**Risk Assessment 2023/2024**

Cygnets Preschool

Peregrine Way

Langford Village

Bicester

Oxfordshire

OX26 6SX

Address of premises:

Hayley Durbin

Assessor:

Date of risk assessment:

1st September 2023

Date of previous risk assessment:

1st September 2022

Date of assessment review:

Ongoing and ever changing

Level of risk on day of assessment:

Medium

Signed by assessor\* **Hayley Durbin, Preschool Manager**

\*Responsible Person or person having control of the premises

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| **Who is at Risk** | |
| A | Cygnets Preschool staff |
| B | Parents |
| C | Children |
| D | Volunteers |
| E | Other Agencies |

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| **Risk Level (Pre Action and Post Action)** | |
| Low risk | acceptable, monitor |
| Medium risk | acceptable, subject to guidance |
| High risk | unacceptable, activity must not proceed |

**Keeping it 'Safe and Healthy'**

As with any of our provision resources and activities, we do ensure that all aspects of health and safety are risk assessed and managed.

Following the guidelines of the Royal Society for the Prevention of Accidents and in line with the EYFS, we do not want to hinder the children's experiences by being "as safe as possible", but rather support their learning by being "as safe as necessary" - which provides opportunity for children to experience controlled risk. Such risk, when experienced within a safe environment and in the supervision of knowledgeable practitioners, allow the child to learn for themselves how to manage situations in an appropriate and safe manner.

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| **Hazards** | **Who is at Risk** | **Existing Control Measures** | **Risk Level (Pre Action)** | **Additional Control Measures** | **Risk Level (Post Action)** | | | |
| Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.  Staggered school drop off/pick up times and locations (if possible)   * without reducing teaching time * Staggered or limited amounts of moving around the school/ corridors * Classroom design * Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches * Toilet arrangements | *Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.* |  | M | *2-metre markers are present on floors.*  *One-way system in place to enter and exit the school. Is there sufficient signage in place and/or sufficient staff to monitor/oversee*  Regular communication with Parents/Carers for the continuation of social distancing, no congregating in large numbers | L | | |
| Waste disposal process in place for potentially contaminated waste, including testing waste. |  |  |  | *Waste bags and containers - kept closed and stored separately from communal waste for 72 hours*  *Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).* |  | | | |
| Safe and appropriate storage of large supplies of alcohol gel |  | * *No flammable store* | H | *Source appropriately sized flammable store* |  | | | |
| Health and Safety changes - Fire drills | A, B, C, D, E | * Use assembly point A - by Bike Shed | M | Evacuation routes are confirmed, and signage accurately reflects these.  *NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.* | L | | | |
| **Attendance** |  | Approach to promoting and supporting attendance for allpupils determined, including those who may be anxious.  Approach to support for parents where rates of persistent absence were high before closure. |  |  |  |  |  | |
| **Curriculum / Learning Environment** |  | Each activity should be risk assessed and should not be run unless the risks can be mitigated  Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.  Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.  Consideration of the impact of COVID19 on families and whether any additional support may be required |  |  |  |  |  | |
| **Safeguarding** |  | Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.  Updated Child Protection Policy in place  Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP and families to complete risk assessments and planning.  Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission. |  | *Staff refresher training session on processes and procedures and the revised wellbeing material.*  *Adopted most recent Child Protection Policy*  *Review individual consistent management plans to ensure they include protective measures.* |  | | | |
| **SEND** |  | Consider any SEN pupils who may need support with their return to school and consult with the family and other agencies involved.  *Including any support required for pupil to understand new rules i.e. social distancing.*  Requests for assessment considered. |  | *staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.* |  | | | |

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| **General** | | | | | | |
| **What are the Hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **What further action is necessary** | **Action by who?** | **Action by when?** | **Complete** |
| *Adverse Weather Conditions, risk from extreme temperatures and dangerous travelling conditions – ice/snow/flood/gales* | *Children + Adults*  *Personal safety* | Ensure children have appropriate clothing  Do not go outdoors when conditions are dangerous unless absolutely necessary. | Call parents for early collection if necessary | *HD / JS* | *ASAP* |  |
| *COSHH –*  *Children and staff could catch pathogenic organisms or be harmed by chemicals during potty training/nappy change.* | *Children + Adults*  *Personal safety* | * Potties emptied down the toilet, then washed in hot soapy water and disinfected.   • Chemical disinfectant only used if there is an outbreak of diarrhoea,  • Chemical must be washed off potty after disinfecting. (*See separate COSHH assessments*)  • Clinical waste bin (yellow) provided and collected by licensed waste contractors.  • *See HPA guidance, Infection Control & Communicable Disease Guidance for Early Years.* | Ensure staff are not using chemical sanitizers to clean toilets & potties. | *HD / JS* | *When Needed* |  |
| *COSHH –*  Soft and hard toys could be vectors for pathogenic organisms. | *Adults*  *Personal safety* | Hard toys are regularly wiped with antibacterial wipes. | Regular cleaning | *HD / JS & Team* | *Regular Washing* | *√* |
| *COSHH –*  Outbreak of infectious disease, could spread infection amongst children and staff e.g., E-coli | *Children + Adults*  *Personal safety* | • Follow HPA guidance and contact Env Health if necessary.  • Provide disposable gloves, aprons and antibacterial cleaners. | Ensure sufficient supplies are available.  Posters displayed on correct hand washing techniques | *HD / JS & Team* | *Termly* | *√* |
| *COSHH –*  Staff affected by occupational dermatitis, by prolonged exposure with water and detergents. | *Adults*  *Personal safety* | Staff provided with gloves to undertake cleaning and washing in the kitchen etc. | Provide neutral hand moisturising cream for staff to use.  • Check staff for signs of dermatitis. | *HD / JS* | *All Staff to keep topped up* | *√* |
| *COSHH –*  Staff and children may be harmed by use of chemicals etc. | *Children + Adults*  *Personal safety* | Individual; COSHH risk assessments and control measures have been produced for every chemical used (Disinfectants, paints, cleaners, weed killers etc). | Obtain the Safety Data Sheets, from the suppliers, for all chemicals. | *HD / JS & ER* | *When Req* | *√* |
| *RIDDOR* | *Children + Adults* | Appropriate policy in place in the event of a reportable accident or illness etc and this has been communicated to staff | Policy revised annually and staff are up to date with current guidelines | *HD / JS* |  | *√* |
| *Manual Handling -* Staff risk injuries or back pain from handling heavy/bulky objects e.g. deliveries of paper. | *Adults*  *Personal Safety* | Trolley used to transport heavy items such as boxes of paper or packs of nappies.  • Only light objects stored on high shelves. Heavy items at lower levels  Ensure shelving is not overloaded | Ensure staff receive Manual Handling training and that a sufficient number of trolleys are available. Staff must be made to use the trolley. | *HD / JS* | *All staff trained in Feb 18* | *√* |
| *Electrical –*  Staff and children can get electrical shocks or burns from using faulty electrical equipment.  Over use of extension leads can cause electrical overloading and fire.  Children at risk of electrical shock if put fingers or objects into exposed sockets. | *Children + Adults*  *Electrical shock* | Staff trained to spot and report (to the manager or team leader) any defective plugs, discoloured sockets or damaged equipment.  • Defective equipment immediately removed from use.  • Staff told not to bring their own appliances to work e.g. fans, heaters etc • Competent Person e.g. electrician appointed to undertake Portable Appliance Testing.  • Use of extension leads is strongly discouraged.  Plug safety covers inserted in all sockets in all rooms where children have access. | *Daily checks to ensure plug sockets are off if not in use and socket covers are in place*  *Staff know where the fuse box is and are able to access it* | *HD / JS* | *Wires tidied up behind computer*  *All staff know where fuse box is* | *√*  *√* |
| *Security / Doors – Finger injuries* | *Children + Adults*  *Personal safety* | *Door kept shut/secure at all times and checked regularly*  *Keep key nearby and easily accessible* | *Problems with locks/security to be reported to caretaker*  *Children to be supervised at all times* | *HD / JS* | *Regularly check doors are being used.* | *√* |
| *Cloakroom –*  *Shoes and coats, tripping hazard* | *Children + Adults*  *Personal safety* | *Keep shoes/wellies tidied away in box and bags and coats on pegs* | *Regular checks, good housekeeping* | *All Staff* | *√* | *√* |
| *Trapping hazard from doors* | *Children + Adults*  *Physical injury* | *Adults to open and shut doors* | *Children to be told not to open and shut main doors with access to outside*  *Possible finger guards installed* | *All Staff* | *√* | *√* |
| *Inadequate fire signage* | *Children + Adults*  *Personal safety* | *Ensuring adequate signage and regular evacuation practices/drills (driven by main school)* | *Continue with evacuation practices and inform caretaker if signage unclear/damage/need replacing* | *HD /`JS* | *√* | *√* |
| *Reaching for equipment, attending to displays* | *Adults*  *Personal safety* | *Staff instructed to not use makeshift steps (chairs/tables/ledges)*  *Restrict displays to head height where possible* | *Appropriate access equipment e.g. kick stool or small steps provided to reach high shelves/displays* | *All Staff* | *√* | *√* |
| *Tripping / slipping due to poor flooring* | *Children + Adults*  *Physical injury* | *Daily checks of flooring and issues reported to caretaker* | *Tears, rips or uneven flooring to be reported to caretaker* | *HD / JS* | *New Flooring* | *√* |
| *Gas Heater* | *Children + Adults*  *Personal safety* | *Heater fitted with an appropriate guard* | *Inform caretaker of any problems or concerns.* | *HD / JS* | *Keep Clean* | *√* |
| *Ineffective heating / ventilation* | *Children + Adults*  *Unhygienic* | *Monitor heating and level of ventilation* | *Inform caretaker of any problems or concerns. Add ventilation by opening windows as required* | *All* |  |  |
| *Tripping / injury due to trailing wires and cables* | *Children + Adults*  *Physical injury* | *Ensure cables are safely secured and out of reach* | *Daily checks. Reinforce message that children are not to touch cables* | *All* | *Cables all clear* | *√* |

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| **Classroom** | | | | | | |
| **What are the Hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **What further action is necessary** | **Action by who?** | **Action by when?** | **Complete** |
| *Water on floor* | *Children + Adults*  *Slipping hazard,*  *Physical injury* | *Floor mopped as excess spillage occurs – use wet floor signage* | *Water is changed daily/as necessary, and container is cleaned*  *Children to be encouraged to be aware of safety around wet floors and no running inside* | *All* | *As req.* | *√* |
| *Exits impeded by toys* | *Children + Adults*  *Fire hazard* | *Keep the exits as clear as possible* | *Children made aware of need to keep exits clear and safe* | *All* | *As req.* | *√* |
| *Toys left on floor* | *Children + Adults*  *Tripping hazard* | *Children are encouraged to put toys they have been using away when they have finished with them* | *Adults to regularly check area for toys on floor in the thoroughfare* | *All* | *As req.* | *√* |
| *Scissors and other sharp tools and equipment (cello tape dispenser etc.)* | *Children + Adults*  *Physical injury* | *Children are shown safe ways to handle and store scissors and usually under supervision* | *Staff encourage safe storage and scissors checked that they are fit for purpose* | *All* | *As req.* | *√* |
| *Tools* | *Children + Adults*  *Physical injury* | *Children are shown safe ways to handle and store tools and usually under supervision* | *Staff encourage safe storage and tools checked that they are fit for purpose* | *All* | *As req.* | *√* |
| *Unsuitable storage of equipment not accessed by children* | *Children + Adults*  *Physical injury* | *Equipment stored safely in boxes or cupboards* | *Checks to make sure equipment is safely stored and not at height* | *All* | *As req.* | *√* |
| *Poor Cleanliness of fabrics and cushions* | *Children + Adults* | *Covers washed regularly* | *Covers to be replaced when worn out/ripped* | *All* | *As req.* | *√* |
| *Protruding objects at eye level* | *Children + Adults*  *Physical injury* | *Checks made to identify hazards* | *Check to be done daily as part of daily assessment and hazard removed* | *All* | *As req.* | *√* |
| *Sharp edges / corners* | *Children + Adults*  *Physical injury* | *Children made aware of edges and corners* | *Check to be done daily as part of daily assessment and hazard removed* | *All* | *As req.* | *√* |
| *Musculoskeletal – bad backs* | *Adults*  *Physical injury* | *Changing tables used / staff advised to use small chairs or sit on floor to interact with children at low level* | Ensure staff receive Manual Handling training and that a sufficient number of trolleys are available. Staff must be made to use the trolley. | *All* | *As req.* | *√* |
| *Play Equipment* | *Children*  *Physical injury* | *Equipment is checked daily for defects before the children use them* | *Ensure children are shown correct use of equipment to prevent injury/accidents* | *All* | *As req.* | *√* |
| *Choking –*  *Children may choke on non- food objects* | *Children*  *Physical injury* | *• Small items such as coins, pen tops, balloons and plastic wrappings are kept out of reach of children.*  *• Heuristic play and crafting objects are suitable for the age range of children. i.e. small objects will not be given to young children.*  *• Small items not suitable for use by young children will not be stored or used in their designated area or room.* | *• Team Leaders to ensure no objects that pose a choking hazard to their children are present in the room.* | *All* | *Keep room tidy through-out session as best possible / supervise at eating times* | *√* |
| *Computer / Ipads –*  *Risk of viewing inappropriate material or personal content* | *Children*  *Personal Safety* | *Computer and Ipads are all password protected and only to be used with supervision* | *Ipads to be stored in office when not in use* | *HD / JS / ER* | *√* | *√* |

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| **Food Prep / Kitchen Area – specific adult led activities** | | | | | | |
| **What are the Hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **What further action is necessary** | **Action by who?** | **Action by when?** | **Complete** |
| *Unhygienic surfaces* | *Children + Adults*  *Disease/illness* | *Surfaces are cleaned regularly and sprayed with anti-bacterial spray before food activities* | *Good housekeeping* | *All* | *As req* | *√* |
| *Knives and sharp implements* | *Children + Adults*  *Physical injury* | *Sharp equipment to be stored in drawers and cupboards* | *Children to be supervised at all times in kitchen areas and taught how to use implements / equipment correctly / drawer locks in place* | *All* | *As req* | *√* |
| *Kettle* | *Children + Adults*  *Scalding/burning injury* | *Kettle to be stored on units away from the edges* | *Children to be supervised at all times in kitchen areas / kettle & flex out of way* | *All* | *As req* | *√* |
| *Toaster* | *Children + Adults*  *Burning injury* | *Toaster to be stored on units away from the edges* | *Children to be supervised at all times in kitchen areas / flex out of way* | *All* | *As req* | *√* |
| *Microwave* | *Children + Adults*  *Scalding/burning injury* | *Children to stand safe distance away from microwave* | *Children to be supervised at all times in kitchen areas and not to touch microwave* | *All* | *As req* | *√* |
| *Electrical appliances* | *Children + Adults*  *Electrical shock* | *Appliances to be safely stored and checked on a regular annual basis* | *Children to be supervised at all times in kitchen areas and not to use electrical appliances* | *All* | *As req* | *√* |
| *Fridge (correct storage of food, date etc.)* | *Children + Adults*  *Ill health* | *Food/drinks/medicines to be correctly store in fridge* | *Food/drinks to be checked regularly / New thermometer ordered* | *All* | *As req* | *√* |
| *No fire blanket* | *Children + Adults* | *Ensure that there is a fire blanket* | *Adults know where the fire blanket is located and how to use it* | *HD / JS* | *√* | *√* |
| *No Fire Extinguisher* | *Children + Adults* | *Ensure that there is a fire extinguisher* | *Adults know where the fire extinguisher is located and how to use it* | *HD / JS* | *√* | *√* |
| *Use and storage of cleaning materials / other substances* | *Children + Adults*  *Poisoning, eye contamination,*  *skin irritation* | *All cleaning materials to be stored in locked cupboards and not left out on unit tops* | *Children to be supervised at all times in kitchen areas* | *HD / JS* | *√* | *√* |
| *Staff Drinks* | *Children + Adults*  *Scalding/burning injury* | *Staff take hot drinks in thermal cups with screw on lids* | *Kept out of reach at all times / lids on hot drinks* | *All* | *√* | *√* |
| *Kitchen Bin* | *Children + Adults*  *Hygiene* | *Bin to have a lid on and be emptied regularly* | *Good housekeeping* | *All* | *√* | *√* |

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| **Outdoor Play Area** | | | | | | |
| **What are the Hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **What further action is necessary** | **Action by who?** | **Action by when?** | **Complete** |
| *Den building equipment* | *Children + Adults*  *Tripping hazard, physical injury* | *There is adequate space to move around the den building.*  *Equipment is checked regularly.*  *Weather conditions are monitored and acted upon. i.e., if it is a windy and rainy days the den equipment maybe used inside only.* | *Children’s behaviour to be monitored closely and children have the safe use of equipment explain regularly.* | *All* | *Daily Risk Ass* | *√* |
| *Ropes, washing line and bungie cords* | *Children and Adults Tripping hazard, physical injury* | *Weather conditions are monitored and acted upon.*  *There is adequate space to move around freely.* | *Children’s behaviour is managed in line with our policy.* | *All* | *Daily Risk Ass* | *√* |
| *Plastic crates* | *Children and Adults Tripping hazard, physical injury* | *The ground is firm and free of loose items that may give way*  *The crates are selected to ensure there are no holes in the sides or base that would cause fingers to become stuck in them.*  *The resource is children prior to and during use for wear and tear.*  *There is adequate space to more around freely* | *Children are discouraged from climbing on staked crates more than two high.*  *Children are discouraged from building towers taller than themselves.* | *All* | *Daily Risk Ass* | *√* |
| *Pegs* | *Children*  *Physical nips* | *Ensure good practise is modelled by peers and staff.* | *Children are aware of the expectations of how to use the equipment safely.* | *All* | *Daily Risk Ass* | *√* |
| *Wooden poles and planks* | *Children and Adults Tripping hazard, physical injury* | *Weather conditions monitored and acted upon.*  *The resource is checked prior to and during use for wear and tear.*  *There is adequate space to more around freely* | *Children discouraged from carrying poles /planks horizontally. Children to play with the poles in designated areas only.* | *All* | *Daily Risk Ass* | *√* |
| *Climbing frame* | *Children physical injury* | *Weather conditions monitored and acted upon.*  *The resource is children prior to and during use for wear and tear.*  *There is adequate space to move freely and placed on a suitable safe surface. Adults are within sight or hearing of children at all times when it is in use.* | *Children will only be able to climb safely at a level that they and staff who are supervising are comfortable with. Children will be encouraged to manage their own risk but will only be allowed to use the equipment if they follow the instructions from the adult outside.*  *Climbing frame not used if slippery or wet* | *All* | *Daily Risk Ass* | *√* |
| *Gates, locks and hinges* | *Children + Adults*  *Trapping hazard, physical injury* | *Gates, hinges and locks checked daily* | *Children to be supervised outside at all times and encouraged to stay away from gates* | *All* | *daily* | *√* |
| *Poor condition of play surfaces* | *Children + Adults*  *Tripping hazard* | *Surfaces regularly checked* | *Surfaces to be cleared and checked and issues reported to supervisor* | *All* | *daily* | *√* |
| *Grassed area swept for unwanted objects, broken glass, animal faeces, small holes etc.* | *Children + Adults*  *Tripping hazard, physical injury* | *Checks of grassed areas carried out daily* | *Children to be supervised outside at all times and grassed areas maintained in good condition* | *All* | *daily* | *√* |
| *Poor maintenance of garden furniture* | *Children + Adults*  *Physical injury* | *Garden furniture condition checked on regular basis* | *Condition checked and maintenance issues reported to caretaker* | *All* | *daily* | *√* |
| *Poor location of garden furniture* | *Children + Adults*  *Tripping, falling hazard, physical injury* | *Play equipment stored safely and checked on a regular basis* | *Safe location of equipment to be considered* | *All* | *daily* | *√* |
| *Sand pits*   * *ingesting* * *sand in eyes* * *falling from edge* * *illness from contamination* * Animal faeces in the outdoor play area/sand pit could lead to zoonotic infections for staff and children. | *Children + Adults*  *Physical injury*  *Hygiene* | *Sand changed on regular basis and checked for sharp/foreign objects*  *Children encouraged to wash hands after playing in sandpit*  The sand pit is kept covered when not in use. | *Children to be supervised outside at all times and continued to be informed of the need for hygiene procedures after use*  Observation  Education | *All* | *daily* | *√* |
| *Water containers* | *Children + Adults*  *Hygiene*  *Physical injury* | *Water in container to be changed regularly and container checked for sharp/foreign objects before use* | *Children to be supervised outside at all times and continued to be informed of the need for hygiene procedures after use* | *All* | *daily* | *√* |
| *Storage of outside tools and equipment* | *Children + Adults*  *Tripping hazard*  *Physical injury* | *Maintenance of playhouse to be checked regularly, equipment and tools stored safely within it.*  *Equipment to be stored safely in storage sheds and children to have no access to it.* | *Children to be made continually aware of hazards and to be reminded that they are not allowed into storage shed* | *All* | *daily* | *√* |
| *Use of outside tools and equipment* | *Children + Adults*  *Physical injury* | *Tools and equipment to be stored safely in outside storage shed and children to be supervised when using them* | *Ensure children shown and reminded about correct use of tools and equipment to prevent injury/accidents* | *All* | *Daily Risk Ass* | *√* |
| *Play Equipment* | *Children*  *Physical injury* | *Equipment is checked daily for defects before the children use them and thrown away if faulty or damaged*  *Only have so many rides out.* | *Ensure children are shown correct use of equipment to prevent injury/accidents and are not used when wet or slippy.* | *All* | *Daily Risk Ass* | *√* |
| *Stage – splinters* | *Children*  *Physical injury* | *All wood is preserved* | *Treat annually* | *All* | *Daily Risk Ass* | *√* |
| *Outdoor low shelving* | *Children*  *Physical injury* | *Corner cushions installed* |  | *All* | *Daily Risk Ass* | *√* |
| *Mud Kitchen*   * *slip* * *ingesting* * *contamination* * *metal sink* * *microwave* * *wooden work surface*   *Check all equipment and tools regularly for damage and replace where necessary.* | *Children*  *Physical injury* | Soil changed on a regular basis and checked for sharp/foreign objects.  Children were encouraged to wash hands after playing in the mud kitchen. Children encouraged to be gentle when using cooker/microwave and taps on sink to prevent trapped fingers | Observation / Supervision  Education  Children develop safe handling skills; understand the purpose of equipment and tools.  Equipment such as cooker/microwave should be dated on receipt and disposed of/changed on an annual basis because of exposure to the elements | *All* | *Daily Risk Ass* | *√* |
| *Washing Lines* | *Children + Adults*  *Physical injury* | *Staff to ensure lines are high enough so that no-one can run into them and are out of reach. Supervise play at all times* | *Ensure children are made aware that they should not use tools to pull on the lines* | *All* | *Daily Risk Ass* | *√* |
| *Plants*  Poisonous plants could cause harm to children if ingested. | *Children + Adults* | *Checks to be made regularly on plants growing in outside areas.*  List of poisonous plants kept in office.  • Main school gardener tends the garden monthly or more frequently in summer and removes poisonous varieties of plant. | *Children told not to touch plants* | *All* | *Daily Risk Ass* | *√* |

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| **Snack Time** | | | | | | |
| **What are the Hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **What further action is necessary** | **Action by who?** | **Action by when?** | **Complete** |
| *Dirty hands* | *Children + Adults*  *Disease/illness* | *Hands are washed and dried before eating / food activities* |  | *All* | *When Req.* | *√* |
| *Choking on fruit – snack* | *Children*  *Personal Safety* | *Halving cherry tomatoes, grapes, blueberries.*  *Parent/carers asked to cut in half, lengthways if providing fruit*  Chewing gum is banned from the premises (including staff). | *Children to be supervised whilst eating at all times* | *All* | *Snack & Lunch Time* | *√* |
| *Tripping / slipping due to spillages* | *Children + Adults*  *Physical injury* | *Flooring checked regularly and all spillages moped up immediately* | *Children to be informed that they must report all spillages to a member of staff.* | *All* | *When Req.* | *√* |
| *Unhygienic/ dirty equipment* | *Children + Adults*  *Unhygienic* | *Children informed of correct use of equipment and it’s changed/cleaned regularly* | *Equipment to be replaced when damaged* | *All* | *When Req.* | *√* |
| *Unhygienic surfaces* | *Children + Adults*  *Disease/illness* | *Surfaces are cleaned regularly and sprayed with anti-bacterial spray before food activities* |  | *All* | *When Req.* | *√* |
| *Milk in fridge out of date* | *Children + Adults*  *Physical injury* | *Check to be done daily as part of daily assessment* |  | *All* | *When Req.* | *√* |
| *Spillages of waste and accidents by children in toilet* | *Children + Adults*  *Slipping hazard,*  *Physical injury, Disease/illness* | *Toilet area and sinks checked regularly throughout each session and cleaned as necessary* |  | *All* | *When Req.* | *√* |

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| **Toilets / Bathrooms** | | | | | | |
| **What are the Hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **What further action is necessary** | **Action by who?** | **Action by when?** | **Complete** |
| *Musculoskeletal – bad backs* | *Adults*  *Physical injury* | *Changing tables used / staff advised to use small chairs or sit on floor to interact with children at low level* | *Heavy/older children to be changed using a walk-up platform or by putting the changing mat on the floor* | *All* | *When Req.* | *√* |
| *Injury from unregulated water temperature when hot water taps are on for any length of time* | *Children + Adults*  *Scalding/burning* | *All taps at washing stations which children access, are fitted with Thermostatic mixing valves to prevent water being discharged above 44 degrees*  *Children made aware of need for taps to go off* | *Checks to be made that taps are off – display hot water stickers at sinks*  *Temp is managed within school* | *HD / JS / Caretaker* | *√* | *√* |
| *Burns from excessive Radiator / pipe temperature* | *Children + Adults*  *Scalding/burning* | *Children warned to stay away from pipes and radiator and monitored when in toilets* | *Regular checks to be made to ensure pipes and radiator are not too hot-radiator/pipe covers to be fitted if necessary* | *All* | *√* | *√* |
| *Use and storage of cleaning materials / other substances* | *Children + Adults*  *Poisoning, eye contamination,*  *skin irritation* | *All cleaning materials stored in locked cupboards* | *Ensure children are informed not to touch any that have been accidentally left out and inform an adult* | *All* | *√* | *√* |
| *Soap /water spills* | *Children + Adults*  *Slipping* | *Soap on sinks and picked up as soon as on floor, excessive water spills mopped up* | *Regular checks of toilet areas and large groups of children to be supervised when in there / Good House Keeping* | *All* | *√* | *√* |

**Cygnets Preschool Risk Assessment Record**

**The following MUST be completed BEFORE carrying out a sensory / messy play activity:**

* **Always read the label of products being used**
* **Always assess the risk and benefit for the specific children planned to participate in the experience and consider the age and stage of the children, allergies, illnesses and supervision and ratios required**
* **DO NOT use food products which have passed the use by date**
* **DO NOT allow the children to consume any products which you are using in sensory / messy play**
* **If medical advice is needed, you SHOULD have the original product container or label at hand**

**Benefits of Mud Kitchen:**

Exposure to beneficial bacteria to build healthy, functioning immune systems.

Sensorial open-ended material.

Normal childhood experience.

Children can be involved in checking the areas before play (visual), creates a sense of ownership and raises awareness of a possible hazard

Fine and gross motor skills from lifting, pouring, gathering, patting, squeezing the soil, carrying, sorting patterns weighing, art

Connection to nature

Creative stimulus / Sensorial

Open ended material

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| **What is the activity or environment being assessed** | **What hazards maybe present** | **Who is exposed to the hazard** | **What precautions have been put into place** | **Do you need to do anything else to manage this risk?** | **Action by whom?** | **Action by when?** | **Complete** |
| **Mud Kitchen** | Ingesting /absorbing contaminated soil | Children and staff | Provide hand washing provisions for during and after play  Establish hand washing routines  Soil should be checked for contaminants daily, before play  Checking for contaminants is part of the daily inspection checklist  Children encouraged to follow a no consumption routine in this area  Not using manure or fertilizers on garden beds surrounding the digging patch  Raise awareness on the signs of contamination to look out for | Educate the children when using the digging patch and mud kitchen | MW / All | Each day as part of daily inspection checklist | *√* |
| **Washing Up**  **Washing up – utensils, pots, equipment** | Wet floors,  Slips, trips, falls  Accidental bump or knock with resources  Injury from a sharp rusty resource |  | Educators to provide hand washing bucket with warm soapy water outside in first instance to remove bulk of dirt from messy play  Children are made aware of slip hazards and provided with child sized mop to dry spills.  Educators to monitor floor conditions – mop if necessary  Educators, other adults and children to wear non-slip sole shoes in wet areas  Pots, utensils, and equipment to be washed and dried or left to drain reasonably often to avoid rusting.  Wiping out with a light coat of vegetable oil will help prevent rust and mould  Discuss the process of rusting with children  Store in sacks or baskets for drainage and aeration. | Educators  Each time children use the digging patch and mud kitchen as needed, educators to monitor. | *All* | *√* | *√* |
| **Water** | Drowning / Slipping on spillages  Flooding during heavy, prolonged rain events  Stagnant water,  Consumption/ absorption of contaminants | Children and staff | Luke warm soapy water is to be used for water play (with exception of the water pump)  Towels and cloths to be available so spillages can be cleared up immediately  Containers provided do not allow falling in.  Educators to supervise closely should paddling pools or large containers of water be offered as per the Water Safety Policy  Educators to monitor areas during flooding/prolonged rain events and implement water safety policy.  Water containers are emptied at the end of each session/day and not left to go stagnant  Water containers are cleaned regularly and checked for foreign bodies, mould, algae  Children encouraged to follow a no consumption routine in this area  Children are made aware of the potential hazard of stagnant water and how to avoid this |  | *All* | *√* | *√* |
| **Sand** | Foreign objects in the sand, which may cause harm or choking.  Ingesting sand  Irritation to the eyes  Injury from objects buried in the sand | Children and staff | Sandpit not to be used during COVID  All sand to be checked thoroughly before use and remove any unwanted objects before allowing children to play  Children discouraged from throwing sand or rubbing their eyes  Cover sandpit when not in use. Empty, clean, and replace sand if necessary. | Supervise and Educate the children when using sand | *All* | *√* | *√* |
| **Bacteria in Sand/Water** | *Bacteria in sand or water - Hand to mouth contact or pupils drinking contaminated water* |  | *The addition of soap in the water discourages pupils from drinking it. Water is changed frequently, and sand is changed periodically or when known to be contaminated.*  *Only sterilised play sand is used for this activity.*  *Containers for sand and water are cleaned with a suitable mild disinfectant such as Shield Bathroom Cleaner (using the caretaker’s supply).*  *If these activities are undertaken outdoors during the summer months the containers are covered or brought inside when not in use.* |  | *All* | *√* | *√* |
| ***Corridor to garden*** | Injuries resulting from slipping on sand | Children and Staff | Staff ensure that the area is kept free of spillages through good housekeeping. | Regular Daily Checks | *All* | *√* | *√* |
| ***Manual handling of water or sand*** | *Sprains and strains*  *Back injuries* |  | *The containers for sand and water have wheels for transportation. Water baths are not moved unless water has been emptied.*  *Water is removed in small quantities using a bucket for transport to the nearest drain. Containers are only be moved by staff.* | Regular Daily Checks | *All* | *√* | *√* |
| **Ice and ice cold water (inside)** | Choking  Frostbite | Children and staff | Children should not be in direct contact with ice for more than a few minutes at a time. | Children MUST be discouraged from putting ice cubes in their mouth. | *All* | *√* | *√* |
| **Bubbles** | Pain to the eyes | Children and  staff | Bubbles to be blown away from the children’s faces |  | *All* | *√* | *√* |

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| **Wet/Dirty clothes and shoes** | Children get cold | Children | Parents are aware children need to be provided with multiple changes of clothes  Hold a supply of spare clothing. | Service,  Educators,  Families, | *All* | *√* | *√* |
| **Slippery surfaces** | Slips, trips and falls | Children and staff | Suitable footwear to be worn by children and adults including educators. Provide areas for changing shoes and putting on puddle suits. Wet and muddy shoes to be removed before entering the building | Educators to monitor / Staff Policy | *All* | *√* | *√* |

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| **Gravel /pebbles**  **Pieces of natural materials** | Choking | Children | Any children likely to explore by putting things in their mouth are identified  Extra supervision for children with greater likelihood to put things in their mouth  Children encouraged to follow a no consumption routine in this area  All children made aware not to put small objects in their mouth | Educators to monitor | *All* | *√* | *√* |
| **Use of plants and other foraged natural materials** | Ingesting or absorbing poisonous plants or fungi  Allergies |  | Raise awareness with children about possible risks in eating unknown plants or fungi and warn them not to use them in play.  Adults are aware of and remove hazardous plants likely to cause serious illness.  Children encouraged to follow a no consumption routine in this area  Children encouraged to wash hands. | Educators to monitor | *All* | *√* | *√* |