--	-------	--	--	--

Heating & lighting insufficient	Child, Staff Visitor	1	2	Boiler serviced annually Thermometer in playrooms to check temperature Bulbs / lighting tubes replaced immediately Heaters not covered by furniture etc	Green			
Injury from cars in car park	Child, Staff Visitor	1	4	Speed ramp fitted by entrance Dedicated pedestrian path and gate Marked parking bays Fencing around reception	Green			
Infection from bacteria in still water. (Legionnaires disease)	Children, staff, visitors	1	4	Unused taps flushed freely and unused toilets flushed each week and after half term and holiday breaks.				
SECURITY								
Intruder	Child, Staff Visitor	1	4	Fence round garden Gates bolted Biometric locks on playroom doors Visitors sign in / out Staff member usually in reception Persons can only be admitted by staff Only parents and carers and known professionals allowed access. Lockdown drills run Buzzer in manager office to alert staff to intruder	Green			
Child exposed to inappropriate language or behaviour from young person	Child	1	4	Only appropriate adults to collect children decided by parents All visitors sign in and monitored by staff Work experience student sign declaration and confidentiality statement All students and volunteers supervised at all times School vouch that all young person's under 16 are appropriate to work with children	Green			
Young person who does not have DBS, could have conviction	child	1	3	School vouch that all young person's under 16 are appropriate to work with children All students and volunteers are supervised at all times by staff Work experience student sign declaration and confidentiality statement	Green			

Child collected by inappropriate person	Child	1	3	Parents to give list of people allowed to collect and update staff when someone new will come Staff check list and do not release children to unrecognised people – call parents if unsure Any new person to collect to be given password by parent and produce photographic Id	Green			
Injury from staff or adult personal items	Child	1	4	All personal items and bags out of nursery rooms	Green			
KITCHEN & COOKING								
Food preparation not done according to safe procedures and causing poisoning / injury	Child, Staff Visitor	1	3	Food Hygiene training for staff involved in food preparation Kitchen surfaces made of stainless steel, therefore non-porous	Green			
Child injured in kitchen	Child	1	3	Children not allowed to enter kitchen – there is no direct access from playroom	Green			
Child injured by knife or other sharp cooking equipment	Child, Staff Visitor	1	3	Careful supervision by staff Child safety knives used with young children When used, children shown how to use knives safely Knives etc. stored in locked cupboard Knives used by staff to never be left on the table with unsupervised children	Green			
Infection from cooking activities Or other play activities	Child, Staff Visitor	2	2	Hands washed before any cooking activity and before meals. Tabletop wiped with anti-bacterial spray before any cooking activity Ingredients stored as for main kitchen All cooking activities carefully supervised Flour used to be pretreated	Green			
Child injured by hot cooking equipment	Child	2	2	Cooking to be completed in kitchen and no hot food to be carried across room except when children are in story time or food has cooled	Green			
STORAGE								

Stacked chairs falling	Child	1	2	Chairs stacked no more than 4 high	Green			
Items in storage cupboard falling	Child, Staff	2	2	Children not permitted in storage cupboard Items stacked so they cannot fall Step ladder used to access higher shelves	Green			
Injury from hazardous substances	Child, Staff	1	3	Stored in cleaner's cupboard or cupboard in main playroom COSHH manual and guidance developed Door to cleaner's cupboard to be kept locked at all times – notice displayed as reminder COSHH guidance disseminated to all staff/relevant contractors.	Green			
Injury from inappropriate item / substance in child's bag	Child	1	3	Staff to be vigilant when children look in bags Parents reminded to provide appropriate items for children's bags.	Green			
OUTDOOR AREA								
Injury from water and puddles	Child	1	3	Daily inspection for puddles Monthly health & safety checks Play in or near puddles to be always supervised Water play (outside and inside) to be supervised at all times	Green			
Poisoning by hazardous plants	Child	1	2	There are no hazardous plants in the grounds Ongoing inspection for self-seeded plants	Green			
Infection by pets and other animals	Child, Staff	1	2	Garden inspected daily for faeces Hands washed after touching animals Sand, water etc. kept covered when not in use	Green			
Child head injury from falling from bike – not using helmets	Child	1	2	Children using small balance bikes around garden area, No child had fallen from bike and bumped head Decision made not to use helmets, not common practice in other nurseries, helmets should be properly fitted Encouraged to follow path with directions	Green			

Child falling from slide when wet/slippy	Child	2	3	Slide shut when raining Adult supervision	Green			
Injury on climbing frame/playground equipment	Child	1	3	Inspected daily Monthly health & safety checks Yearly checks of all equipment by independent professional Accidents on such equipment monitored Adult supervision	Green			
Injury by hanging items/ strangulation risk	Child	1	4	Inspected daily Monthly health and safety checks Adult supervision Staff aware not to tie things in this way Children not to wear items around neck – jewellery etc No bags with drawstrings in nursery rooms Use of ladder for obstacle course on floor to be supervised, children not allowed to carry/move ladder around garden	Green			
FOOD AND DRINK								
Infection / poisoning from food	Child, Staff Visitor	1	3	Temperature checks of fridge / freezer Follow measures of 'Safer food, better business' Staff trained in food hygiene Food temps recorded by kitchen delivering food and on arrival	Green			
Child suffering an allergic reaction	Child	1	3	Parents/carers asked at registration for details of known allergies Information recorded on nursery management software Details displayed in kitchen and in relevant room Details displayed in kitchen which makes meals each time change is needed Staff with paediatric first aid training available at all times Care plans are written for children with severe allergies and staff attend relevant training Any occurrences recorded on an incident sheet and parents/carers informed	Green	Piriton.clotrimazole kept on site to manage allergic reactions if needed		

Contamination of and infection / poisoning from baby milk	Child	1	2	Milk feeds prepared as needed Milk not used at the feed to be discarded unless breastmilk which should be discarded within 4 days if stored in a fridge. Used bottles to be washed and sterilised or placed back in bag as required	Green	Baby room bottle procedure to be followed Baby room skills che ck carried out regularly		
Child gaining access to inappropriate medication in children's bottle	Child	2	2	Normally parents not permitted to put medication in children's drinks ie milk or water bottles Medication to be administered by staff member overseen by second Parent informed of medication given through medicine form on nursery software Child who required medication in bottle as prescribed by doctor Staff to make up bottle and medication Bottle to be kept in baby room kitchen where children cannot access Bottle brought out only for feeds then returned to kitchen area, rinsed out and then bottle returned to bag Parent informed of level taken	Green	If parents must bring medication pre filled – care plan to be signed acknowledging parent has measured medication and take responsibility for this		
Infection/ poisoning from heated baby foods	Child	1	2	Prepared foods stored in refrigerator (refrigerator temperature checked daily) Food heated in microwave and checked with a probe (temperature recorded) Food that is not eaten straight away to be discarded	Green			
ACTIVITIES								
Child injured by baby room equipment (including harnesses)	Child	1	3	Straps on chairs etc used Harnesses placed out of children's reach when not in use On-going checking of equipment for cracks, sharp edges etc – such items to be repaired of thrown away immediately	Green			
Injury from toys and other equipment	Child	1	2	On-going checking of equipment for cracks, sharp edges etc – such items to be repaired of thrown away immediately	Green	Baby room button toys – to be used with adult supervision		

Injury from sand, compost etc.	Child	1	2	Supervised at all times No throwing permitted Only play sand used Children reminded not to put such items in mouths	Green			
Injury from use of power tools	Child	1	3	Child appropriate drill and others used in wood working and other manipulation activities only to be used with close adult supervision – one to one	Green	Separate woodworking risk assessment		
Injury from use of ceramic and other Real utensils	Child	2	2	Children to only use items supervised Items not to be used when children who enjoy throwing etc are present Items are not delicate or easily broken Items to be cleared away if broken or chipped and disposed of				
Smothering by use of weighted blanket on child of inappropriate age Lap pads Wobble pad in preschool Chewlrey	Child	1	3	Item to be used for those children in toddler or preschool who have need and identified in their behaviour plan or other send plan Blanket to remain in toddler or pre-school room and NOT in baby room Lap pad to be used by pre-school children only Wobble pad to be used with adult supervision only To be used with adult supervision only – tie will release if pulled, adults to direct children who need to chew to use their Chewlrey				
Injury during water play	Child	1	3	Water play to be supervised at all times	Green			
Infection risk posed by chicks, ducks other animals	Child	1	3	Children to always be reminded to wash hands, adults to ensure good handwashing	Green			
Injury from manual handling	Staff / children	1	2	-all large equipment to be handled only in the absence of children -children are lifted correctly - steps provided for changing mats - manual handling training available through induction and supervision	Green			
Child poisoned by paint / glue	Child	1	2	Only non-toxic paint or glue used	Green			

FIRST AID

Inappropriate response to injury	Child, Staff Visitor	1	3	First aid equipment readily available in rooms Stock in first aid boxes regularly checked All staff trained in paediatric first aid Accident book records action taken, and by whom First Aid Training updated every 3 years	Green			
Inappropriate administration of medication for children	Child	1	3	Permission form completed by parent/carer, giving full details of medication Medicines stored in locked cupboard or fridge (no access for children) Dose, time of administration and staff member administering recorded Parent/ carer signature to confirm they are aware the medicine has been administered Administration of Calpol – parent to be called and give verbal permission over phone prior to administration Two staff to administer medication and counter sign Parent then sign	Green			
HYGIENE								
Infection from bed linen, towels etc.	Child	1	2	Paper towels for handwashing Separate bed linen and towels used for individual children Bed linen washed after every use Cot mattresses wiped with anti-bacterial spray after every use, and stored between use to allow air to circulate	Green			
Infection when changing children	Child, Staff	1	2	Disposable gloves and aprons worn Soiled nappies etc stored in separate, child-proof bin, within a yellow, human waste plastic sack. Changing mat cleaned with anti-bacterial spray after each use use gloves? Notices as reminder of precautions to be taken when changing children	Green			
Infection from sneezing, coughing etc	Child, Staff Visitor	2	1	Tissue stations in all rooms, and children encouraged to use these	Green			

				Children encouraged to cover mouths when coughing				
Infection from child to child	Child Staff Visitor	2	2	Parents asked to keep children at home when suffering from dangerous infectious diseases. Staff follow Government guidelines on infectious diseases. Staff, volunteers, parents and carers informed if cases of infectious diseases arise.	Green			
Infection from cleaning up spills of body fluids	Child, staff, visitor	1	3	Gloves and aprons used, rubbish to be placed in plastic bag, tied and added to nappy waste	Green			
OTHER								
Child injured when sleeping	Child	1	3	Babies laid on backs in cot or mats – mats placed top to toe No items (especially ties) permitted within reach of sleeping children Children checked every 10 minutes and checks recorded Fans used in sleep room to be circulating Children not to sleep whilst drinking unless staff member stays by until asleep then removes bottle/cup Children put to sleep in area away from other children/ flow of traffic	Green			
Injury from button battery	Child	1	3	Child wears hearing aids in preschool which contains button battery danger to any child who accessed battery/swallowed When in hearing aid cannot fall out must be taken out by adult with instrument		Hearing aids removed during sleep or for any other reason – to be brought to office to remove battery – remain in office until unit sealed again		
Injury from stapler, scissors if child enters Children's Services Manager's office unsupervised	Child	1	3	Stapler and scissors to be placed at back of desk, away from door – therefore out of a child's quick reach	Green			
Child with additional needs	Child	1	5	Care plan agreed with parent/carer, signed and shared with all relevant staff.	Green			

not given appropriate care				Medical advice sought for children with complex medical needs				
OUTINGS AND VISITS								
Accident / incident during outing	Child, Staff Visitor	Variable – see individual risk assessment		Outing procedure to be followed before each outing				
Local Incidents/Dangerous intruder								
Local threat or emergency incident in the vicinity of Twerton	Child Staff Parents and carers Visitors	1	4	Reception alarm in place Lock down processes in place and understood by all staff. Contact numbers and messages to parents and carers	Green			
Risk of disease from handling pets (guinea pigs)	Staff Children Visitors	1	3	Children reminded to wash hands each time they handle pigs Guinea pigs can carry disease harmful to pregnant women especially during 1 st trimester - staff to be made aware no pregnant women to handle pigs or clean them out Any visitors or parents to also be made aware Children could be scratched by their nails if they are unclean could cause infection – keep cage clean and remove uneaten food daily Staff to wear rubber gloves when cleaning out cage Keep pigs away from places where children eat food Staff who is allergic to avoid touching pigs – advice from GP, comes up in rash				

Likelihood: 1= very unlikely, 2 = possible, 3 = likely, 4 = very likely, 5 = certain.

Severity: 1 = inconvenience, 2 = minor impact, 3 = moderate impact, 4 = major impact, 5 = terminal disaster.

Code: R = Red (high 12-25), A = Amber (moderate 6-11), G = Green (low 1-5).

A register of incidents and near misses is maintained together with daily checks of all areas of the nursery where children have access.

Reviewed by Trustees October 2021
Reviewed by Trustees October 2022

Reviewed by Trustees October 2023
Reviewed by Trustees October 2024