

Generic Risks. (RR on a 1-4, low-high. L=likelihood,S=severity if realised, R=risk remaining)

Activity/Process/Location	Hazards (who & how affected)	Controls	Risk rating achieved			Note (* = see policy)
			L.	S.	R	
Slips and trips	Wet floors <ul style="list-style-type: none"> ● Rain/wet feet ● Spills ● Toilet accidents 	<ul style="list-style-type: none"> ● There is non-slip flooring and level access throughout. ● Use of doormat and teaching children to wipe feet on entry. ● Spills cleaned up immediately, access to area prevented during any delay. 	2	1	2	
	Items on floor <ul style="list-style-type: none"> ● Play items ● Rugs 	<ul style="list-style-type: none"> ● Rugs/towels under sensory play areas which are likely to create slip hazard. ● Vigilance over keeping rugs flat 	3	1	3	
	Trailing cables	Care taken to avoid these	1	1	1	
Manual handling	Lifting <ul style="list-style-type: none"> ● Children ● Equipment 	<ul style="list-style-type: none"> ● Need for lifting kept to a minimum – wheeled trolleys used, small box sizes for things that are being carried. ● Adults sit down when holding children, rather than carrying. ● Manual handling advice sought/plan used in relation to individual children who need to be lifted. ● All staff have training in safe lifting techniques 	2	2	4	
	Pushing trolleys	Correct technique used.	1	2	2	
Heat/burns	Dry heat <ul style="list-style-type: none"> ● Cooking equipment ● Hot foods ● Heating ● Pipes 	<ul style="list-style-type: none"> ● No unsupervised access to cooking equipment ● Hot foods not served to children. ● Staff hot foods heated/transported in areas where children are not present. ● Heating is ceiling-mounted. 	1	3	4	

		<ul style="list-style-type: none"> Exposed hot pipes have lagging applied (toilet area only) 				
	<p>Wet heat</p> <ul style="list-style-type: none"> Hot drinks Hot water 	<ul style="list-style-type: none"> Hot drinks in staff areas only unless in lidded cups. Warm drinks kept out of children's reach Taps in toilets are thermostatically controlled Children do not have unsupervised access to other taps 	1	3	3	
	Sun	Sun safety policy	2	2	4	*
	Fire	<ul style="list-style-type: none"> Fire hazards avoided as far as possible – no ignition sources, regular PAT testing. Fire alarm system in place & maintained correctly Immediate evacuation in case of fire 	1	3	3	*
Falls from height	Putting up display	<ul style="list-style-type: none"> Staff use kick stool or step ladder Vigilance maintained 	1	2	2	
	Children having climbed up	<ul style="list-style-type: none"> Children are taught not to climb on furniture etc Staff vigilance 	3	1	3	
	<p>Accessing high storage</p> <ul style="list-style-type: none"> Indoors In the external store 	<p>Indoors:</p> <ul style="list-style-type: none"> Staff are able to reach without need to gain height. Children are taught to seek staff assistance for this. <p>External store:</p> <ul style="list-style-type: none"> Step ladders are used to access high shelving. Buddy system when using ladder. 	1 1	1 3	1 3	
Ingestion of toxins	<p>Medicines</p> <ul style="list-style-type: none"> Storage Administration 	<p>Storage:</p> <ul style="list-style-type: none"> Staff medicines not stored in areas accessed by children Children's medicines are stored out of children's reach, also in a box or fridge. 				

		<ul style="list-style-type: none"> Nappy creams in a box in the toilet, out of children's eyeline/reach <p>Administration:</p> <ul style="list-style-type: none"> Staff self-administer at own risk Children's medicines have child's name on, which is checked against the form completed by their parent prior to each administration. Staff giving medicine are witnessed by another adult. 	1	4	4	*
	Cleaning products	<ul style="list-style-type: none"> Mostly stored in a locked cleaning cupboard, except anti-bac spray, stored in the rooms but in high storage locations. Detergents in kitchen: no unsupervised access to this area for children. 	1	2	2	
	Plants	<ul style="list-style-type: none"> Grass is not harmful Only child-safe plants grown in the setting Hedging plants appropriately selected 	1	1	1	
Transmission of infection	Coughs and sneezes	Tissues available in all areas – children taught to use these.	4	1	4	
	<p>Toilet</p> <ul style="list-style-type: none"> Hand hygiene 'accidents' Nappy changing 	<ul style="list-style-type: none"> All cubicles have sinks – children wash hands with soap and warm water after using toilet, and before lunch. Hand gel available in all areas for additional protection. Staff clean up body fluids immediately, keeping other children away until this is completed, and disinfect. Changing procedure ensures good hygiene practices. 	2	2	4	*

		<ul style="list-style-type: none"> Yellow bags and bins used to dispose of contaminated items. 				
	<p>Shared items</p> <ul style="list-style-type: none"> Cups & bowls Sleep surfaces toys 	<ul style="list-style-type: none"> Cups and bowls washed in hot water and detergent/dishwasher between every use. Supply of bedding, washed after each use. Where practical, used over a wipe-clean surface which is also disinfected after use. Children encouraged not to mouth toys; any which have been in a child's mouth are removed from circulation for cleaning before return to use. 	1	2	2	*
Young/Inexperienced staff	Unfamiliar with policy/procedure	<ul style="list-style-type: none"> Induction process and checklist. "Buddying up"/supervision 	3	1	3	
	Lack of emotional resilience	<ul style="list-style-type: none"> Allocation of tasks appropriate to age and maturity. Information sharing takes account of maturity Supportive inter-staff relationships nurtured Regular supervision meetings 	1	2	2	
	Immaturity of decision-making	Supervision of younger/newer staff.	1	3	3	
Allergens	<p>Ingestion:</p> <ul style="list-style-type: none"> Food Plants Mouthing non-food items 	<ul style="list-style-type: none"> So far as possible, known allergens are avoided in the setting. Allergy information is collected prior to admission. Allergy lists in all food service areas Allergy sticker on child's name card as visual prompt Children with severe allergies have a care plan 	1	4	4	
	<p>Skin contact</p> <ul style="list-style-type: none"> Plants Plasters etc 	<ul style="list-style-type: none"> Any plants in the setting are selected accordingly Plasters are not applied. If a dressing is urgently needed, micropore over a low-adherent dressing 				

	<ul style="list-style-type: none"> Sensory play products 	<p>will be used. If skin contact cannot be avoided, verbal consent will be sought from a parent.</p> <ul style="list-style-type: none"> Where possible, 'sensitive' versions of products will be used. Children with sensitive skin will be offered gloves. 	1	2	2	
Glass	Glazing	All glass is modern				
	<p>Glassware:</p> <ul style="list-style-type: none"> Use of in setting Residue of breakages out of hours 	<ul style="list-style-type: none"> Glass table ware is not used in the sessions. Floor checks undertaken each time the building is taken over. 	1	2	2	
Moving/falling furniture	Tall items tipping over	Tall items are attached to walls per recommendations	1	4	4	
	Mobile items shifting	Mobile items placed against walls or with locked castors	2	1	1	
	Items pulled from high racks	<ul style="list-style-type: none"> Education of children Vigilance Heavier items stored lower down 	2	2	4	
Incorrect use of break glass points	<ul style="list-style-type: none"> False alarm triggered Broken glass 	<ul style="list-style-type: none"> Education of children Awareness/vigilance If break glass broken, children moved away, immediate clear-up (unless evacuating, in which case, clear up prior to any re-entry) 	1	1	1	
Staff becoming isolated	Lack of witness	<ul style="list-style-type: none"> Doors left open between areas at any time there is a lone member of staff in that area. 	2	1	2	
	Unsupported if a child needs help	<ul style="list-style-type: none"> Radios available to support staff member working alone Usual practice to have 2 staff in an area 	2	1	2	
Finger traps	Room doors	<ul style="list-style-type: none"> All doors have hinge protectors 	1	3	3	

		<ul style="list-style-type: none"> “Hold open” function, or door wedges, used as needed 				
	Windows	Windows are high level	0	2	0	
	Cupboard doors	Locked when not in use	1	2	2	
Small items	Choking (food)	<ul style="list-style-type: none"> Written reminder guidance provided in food service areas Advice shared with parents about lunch box contents Staff educated about food choices/prep 	2	4	8	
	Choking (non-food items)	<ul style="list-style-type: none"> Careful selection of resources Staff knowledge of children’s development Risk/benefit analysis Supervision/vigilance around relevant items Provision of chew necklaces for children with a specific, persistent developmental need 	2	4	8	
“Prevent” risks	Radicalisation	Prevent Risk Assessment in place Manager and deputy have done “WRAP”/Prevent awareness training	1	2	2	*

Risks arising from activities or processes

Activity/Process/Location	Hazards (who & how affected)	Controls	Risk rating			Note
			L	S	R	
Letting children in	Undesired adult gaining access	<ul style="list-style-type: none"> Only staff who know parent group well staff the door. Unaccompanied adults challenged, and not permitted into the building. Glazed door enables check before opening 	1	4	4	
	Children misplaced during handover process	<ul style="list-style-type: none"> Vigilance Education of parents Children received from fenced outdoor area 	2	4	8	

Letting children out	Children leaving unsupervised	<ul style="list-style-type: none"> Staffed door Parents not permitted to open external doors Staff vigilance. 	2	4	8	
	Children leaving with wrong adult	<ul style="list-style-type: none"> Information collected before child starts Permission required from parent for child to leave with someone different Culture of challenge of strangers Careful supervision and vigilance at home times. 	1	4	4	
	Handover information missed	<ul style="list-style-type: none"> Use of white board to prompt Follow up phone call made if something missed 	3	1	3	
Fire alarm sounding	False alarm	<ul style="list-style-type: none"> Follow fire evacuation procedure Determine cause of false alarm. Check premises anyway before returning. Accuracy of head counts during free flow 	3	1	3	*
	Actual fire	<ul style="list-style-type: none"> Follow fire evacuation procedure, use 'fallback point' if needed. Contact parents as needed using details from register 	1	3	3	*
Daily handover of premises	Unsafe equipment left out BBQ still hot Cleaning items left out Dog mess in compound Litter in compound Toilets unclean Kitchen unclean	<ul style="list-style-type: none"> Check of the safety and cleanliness of whole premises, and a complete floor check undertaken every morning on opening up. Setting's own cleaner does necessary cleaning prior to set up. 	3	1	3	
	Building not having been secured	<ul style="list-style-type: none"> If on arrival, it is evident the building is not secured, no one will enter until 2 members of staff are present. 				

		<ul style="list-style-type: none"> ● Immediate through check of all areas, with particular attention to ensuring there is no one unauthorised in the building. ● Police called if appropriate ● Landlord notified 	1	2	2	
Closing down an area	Child left behind	<ul style="list-style-type: none"> ● Staff vigilance ('sweep' of area being left) ● Staff aware of number of children present, & count frequently 	1	3	3	
	Door left unsecured <ul style="list-style-type: none"> ● Internal ● external 	<ul style="list-style-type: none"> ● Clear policy & practice, making these actions 'automatic' ● Internal doors backed up by external doors ● External doors backed up by fencing ● Numbers of children frequently checked 	2	2 (int) 3 (ext)	4 6	
Staff hot drinks/foods	Child touching them	No hot foods or drinks within reach of children.	2	2	4	
	Spillage onto child <ul style="list-style-type: none"> ● When carrying ● When eating/drinking 	<ul style="list-style-type: none"> ● Hot foods and drinks are not carried through areas where children are present. ● Lidded cups used if staff drinking in presence of children ● Warm (not hot) foods only consumed by staff in presence of children. 	1	2	2	
Dangerous/Malicious actor ("Lockdown")	<ul style="list-style-type: none"> ● Children injured ● Staff injured ● Children traumatised ● Staff traumatised ● Parents panicking 	<ul style="list-style-type: none"> ● Lockdown procedure in place and rehearsed with staff at intervals. ● Internal rooms have high windows only. ● Emergency exits at both ends of building 	1	3	3	*
Nappy/clothes changing.	Biological contamination <ul style="list-style-type: none"> ● Of area/surfaces 	<ul style="list-style-type: none"> ● All contaminated surfaces cleaned, disinfected, and dried between uses. 				

	<ul style="list-style-type: none"> ● Of adult ● Of child 	<ul style="list-style-type: none"> ● Use of aprons & disposable gloves and/or handwashing between each child ● After 'accidents' children cleaned and changed. 	1	1	1	
	Sexual assault	<ul style="list-style-type: none"> ● All staff DBS checked and references taken up. ● Changing area doors propped open at all times 	1	4	4	
	Voyeurism	<ul style="list-style-type: none"> ● Individual cubicles ● Adults other than playgroup staff do not walk past or access changing area 	1	3	3	
	Cleaning chemicals	<ul style="list-style-type: none"> ● Other than disinfectant spray, kept in locked cleaners' area. ● Disinfectant spray kept out of children's reach, and with the nozzle turned to 'off' 	1	4	4	
Toileting	Biological contamination <ul style="list-style-type: none"> ● Of area/surfaces ● Of adult ● Of child 	<ul style="list-style-type: none"> ● Toilets & area cleaned daily, and as needed during sessions ● Use of aprons & disposable gloves and/or handwashing between each child ● Children supervised, and handwashing taught 	2	2	4	
	Sexual assault	<ul style="list-style-type: none"> ● Children's independence promoted and maximised ● Children use individual cubicles ● Staff DBS checked & references taken up ● Doors propped open whenever adult is with a child 	1	4	4	
	Voyeurism	<ul style="list-style-type: none"> ● Individual cubicles ● Adults other than playgroup staff do not walk past children's toilets ● Other adults needing to access the toilet use the nearest one and are accompanied by member of staff. 	1	3	3	
	Water					

	<ul style="list-style-type: none"> ● Scalding ● Drowning ● Slips 	<ul style="list-style-type: none"> ● Thermostatically controlled hot water ● Sinks small and shallow ● Non-slip flooring & spills cleaned up immediately 	1 1 3	3 4 1	3 4 3	
Access to centre by Scouting adults	Unknown adults entering premise <ul style="list-style-type: none"> ● Keys/door security ● Good character 	<ul style="list-style-type: none"> ● Scouts adults asked to ring doorbell rather than simply entering. ● All keyholders known to playgroup staff and DBS checked 	1	1	1	
	Failing to secure doors after themselves	<ul style="list-style-type: none"> ● Education of all relevant adults ● Escorted through centre by playgroup staff if during operating hours. ● External door secured by playgroup staff on Scout staff leaving 	1	3	3	
Visitors' use of toilets	Passing children who are in state of undress	<ul style="list-style-type: none"> ● Visitors' toilet designated as first one, so no others are passed en route. ● Visitors accompanied to and from toilet by playgroup staff 	1	2	2	
	Infection control risk	Visitors use only one toilet, which is not used by children, either before or after.	1	2	2	
Sleeping	Overheating	See sleep procedure	2	3	6	*
	Breathing difficulty		1	3	3	*
	Risks from other children		2	2	4	*
Snack times	Choking	<ul style="list-style-type: none"> ● Appropriate foods selected, cut up as needed (info sheet kept in food service areas) ● Knowledge of children's individual needs ● Children remain seated whilst eating 	2	4	8	
	Exposure to allergens	<ul style="list-style-type: none"> ● Information collected prior to admission ● Nuts and shellfish not served ● Adults eat with and observe children 	1 2	4 4	4 8	

		<ul style="list-style-type: none"> Children with severe allergies have care plan in place 				
	Use of knives	<ul style="list-style-type: none"> If used in area where children are present, all children seated and supervised Education of children Knives stored safely out of reach when not in use 	2	3	6	
	Hygiene of <ul style="list-style-type: none"> Hands Surfaces Utensils 	<ul style="list-style-type: none"> Children wash hands before snack time, and hand sanitiser used immediately before Surfaces disinfected before and after use Utensils cleaned in dishwasher between each use. 	2	2	4	
Fire Drill	Leaving secure space	<ul style="list-style-type: none"> Drill evacuations to use fenced area only 	1	3	3	
	Children's fears	<ul style="list-style-type: none"> Care taken to emphasise "practising" Timing of drills considered carefully Strong key-person/child relationships provide reassurance 	2	2	4	
	Child/ren left behind	<ul style="list-style-type: none"> Knowledge of numbers in setting Checking and counting Register called as part of drill 	2	3	6	
Taking work home	Breach of confidentiality <ul style="list-style-type: none"> Electronic Paper-based 	<ul style="list-style-type: none"> E: Confidential information not stored on any devices removed from the setting- password protected remote access to web storage only. Paper: Signed code of conduct for secure storage. 	2 2	2 2	4 4	
	Loss of data	Significant attainment data duplicated electronically.	1	1	1	
Using scissors	Adults	Adult scissors stored and returned out of children's reach	1	3	1	
	Children	<ul style="list-style-type: none"> Scissors not kept in free access Safe scissor skills explicitly taught (sitting, looking, taking care) 	2	2	4	

Riding 'ride ons'	Finger traps	<ul style="list-style-type: none"> Careful selection of toys Supervision Education 	2	2	4	
	Bumping into pedestrians	<ul style="list-style-type: none"> Defined areas for each Speed managed Supervision and vigilance 	3	2	6	
	Injuries from falling off	<ul style="list-style-type: none"> Supervision and vigilance Unsafe use corrected Appropriate matching of equipment to ability Close adult support when learning new skills 	2	2	4	

Risks arising in specific areas

Activity/Process/Location	Hazards (who & how affected)	Controls	Risk rating			Note
			L	S	R	
Entrances/Exits	Unauthorised people coming in	<ul style="list-style-type: none"> External doors kept locked except when in use, when they are staffed Gates in fence kept secured Glazed door enables visual check before opening Unknown persons not admitted w/o checks 	2	3	6	
	Children getting out unsupervised	<ul style="list-style-type: none"> Doors secured shut using high-level lock when everyone inside Exterior fencing checked for integrity every morning Gates kept secured shut when children outside Vigilance of 2 members of staff whenever children outside Headcount every time outdoor area is closed 	2	4	8	

Room partition	Finger traps	Room partition secured open or secured closed when children present (daily checks on takeover of building)	1	2	2	
	Children getting through gaps into areas not supervised	Room partition secured open or secured closed when children present (daily checks on takeover of building)	1	2	2	
External fence	Unauthorised person gaining access	<ul style="list-style-type: none"> Area checked before opening Staff vigilance when outdoors- children brought inside and doors secured if any suspicion arises 	2	3	6	
	Children getting out	<ul style="list-style-type: none"> Fence supplemented with mesh to secure it against climbing/getting through Hedge behind fence to supplement 	2	4	8	
	Dogs coming in	<ul style="list-style-type: none"> Fence supplemented by mesh Gates kept closed Area checked on takeover in mornings 	1	2	2	
Bund	Drowning	Education of children and parents to avoid area	1	4	4	
	Contact with contaminated water	<p>Education of children and parents to avoid area</p> <ul style="list-style-type: none"> Education of children and parents to avoid contact 	1	3	3	
Kitchen (kept locked when playgroup in session unless an adult within to supervise)	<p>Appliances</p> <ul style="list-style-type: none"> Electrical hazard Children getting inside them Hot surfaces 	<ul style="list-style-type: none"> Appliance PAT tested as applicable Kept switched off when not in use (unless intended to be 'permanently on') Safety locks fitted and used Furniture used as a physical barrier if children using the area when an appliance is hot 	2	3	6	
	<p>Cupboard doors</p> <ul style="list-style-type: none"> Access to unsafe contents Finger traps 	Cupboard doors fitted with safety catches	1	2	2	

	Hot surfaces- burns	<ul style="list-style-type: none"> ● Hot portable appliances placed at back of work surface ● Hot appliances behind furniture ● Children not in kitchen area under normal circumstances, and never unsupervised 	2	3	6	
	High surfaces/falls	<ul style="list-style-type: none"> ● Children not in kitchen area under normal circumstances, and never unsupervised ● Any low furniture which could be used as a step kept in central area away from worktops 	1	2	2	
	Water Drowning Scalds	<ul style="list-style-type: none"> ● Large/deep water containers not used unless essential ● Continual supervision ● Water containers emptied as soon as finished with ● Taps not accessible to/used by children ● Containers of hot water never present when children in the room 	1	3	3	
	Exposure to allergens	<ul style="list-style-type: none"> ● Foods not belonging to playgroup placed out of reach on taking over premise ● Food for staff use placed out of children's reach ● Food for children's use is carefully chosen ● All surfaces kept hygenically clean 	2	3	6	
Toilets	Hot water/pipes	<ul style="list-style-type: none"> ● Taps thermostatically controlled ● Hot pipes lagged 	1	3	3	
	Doors/finger traps	<ul style="list-style-type: none"> ● Hinge protectors fitted on all doors ● Children encouraged to keep them open, and firmly taught never to slam them 	2	2	4	
	Isolation of children <ul style="list-style-type: none"> ● Locked in cubicle 	<ul style="list-style-type: none"> ● Children discouraged from closing/locking doors ● Staff able to unlock doors from outside 				

	<ul style="list-style-type: none"> Becoming unsupervised 	<ul style="list-style-type: none"> Member of staff who is last to leave the toilet area performs check on all cubicles 	1	2	2	
	Vulnerability/safeguarding risks	<ul style="list-style-type: none"> Only DBS checked staff toilet children End cubicle designated for adults/visitors so they do not pass children in states of undress Vigilance around children's behaviour in relation to each other 	2	3	6	
	Infection control/hygiene	<ul style="list-style-type: none"> Toilets cleaned daily plus as needed through the day PPE available for staff use Disinfectant spray available Children taught and supervised to wash hands (hot water & soap available in each cubicle) 	1	2	2	
Hallway	Electric sockets?	<ul style="list-style-type: none"> Supervision and teaching children not to touch Kept turned off Modern sockets maximise safety 	1	4	4	
	Becoming unsupervised ('dead end')	Unused end of corridor blocked off by barrier	2	1	2	
	Running (big open space)	Unused section of corridor blocked off by barrier	3	1	3	
Base room	Electric sockets	<ul style="list-style-type: none"> Supervision and teaching children not to touch Kept turned off Modern sockets maximise safety 	1	4	4	
	Moving furniture	<ul style="list-style-type: none"> Mobile items all have locking castors They are not moved whilst children present Table & chairs are lightweight & children taught basic manual handling 	3	1	3	
	Access to cupboards	Cupboards kept locked when not in use	1	1	1	
	Rugs/tripping	<ul style="list-style-type: none"> Selecting heavier-weight rugs less prone to rucking Staff vigilance 	3	1	3	

	Access to kitchen	Kept locked when not in use	1	3	3	
	Child locking themselves in	<ul style="list-style-type: none"> • Children taught not to do this • Children not normally in the room without an adult • 3 main rooms all have more than one available access door • Doors can be unlocked from outside. A least 2 keys available 	1	3	3	
Extended room	(as base room, plus partition)	Checking before each use that partition is correctly locked in place	1	2	2	
Meeting room	Isolation of child	Only open when an adult in room	2	2	4	
	Unsupervised child	“	2	2	4	
	High tables/falls	Supervision & education of children	2	3	6	
	Electric sockets	Supervision & education of children	1	4	4	
Outside area	Children left behind	<ul style="list-style-type: none"> • Area swept whenever closing it • Headcounts (& display of numbers) 	2	3	6	
	Children getting out	<ul style="list-style-type: none"> • Staff vigilance • Fence secure and checked daily • Gates secured locked when outside area in use 	2	4	8	
	Unauthorised people getting in	<ul style="list-style-type: none"> • Area checked by staff before children go out • Gates secured locked when area in use • Continual vigilance from staff about passers-by 	2	3	6	
	Bumps and grazes from falling	<ul style="list-style-type: none"> • Continual teaching about risk assessment • Encouraging climbing and balancing activities over softer surfaces 	4	2	8	
	Plants (through fence)	Awareness of what plants are there, and removal of any which are identified as being unsafe	2	3	6	
	Debris from overnight	Floor check every day as part of set up PPE available for staff doing this task	3	1	3	
	Animal faeces	Floor check every day as part of set up				

