

Appendix 1: Risk Assessment for Longleaze Pre-school & Nursery

Name of risk assessor: Emma Flack (manager) and Hannah Newton (Committee health and safety) Date of risk assessment; 05/07/23

Area needing to be checked: Inside

Significant Hazard	Risk	People who could get hurt	Existing controls	S	L	Risk Level	How often should the controls be checked	Is further action required? YES if the score is more than 4. If yes, state action and list on risk action plan
Heaters	Burning	Children, staff, visitors	Radiator covers	2	2	4	Daily	No
Temperature	Overheating or freezing	Children, staff, visitors	Heating, windows, thermometer, electric fans	1	2	2	Daily	No
Fleas (from foxes)	Flea bites	Children, staff, visitors	Daily hoovering (twice daily in warmer weather) Treatment as advised when needed (spray and bombs) Professional treatment as necessary.	1	1	1	Daily	On -going as required.
Doors	Fingers trapped	Children, staff, visitors	Finger guards, locks, Fasteners to hold door open	2	2	4	Daily	No

Agreed by the committee of Longleaze Pre-school and Nursery at the AGM dated November 2022.

Signed by the Chairperson on behalf of the Committee

To be reviewed at the next AGM in November 2023.

Fire escapes	Obstruction	Children, staff, visitors	Visual checks and staff and children's awareness. Regular fire drills. Induction training. Informing visitors of fire procedures.	4	2	8	Continually	Ongoing staff and children's safety awareness.
Exits	Child escaping. Trespassers/ Abductors	Children	Doors are locked at all times when children are in the building. Identity of visitors is established before entry.	4	2	8	Continually	Staff vigilance
Uneven floor levels	Trip, slip hazard	Children, staff, visitors	Non-slip floor coverings, secure carpet edging.	2	3	6	Continually	Staff vigilance
Toxic substances	Poisoning	Children, staff, visitors	Stored on above adult head height shelf or in restricted access area.	4	2	8	Daily	Store toxic substances in locked cupboard and carry out COSSH assessments
Furniture	Banging into furniture	Children, staff, visitors	Furniture arranged safely, curved corners on tables and chairs. Induction training & awareness	2	3	6	Continually	Reminders for staff
Coat hooks	Facial injury	Children	Constantly remind the children not to play/swing on them	3	3	9	Continually	Ongoing staff and children's safety awareness.

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Sockets and wires	Electrocution	Children	Sockets out of reach of children. Wires secured to walls and no trailing wires.	4	2	8	Daily	Child-proof protectors on each socket
Sand	Eye or skin irritation	Children	Constantly remind children not to throw sand and play safely. Ensure children wash hands after playing in sand	2	3	6	Continually	Ongoing staff and children's safety awareness.
Water	Drowning	Children	Water trays are filled to only 3 cms and children are supervised	4	1	4	Continually	No
Toys	Injury from falling, tripping, other children, damaged toys	Children, staff, visitors	Limited number of toys out at any time (on carpet, outside). Regular 'tidy up' routines. Modelling and managing children's behaviour and use of toys and games – encouraging safe play. Discarding damaged toys immediately.	2	4	8	Continually	Ongoing staff and children's safety awareness.

Agreed by the Committee of Longleaze Pre-School and Nursery at the AGM dated November 2022.

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Risk Assessment in the EYFS

Name of risk assessor: Laura Leighfield (Chair) and Leanne Carter (Secretary) Date of risk assessment;

Area needing to be checked: Outside

Significant Hazard	Risk	People who could get hurt	Existing controls	S	L	Risk Level	How often should the controls be checked	Is further action required? YES if the score is more than 4. If yes, state action and list on risk action plan
Gates	Escaping children, trespassers	Children	Gates are always closed and padlocked when children are in the setting without their parents.	4	1	4	Continually	No
Fence	Escaping children, trespassers	Children	External fences are 6 foot high and no equipment is placed near them that might allow children to climb over. Small fence adjacent to school field – children are supervised at all times when outside.	4	1	4	Continually	No
Sheds	Children hiding, trespassers	Children	Sheds are locked after use every session. Security is checked every morning.	2	2	4	Daily	No
Litter	Cuts, infections	Children, staff, visitors	Area is checked every morning before children arrive.	2	1	2	Daily	No

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Vandalism	Cuts, infections	Children, staff, visitors	Area is checked every morning before children arrive and issues are dealt with promptly. Area is made secure and out of bounds until rectified.	2	2	4	Daily	No
Animal faeces	Ingestion, infections	Children, staff, visitors	Area is checked every morning before children arrive and issues are dealt with promptly (removal and cleaned promptly).	2	2	4	Daily	No
Wildlife eg cats, foxes, squirrels	Allergic reaction, bites, scratches.	Children, staff, visitors	Area is checked throughout each session before children go outside, and issues are dealt with promptly.	2	2	4	daily	Constant staff vigilance.
Mats	Trips and falls	Children, Staff, visitors	Constant supervision/ vigilance. Modelling and managing children's behaviour – reminding children about safe play.	2	2	4	Continually	No

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Toys	Injury from falling, tripping, other children, damaged toys	Children, staff, visitors	Constant supervision. Limited number of toys out at any time (on carpet, outside). Regular 'tidy up' routines. Modelling and managing children's behaviour and use of toys and games – encouraging safe play. Discarding damaged toys immediately.	2	4	8	Continually	Staff vigilance. Reminding children about safe play.
Outdoor play equipment	Trips, falls from height	Children	Constant supervision. Modelling and managing children's behaviour and use of toys and games – encouraging safe play.	4	2	8	Continually	Staff vigilance. Reminding children about safe play.
Uneven ground levels	Trip, slip hazard	Children, staff, visitors	Non-slip ground coverings, secure edging. Reminding children to take care.	2	3	6	Continually	Staff vigilance. Reminding children to run/play carefully

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Meeting Room in Llewellyn -Activity	Person at risk	Significant hazards	Benefits e.g. to children	Risk			Risk control measures	Is further action required? YES if the score is more than 4. If yes, state action and list on action plan
				S	D	R		
Meetings: TAC, IEP; CIN; Committee, Staff etc Ballet class	All	Walking into cabinets	Essential in the child's development; To discuss parental concerns; running of Longleaze Pre school	2	3	6	Drawers to be kept shut	Ongoing staff and children's safety awareness.
Meetings: TAC, IEP; CIN; Committee, Staff etc	All	Walking into / falling over tables or chairs	Essential in the child's development; To discuss parental concerns; running of Longleaze Pre school	2	3	6	Chairs to be positioned around wall area / table	Ongoing staff and children's safety awareness.
Meetings: TAC, IEP; CIN; Committee, Staff etc	All	Electric Sockets	Essential in the child's development; To discuss parental concerns; running of Longleaze Pre school	2	4	8	Electric socket covers to be placed in all sockets	Continual risk assessment to ensure socket protectors are in place.

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Meetings: TAC, IEP; CIN; Committee, Staff etc	All	Trapping fingers or limbs in doors	Essential in the child's development; To discuss parental concerns; running of Lingleaze Pre school	2	2	4	Finger guards in place.	No
Entry into Meeting & Class Rooms, and office.	All	Entrance doors into Meeting room closing on people	Essential in the child's development; To discuss parental concerns; running of Lingleaze Pre school	2	2	4	Child to always have an adult present to ensure safety. Transparent panel in all doors to see children on other side of door.	No

Likelihood (L) = Most likely – 4, Likely – 3, Unlikely – 2, Remote – 1

Severity (S) = Fatal injury – 4, Major injury – 3, Significant injury – 2, Trivial injury - 1

Degree of risk (DR) = Likelihood X Severity

Risk assessment carried out by : **Job title :** **Date of risk assessment:**

Signature: **Date of revision:** **Manager's signature:** **Date:-**

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Risk Key to establish risk level

Severity→ Likelihood ↓	Trivial Injury 1	Significant Injury 2	Major Injury 3	Fatal Injury 4
Remote 1	1	2	3	4
Unlikely 2	2	4	6	8
Likely 3	3	6	9	12
Most likely 4	4	8	12	16

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Risk Reduction Action Plan

List any hazards that score more than 4 and detail the actions you are going to take to reduce the risks as far as is 'reasonably practicable'

Risky Hazard scoring more than 4	Risk Level	Action Priority	Action to take	Date to Implement
Toxic substances	8	2	Carry out COSHH assessments Regular monitoring of use and storage	Ongoing
Sockets and wires	8	3	Child-proof protectors on each socket	Ongoing
Fire escapes	8	4	Ongoing staff and children's safety awareness.	Ongoing
Sand	8	4	Ongoing staff and children's safety awareness.	Ongoing
Toys	8	4	Ongoing staff and children's safety awareness.	Ongoing
Outdoor play equipment	8	4	Ongoing staff and children's safety awareness.	Ongoing
Uneven ground/floor levels	6	4	Ongoing staff and children's safety awareness.	Ongoing
Furniture	6	4	Ongoing staff and children's safety awareness.	Ongoing

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