

RISK ASSESSMENT FOR:	Toddler Group	
Establishment: Kenilworth Primary School	Assessment by: Claire Williams	Date: 15/10/2018
1st Review Date Due : 1/09/19	Manager Approval:	Date:



What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by Whom?	Action by When?	Done
Slips and Trips	Staff, children and visitors may be injured if they trip over objects, slip on spillages.	<ul style="list-style-type: none"> • Good housekeeping. • All areas well lit. • No trailing leads or cables. • All staff keep work areas clear e.g. no boxes left in walkways, deliveries stored immediately. • Hall cleared and tidied throughout the day and before staff leave. 	Spillages in the hall to be addressed immediately.	All staff from now on.	From now on.	
	If children fall against sharp or hard edges they may suffer injury.		<ul style="list-style-type: none"> • All hard surfaces are protected e.g. corner protectors on tables etc. 	Toddler Group Staff.	Immediately.	
Musculoskeletal	Staff risk bad backs if stooping to pick up children.	<ul style="list-style-type: none"> • Staff not to pick up children. • Staff advised to use small chairs or sit on floor to interact with children at low level. 				

	Kneeling on hard surfaces can cause housemaid's knee (<i>prepatellar bursitis</i>).	<ul style="list-style-type: none"> • Staff discouraged from kneeling, told to use chairs, bean bags or sit on their bottom etc. • Knee pads given to staff who have sore knees. 	<ul style="list-style-type: none"> • Determine if any staff are suffering from sore knees and take appropriate action. 	Head teacher.	Termly.	
Security	School and toddler group children at risk from unauthorised members of public on site.	<ul style="list-style-type: none"> • Registration form for all parents to sign. • Code on front door and gate so no unauthorised access. 				
	Children put themselves at risk, if they escape from premises.	<ul style="list-style-type: none"> • Doors and perimeter of toddler group kept secured. • Door area manned. 				
Electrical	Staff and children can get electrical shocks or burns from using faulty electrical equipment.	<ul style="list-style-type: none"> • Staff to check for any defective plugs, discoloured sockets or damaged equipment. • Defective equipment immediately removed from use. <ul style="list-style-type: none"> • 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. 				

	Over use of extension leads can cause electrical overloading and fire.	<ul style="list-style-type: none"> Using a 4 plug extension to permanently power a heater, a CD player and disco light in the under two's room. Use of extension leads strongly discouraged. 				
	Children at risk of electrical shock if put fingers or objects into exposed sockets.	<ul style="list-style-type: none"> Plug sockets all turned off. Plug sockets blocked so not accessible to children. 				
Asbestos Asbestos containing materials (ACM's) are present in most buildings built before 2000.	Staff, contractors and children exposed to asbestos fibres may develop serious lung disease.	<ul style="list-style-type: none"> Asbestos survey completed annually and check by governors. All staff aware of location of asbestos. 				
Burns and Scalds	Children may be scalded washing hands.	<ul style="list-style-type: none"> All taps at hand washing and other facilities, at which children have access, are fitted with Thermostatic mixing valves to prevent water being discharged above 44°C. 				
	Children could be scalded by hot liquids.	<ul style="list-style-type: none"> Lids on all cups containing hot drinks. Parents told to keep lids on drinks. Kettle area kept separate from children. 				

Play Equipment	Children could be injured by faulty equipment.	<ul style="list-style-type: none"> • Equipment is checked daily for defects before the children use them. 				
Glass doors	Children could be badly cut if glass is broken.	<ul style="list-style-type: none"> • Doors fitted with safety glass. • Curtains drawn so that the doors are not easily accessible for children. • Children moved away from the doors. 				
	Children may suffer serious finger injuries if they are trapped in heavy doors.	<ul style="list-style-type: none"> • Doors kept shut at all times. 				
COSHH	Soft and hard toys could be vectors for pathogenic organisms.	<ul style="list-style-type: none"> • Hard toys are regularly wiped with antibacterial wipes. • Soft toys are laundered or replaced. 				
	Outbreak of infectious disease, could spread infection amongst children and staff.	<ul style="list-style-type: none"> • Follow HPA guidance and contact Environmental Health if necessary. • Provided disposable gloves, aprons and antibacterial cleaners. 				
	Staff and children may be harmed by use of chemicals etc.	<ul style="list-style-type: none"> • Individual; COSHH risk assessments and control measures have been produced for every chemical used 				

		(Disinfectants, paints, cleaners, weed killers etc).				
Contractors	Contactors, staff and children.	<ul style="list-style-type: none"> • Risk assessments & method statements will be obtained from contractors before they start work. • Work will generally be undertaken when toddler group is not on. • Toddler group will be shut if work is needed to be undertaken. 				
Choking Hazards	Children (especially under 18 months) may choke on food.	<ul style="list-style-type: none"> • All food is cut into small pieces. • Fruit with skins such as grapes, apples & plums is cut into small pieces or peeled as they can be difficult for babies to chew. • Chewing gum is banned from the premises (including staff). • Toffees and boiled sweets must not be given to children under 5. • Staff onsite to have undertaken paediatric first aid training. 				
	Children might choke on non- food objects.	<ul style="list-style-type: none"> • Small items such as coins, pen tops, balloons and plastic wrappings are 				

		<p>kept out of reach of children.</p> <ul style="list-style-type: none">• 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.				
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