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Template for a nursery risk assessment

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What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
<p>Slips and trips Doorways (rain), spillages, uneven surfaces inside and outside (i.e outside play area) cleaning floors</p>	<p>Staff, children and visitors may be injured if they trip over objects/ uneven flooring or slip on spillages, eg body fluids, drink spilled, water from wet play. Toys left on floor</p>	<ul style="list-style-type: none"> ■ Wet floor warning signs used ■ Staff clean up spillages immediately and leave the floor dry. appropriate PPE worn for spillages of body fluids or chemicals. ■ There are no trailing cables or obstructions in walkways, cable covers are used for all electrical leads/cables ■ Steps are clearly highlighted ■ Make sure all staff wear suitable footwear with a good grip ■ Car park surface is well maintained and well lit ■ Doormats are placed at the entrance in wet weather ■ Inspect the outside play area and car park surface regularly and repair as necessary ■ Outside access limited in poor weather and walkways gritted when it snows, leaves cleared in the winter. 	<ul style="list-style-type: none"> ■ Repair damaged floor tile by playroom 	<p>Manager</p>	<p>27.4.14</p>	<p>13.4.14</p>
			<ul style="list-style-type: none"> ■ Consider whether we need a more slip- resistant floor when it needs replacing 	<p>Manager</p>	<p>When required</p>	
<p>Manual handling Lifting and moving heavy objects or objects that are difficult to grasp</p>	<p>Staff risk injuries or back pain from handling heavy/bulky objects, e.g. lifting children on to changing mat</p>	<ul style="list-style-type: none"> ■ All staff trained to lift correctly ■ Heavy/older children - nappies to be changed using a walk up platform/putting the changing mat on the floor. ■ Co-operation gained from children in the lifting procedures i.e to lift a child into a cot. ■ Appropriate equipment is available to move heavy items and staff are trained to use it safely ■ Commonly used items and heavy goods are stored and are accessible at the appropriate height ■ The sink is at an appropriate height to prevent stooping. ■ Remind staff that deliveries (except for stock that can be easily carried) should always be moved using a trolley 	<ul style="list-style-type: none"> ■ Consider changing cots to drop side cots or sleeping mats to reduce the need for manual handling 	<p>Manager</p>	<p>1.12.14</p>	

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<p>Contact with heat Steam, hot water and hot surfaces</p>	<p>Staff children or visitors may suffer scalds or burns when they are handling hot substances or come into contact with hot surfaces i.e radiator burns.</p>	<ul style="list-style-type: none"> ■ Thermostatic mixing valves are fitted on children’s wash hand basins to bring water temperature to 41°C ■ Display ‘hot water’ signs at the sinks and ‘hot surface’ signs at the hot plates ■ Radiator covers and Thermostatic Radiator Valves in place to control, the temperature of the radiator ■ Heat-resistant gloves, cloths and aprons are provided for staff preparing food. Staff make sure pan handles are in good condition before use. 	<ul style="list-style-type: none"> ■ Thermostatic mixing valve to be fitted to all wash hand basins to bring water temperature to approx. 40°C 	<p>Manager</p>	<p>26.4.14</p>	<p>7.4.14</p>
<p>Wet Hands Changing nappies, cleaning, food handling, dish washing and assisting children with the toilet.</p>	<p>Staff may suffer from dermatitis, increased sensitivity, severely dry skin from frequent hand washing and some can develop skin allergies from handling certain food, chemicals or products.</p>	<ul style="list-style-type: none"> ■ Staff will wear gloves for most wet work (certain circumstances may not be appropriate i.e. wet play) ■ Different sized non latex gloves are provided, to fit all staff for tasks such as nappy changing ■ In the kitchen food grade, single use, non-latex gloves are used for tasks that can cause skin problems, eg salad washing, vegetable peeling ■ Remind staff to thoroughly dry their hands after washing them ■ Staff are trained to dry their hands thoroughly and moisturise between wet jobs. Non-perfumed hand cream is provided ■ Staff will be asked to remove hand jewellery at beginning of shift. 	<ul style="list-style-type: none"> ■ Risk of dermatitis discussed in staff reviews Remind staff to check for dry, red or itchy skin on their hands and report any problems so actions can be taken ■ Health checks are undertaken on a regular basis with staff. 	<p>Manager</p>	<p>When required</p>	<p>On going</p>

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<p><u>Contact with cleaning chemicals</u> Bleach (Milton) and washing chemicals</p>	<p>Staff risk skin irritation or eye damage from direct contact with cleaning chemicals. Vapour from cleaning chemicals may cause breathing problems. Children if they gain access to chemicals are at risk of permanent damage to health or death if they ingest chemicals.</p>	<ul style="list-style-type: none"> ■ Where possible, cleaning products marked 'irritant' are avoided and milder alternatives are used instead ■ A dishwasher is used to wash most dishes. ■ Staff are shown how to use and store cleaning products safely, and told never to transfer chemicals to an unmarked container. ■ Mops, brushes and protective aprons and appropriate gloves are provided and used. ■ Staff rinse gloves after using them and store them in a clean place ■ Products are used in accordance with safety data sheets and PPE is used when appropriate 	<p>Ask the cleaning product rep to check for safer alternatives before next visit All Staff receive training on COSHH.</p>	<p>Manager</p>	<p>9.10.14</p>	
<p><u>Electrical equipment and installations</u> Kitchen equipment, televisions, fans, sockets</p>	<p>Staff or children could get shocks or burns from faulty electrical equipment. Electrical faults can also lead to fires.</p>	<ul style="list-style-type: none"> ■ Plugs and sockets etc. are suitable for environment and plug covers in children's playing areas where appropriate. ■ Residual current devices (RCDs) are installed on electricity supplies to hand-held and portable appliances ■ Staff are trained in basic electrical safety and do pre-use visual checks. Any defective equipment, plugs, discoloured sockets, damaged cables and on/off switches are promptly reported and a method instigated to stop their use. ■ Any faulty equipment is promptly taken out of use ■ Staff know where the fuse box is and how to safely turn off the electricity in an emergency ■ Safety checks of the electrical equipment and installations are carried out to ensure that the equipment continues to be safe. Where necessary this is done by a competent electrician 	<ul style="list-style-type: none"> ■ Do regular tests of RCD trip buttons according to manufacturer's instructions 	<p>Manager</p>	<p>19.4.14</p>	

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<p>Fire Faulty electrics, arson</p>	<p>If trapped, staff and children could suffer fatal injuries from smoke inhalation or burns</p>	<p>■ Fire risk assessment has been done, and any necessary action taken, see www.gov.uk/workplace-fire-safety-your-responsibilities</p>	<p>■ Implement the fire risk assessment and regular safety checks on the system.</p>	<p>Manager</p>	<p>1.12.14</p>	
<p>Working at height Putting children's work on walls changing light bulbs, cleaning windows, putting up decorations</p>	<p>Falls from heights can cause bruising and fracture</p>	<p>■ Appropriate equipment, eg suitable ladder(BS) , is provided and staff are shown how to use it safely ■ Items used frequently are stored in an accessible area ■ Ladders only used for short duration jobs eg those taking less than 30 minutes ■ If there is a risk of anything falling that could injure someone, make sure no-one comes into the area below the work.</p>	<p>■ Check the condition of the ladder before use – look for signs of wear and tear</p>	<p>Manager</p>	<p>Ongoing</p>	
<p>Vehicles</p>	<p>Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving within it.</p>	<p>■ Car park well lit with entrance/exit to car park clearly marked ■ Designated marked pedestrian walk ways ■ 5 mph speed limit sign in car park ■ Play areas fenced off to prevent children accessing the car park or main roads. ■ Vehicles used for carrying children have the correct seats and insurance cover. Staff are trained</p>	<p>■ H&S checklist regular checks and logged ■ copies of licenses and insurance/ MOTs for vehicles recorded and kept</p>			

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<p><u>Infectious diseases</u> Outbreak of communicable disease caused by bacterium or virus. i.e.E.coli</p>	<p>Staff and children at risk of becoming ill from the spread of infectious diseases.E.coli infections for example can cause bloody diarrhoea, nausea and vomiting. Rare cases can lead to severe anaemia, kidney failure and even death</p>	<ul style="list-style-type: none">■ Infection prevention/control policy in place.■ Exclusion policy for staff and children in place. Exclusion period dependent on illness/ disease.■ Communal play suspended in cases of suspected outbreaks.■ PPE (i.e. gloves and aprons) provided for procedures that involve contact with body fluids i.e toileting. Clean PPE used on each child. Hands washed before and after procedures.■ Posters displayed on correct hand washing techniques and children supervised and assisted to wash hands if necessary.■ Cleaning schedules in place for toys, water play and sand pit. Soft toys and furnishes washed at high temperatures above 60°C in cases of outbreaks.Broken toys replaced.■ Training to staff provided on correct use of chemicals i.e contact times and ensuring the correct chemicals is used for the task in hand (Milton used for cases of viral outbreaks)■ Water play, sand and play dough is stopped and changed immediately following an outbreak, otherwise on a rota to be changed regularly.■ The following organisations contacted for notification purposes and to seek advice in the case of an outbreak, CSSIW, Local Authority Environmental Health Department, Consultant in Communicable Disease Control (CCDC).	<p>Staff immunisation</p>	<p>Manager</p>	<p>Ongoing</p>	

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<p><u>Asbestos-containing materials (ACMs)</u> found in the building</p>	<p>Maintenance workers are at risk when carrying out work on the building if fibres are released into the air and inhaled (staff carrying out normal activities are at very low risk).</p>	<ul style="list-style-type: none"> ■ A survey has been completed and the location and condition of all ACMs has been recorded and explained to the manager and staff ■ The manager has been advised on how to identify ACMs and spot signs of deterioration ■ Staff are told to report any accidental damage immediately ■ Arrangements to be made to have the necessary surveys done prior to future refurbishment work 	<ul style="list-style-type: none"> ■ No 			
<p><u>Legionella bacteria growing in the hot and cold water systems that service the whole property, eg in shower heads</u></p>	<p>Staff and children using hot and cold water supply could seriously be harmed if legionella is present in water systems.</p>	<ul style="list-style-type: none"> ■ Water services should be operated at temperatures that prevent Legionella growth: <ul style="list-style-type: none"> - Hot water storage cylinders (calorifiers) should store water at 60°C or higher - Hot water should be distributed at 50°C or higher (thermostatic mixer valves need to be fitted as close as possible to outlets, where a scald risk is identified i.e children’s wash hand basins). - Cold water should be stored and distributed below 20°C. ■ A competent person should routinely check, inspect and clean the system. ■ Identify ‘sentinel’ outlets (furthest and closest to each tank or cylinder) for monthly checking of the distribution temperatures. Also check the hot water storage cylinder temperatures every month and cold water tank temperatures at least every six months. ■ Flush out infrequently used outlets (including showerheads and taps) at least weekly and clean and de-scale shower heads and hoses at least quarterly. Hot and cold taps (when not used), run for 10 minutes every week 	<ul style="list-style-type: none"> ■ Identify pipe runs that can be shortened to prevent stagnation of water and improve efficiency of hot water distribution Remove dead legs/dead ends in pipe-work Checklist provided and completed for temp checks 			

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		<p>to prevent water stagnating</p> <ul style="list-style-type: none"> ■ Cold-water storage tanks to be cleaned periodically and water should be drained from hot water cylinders to check for debris or signs of corrosion. 				
<u>Inexperienced staff</u>	New or temporary staff are at risk if they are unaware of safe working procedures.	<ul style="list-style-type: none"> ■ Risk assessments are discussed with all new staff as part of the induction process ■ Temps are briefed on safety procedures by the supervisor before beginning work 	<ul style="list-style-type: none"> ■ No further action required 			
<u>Young</u>	Young persons may put themselves and others at risk due to their lack of risk awareness and immaturity .	<ul style="list-style-type: none"> ■ Young person to have individualized risk assessment that takes in to consideration factors such as lack of risk awareness and immaturity of young persons. ■ Consider their specific health and safety requirements, the training that will need to be provided and the range and use of work activities and equipment they may be entrusted with, protecting them from exposure to hazards by implementing control measures. ■ All young members of staff are to be supervised and go through a period of just shadowing (usually 2 weeks) 	<ul style="list-style-type: none"> ■ No 			
<u>Pregnant persons</u>	Staff who are expecting can be at risk from miscarriage from manual handling tasks and excessive work schedules.	<ul style="list-style-type: none"> ■ Individual risk assessments to be put in place to ensure duties carried out do not put pregnant person at risk, consideration given to extra breaks, changing routines etc. ■ Mothers who have not long given birth may also need special consideration i.e. if they have had a caesarean or are breast feeding 	<ul style="list-style-type: none"> ■ No 			
<u>First Aid at Work</u>	Staff and children	<ul style="list-style-type: none"> ▪ Appropriate first aid material and kit is available. ▪ There is a competent appointed person for first aid. <p>First aid at work - The Health and safety (First Aid) Regulations 1981</p>	Regular checks as part of the H&S checklist	Supervisor	1.12.14	

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RIDDOR	Staff and children	<ul style="list-style-type: none"> ▪ There is an appropriate staff procedure(Insert number) in the event of a reportable accident or illhealth etc and this has been communicated to staff 	Procedure devised Staff training for managers	Manager	1.12.14	
Unattended children	Children	<ul style="list-style-type: none"> • A proportionate rate of staff to children during break times on the playground • Head counts to ensure all children are present, particularly when after playing in the playground or during school trips. 	Check CSSIW requirements and contingency	Manager	1.11.14	
Security of entry points and exits	Children	<ul style="list-style-type: none"> • Ensure all entry and exit points are locked, secured and/or supervised appropriately to prevent children leaving the nursery and grounds. • Ensure the perimeter of the nursery is sturdy and appropriately made to prevent children from 'escaping'. • Any gaps found in the perimeter of the nursery are immediately blocked off. A head count will ensure all children are present. Do not allow children to play in the playground until the perimeter is either fixed or the gap is suitably blocked. 	Regular checks are made and any issues rectified. Perimeter and entry and exit points checked prior to outdoor play. H&S check list /log produced	Supervisor	30.11.14	
Drug and medication administration	Staff & Children	<ul style="list-style-type: none"> • Medical Information of all staff and children is stored and access can be provided to the information in an emergency. • Medication is only administered by a person trained to do so, with the child/staff member's medical information to hand. • Refer to company policy when giving children plasters/medication. 	Staff training records to be produced.	Manager	1.11.14	

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Outings	Staff & Children Others	Policy and procedures are being followed RA the route or premises. Farms are not visited.	Train staff in the procedure	Supervisor	1.12.14	

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This example risk assessment is based on risk assessments developed by the Health and Safety Executive(HSE). It has been tailored to include hazards commonly missed in nurseries that were visited by environmental health officers in Torfaen County Borough Council. The list of hazards assessed is only a guide line. Each work place is individual so other hazards may exist or some hazards may be irrelevant. For assistance in writing a risk assessment visit the Health and Safety Executive (HSE) website for risk management available at:<http://www.hse.gov.uk/risk/>

HSE(2014) Risk management [Online] Available at:<http://www.hse.gov.uk/risk/> [Accessed on 2.4.14]

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