

## Monty's Day Care Risk Assessment

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January 2019

The following document is Monty's Day Care Risk Assessment. It was created via in-house and independent audio, accident/incident trend analysis and encouraged feedback. To ensure continuity the hazard identification is carried out by the company directors who identify appropriate controls and procedures and document them.

The generic document is kept by the company owners but made available to the Manager and line managers in the form of a copy who are then expected to customise the risk assessment to their premises. The document contains a column for the managers to document additional controls, which once approved will make up a part of this document.

Degree of Risk: 1 = Minor, 2 = Serious, 3 = Risk to life.

Hazard	Risk to whom	Degree of Risk	Controls in place	Additional Controls
Child security	children	2/3 lost or stolen children	<ul style="list-style-type: none"><li>• Keep fire exit doors closed but not locked</li><li>• Familiarise staff with the sound of the fire exit alarm if different to the intruder or fire alarm.</li><li>• Supervising Adults are not allowed to leave their children.</li><li>• Children must be signed in and out on the register immediately.</li><li>• You must verify the identification of any visitors to Monty's who are not staff. For example contractors, work men, officials. All must sign in &amp; out of the visitor book.</li><li>• Entrance and exit doors are locked and released by staff (not students) to allow entry &amp; exits.</li><li>• Only staff who have a in date DBS are to take children to the toilet and change nappies.</li></ul>	Done through fire drills  Visitor's book is in office
Free Flow	Children	2/3 lost or stolen	<ul style="list-style-type: none"><li>• Staff to make sure exits are closed securely before allowing children outside.</li><li>• Staff to make sure gates are closed and</li></ul>	

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			<ul style="list-style-type: none"> <li>secure after Parents leave premises</li> <li>Toddler/Baby room to keep door closed when not accessing free flow with adult placed outside during peak drop off/collection times</li> </ul>	
Staff & Student security	Staff & students	1/2/3	<ul style="list-style-type: none"> <li>Staff are only to let parents of the setting into the nursery rooms, unless previously agreed or organised (show rounds etc).</li> <li>Management and senior staff are to find out who is at the gate and what their intentions are before letting them into the setting.</li> <li>Staff and students are to sign themselves in and out daily.</li> <li>Keep fire exit doors closed but not locked</li> <li>Familiarise staff with the sound of the fire exit alarm if different to the intruder or fire alarm.</li> <li>Familiarise staff with the lock down code and procedure.</li> <li>Supervising Adults are not allowed to leave their children.</li> <li>Children must be signed in and out on the register immediately.</li> <li>You must verify the identification of any visitors to Monty's who are not staff. For example contractors, work men, officials. All must sign in &amp; out of the visitor book.</li> <li>Entrance and exit doors are locked and released by staff (not students) to allow entry &amp; exits.</li> </ul>	<p>Done through fire drills/ lock down drill</p> <p>Visitor's book is in office</p>
Evacuation -e.g. fire	Staff, Students & children	3. burns, asphyxiation	<ul style="list-style-type: none"> <li>Follow the Monty's Day Care fire evacuation procedure.</li> </ul>	Staff are trained and copy of the procedure can be found in the office and in each room policy folder.
Lock Down	Staff, Students & children	1/2/3.	<ul style="list-style-type: none"> <li>Follow the Monty's Day Care Lock Down procedure.</li> </ul>	Staff are trained and copy of the procedure can be found in the office and in each room policy folder.

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Uniform, shoes and jewellery	Staff and students	1/2	<ul style="list-style-type: none"> <li>• Staff/ students are to wear black tailored trousers and polo shirt/tunic provided (students – college t-shirt)</li> <li>• Flat shoes must be worn at all times around the children.</li> <li>• Slippers can be worn in the rooms.</li> <li>• No jewellery to be on show and rings/ wedding bands must be free from sharp edges.</li> <li>• All staff must read and sign the uniform and Jewellery policy.</li> </ul>	
Staff Hair and nails	Staff, students	1,2	<ul style="list-style-type: none"> <li>• Hair longer than shoulder length must be tied back.</li> <li>• Nails must be clean and at a reasonable length. Strictly no nail varnish/stick on/acrylic/gel nails</li> </ul>	
Cleaning Materials	Staff/ students	1/2/3	<ul style="list-style-type: none"> <li>• Follow procedures in the COSHH assessment.</li> <li>• All materials must be stored securely where children cannot get to them, in their proper containers and in accordance with the instructions on their labels.</li> <li>• There is a cleaning cupboard in the Baby Unit kitchen and one in the 3-5 room and disabled toilet (out of reach).</li> <li>• Signs must be used when cleaning.</li> <li>• You must be observant and aware of children when cleaning during opening times.</li> </ul>	<p>Training given</p> <p>Keep the cupboards locked</p> <p>Children are not allowed in the kitchen and the stable door is to remain shut.</p>
Play equipment	Children	1, 2	<ul style="list-style-type: none"> <li>• Any defects found must be recorded where necessary defective equipment must be taken out of use.</li> <li>• Staff to look out for any hazards throughout the rooms constantly and remove.</li> </ul>	To be checked daily by staff before entry by the children and recorded in Opening and Closing checks
Contact with electrical	Staff,	3, electric	<ul style="list-style-type: none"> <li>• Annual Pac testing is completed on all</li> </ul>	

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appliances	Students & children	shock	<p>electrical appliances.</p> <ul style="list-style-type: none"> <li>Any damaged wall sockets or plugs to be repaired by a competent person or outside contractor immediately.</li> </ul>	Daily Risk Assessment
Hot surfaces	Staff, students & children	1 / 2 burns	<ul style="list-style-type: none"> <li>All radiators and pipe work in the nursery areas with a surface temp greater than 45 degrees centigrade will be covered.</li> <li>Portable gas heaters will NEVER be used.</li> </ul>	Opening and Closing Checks
Hot liquids – hot water	children	1, 2 scalds	<ul style="list-style-type: none"> <li>Hot drinks are not permitted in any room with children unless in a sealed heat-proof flask.</li> <li>Any food served to children will not be given to them if still too hot for them to manage.</li> <li>All hot taps in the toilets and art/craft areas are thermostatically controlled to 43 degrees centigrade or below.</li> </ul>	Staff supervision.
Adequate 1 <sup>st</sup> aid supplies	Staff & students & children	1 / 2 worsening of injuries sustained.	<ul style="list-style-type: none"> <li>First aid boxes are provided. And located one each room.</li> <li>Accident report forms are in the office.</li> <li>There is a large supply of surplus 1<sup>st</sup> aid equipment in the Main office.</li> <li>It is the responsibility of the appointed person as delegated to by the manager to ensure the boxes are kept topped up and in-date.</li> <li>Ice packs for use in first aid instances are kept in each room</li> <li>1<sup>st</sup> aid takes priority over other activities delegate other tasks during an incident.</li> </ul>	Monthly assessment on stock levels by Health & Safety Officers
Manual handling	Staff / Students	1 / 2	<ul style="list-style-type: none"> <li>Refer to the manual handling guidelines.</li> </ul>	
Ascending/ descending stairs	Children	1 / 2	<ul style="list-style-type: none"> <li>Remind children not to run.</li> <li>Remind children to hold banister rail.</li> <li>Ensure all stairwells are clear and dry.</li> </ul>	Staff supervision

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Photography and video	children	1 / 2	<ul style="list-style-type: none"> <li>Parents are to sign a form at registration process confirming whether or not staff are permitted to take photos or film the children for use within the nursery, website and local advertising.</li> </ul>	Permission forms to be checked and updated by staff and parents
Mobile Phones	Children	1/2	<ul style="list-style-type: none"> <li>Under no circumstances is any staff or students permitted to have a mobile phone in any of the nursery rooms at any point throughout the day.</li> <li>Staff/students are provided with a safe to place their mobile phones in during working hours. This is located in Manic Monsters away from the rooms</li> </ul>	
Slips, trips & falls	Staff, students and children	1 / 2	<ul style="list-style-type: none"> <li>Be aware of children to avoid collisions.</li> <li>Spillages must be cleaned up immediately.</li> <li>Toilets are checked every other hour.</li> <li>Flooring to be inspected daily by senior staff. Condition to be recorded on daily risk assessment forms.</li> <li>Wet floor signs to put out for spillages and mopping.</li> </ul>	
Feeding children	Staff/ students	1	<ul style="list-style-type: none"> <li>All staff cover/bank staff and students must be aware of any allergies and dietary preferences/requirements.</li> </ul>	<ul style="list-style-type: none"> <li>List are provided in each room.</li> </ul>
Smoking	Staff/ Students	1	<ul style="list-style-type: none"> <li>Monty's Day Care has a no smoking policy during working hours.</li> <li>There is a staff smoking area at the back of Manic Monsters car park, staff must remove Monty's Daycare uniforms, to avoid smell. Staff who smoke during their break make every effort to reduce the effect of the odour and lingering effects of passive smoking for</li> </ul>	

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			children and colleagues.	
Swallowing / chewing items	children	2/3 choking	<ul style="list-style-type: none"> <li>• Small play objects are to be supervised at all times when the children are playing with them.</li> <li>• All toys must be age appropriate.</li> </ul>	
Unsafe play	children	1/2/3	<ul style="list-style-type: none"> <li>• Staff must supervise the children throughout the day.</li> <li>• Staff must control rowdy or boisterous play to ensure safety.</li> </ul>	
Cuts	Staff, students & children	1	<ul style="list-style-type: none"> <li>• Corner covers are on all sharp corners</li> </ul>	<ul style="list-style-type: none"> <li>• Lists are provided in each room.</li> </ul>
Young workers	Employees under 18 at work & experience placements	1/2	<ul style="list-style-type: none"> <li>• All young employees must receive H &amp; S and fire training appropriate to them as well as supervision and instruction. This is to ensure they work safely within their physical and psychological capability.</li> </ul>	<ul style="list-style-type: none"> <li>• All students are to read and sign the student pack.</li> </ul>
Staffing	Children	1/2/3	<ul style="list-style-type: none"> <li>• There must always be at least 2 members of staff and a manager on the premises at all times. Ratios are to be adhered to at all times. Students are not included in ratio's. If the setting is to be kept open due to a parental delay, a Manager, familiar practitioner and additional staff member will stay on site with the child.</li> </ul>	
Kitchen	Staff & students	2 burns, scalds	<ul style="list-style-type: none"> <li>• No staff to use any equipment they are not trained in using.</li> <li>• No staff to interfere with any equipment they are not trained on.</li> <li>• All staff to take care to follow the instructions found on the walls.</li> <li>• All staff to follow the instruction of the chef in the kitchen.</li> <li>• Signs to be used at times of cleaning.</li> </ul>	

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Air Conditioning Units	Children and Practitioners	1/2	<ul style="list-style-type: none"> <li>• Children to be supervised around the unit and advised not to touch</li>   <li>• Only suitable adults to move the unit if required.</li> <li>• Only suitable adult to change the plug/fuse</li> <li>• Unit to be switched off at plug when not in use</li> <li>• Annual Pac testing is completed on all electrical appliances.</li> <li>• Any damaged wall sockets or plugs to be repaired by a competent person or outside contractor immediately.</li> </ul>	<ul style="list-style-type: none"> <li>• Appliance to be PAC tested regularly.</li> <li>• Units to be risk assessed daily</li> </ul>

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### *Garden - Construction Area*

Risk identified:	Who is at risk:	Level of risk:	Control measure and person(s) responsible:	Review:
<b>Un-even ground-</b> Could be tripping hazard.	Children and Practitioners	Medium	Suitable supervision by staff, Member of staff to be in the area if children are there	Daily/ When area is used
<b>Bricks-</b> Could be thrown, dropped on toes, sharp edges cut fingers, trapped fingers, small pieces eaten/swallowed, they could be tripped over.	Children and Practitioners	High	Supervision in the area if children are using it. Bricks need to be checked before the children use them to ensure there are no sharp edges or small pieces that could be swallowed , if they become too small or sharp, they need to be thrown away.	Daily/ When area is used
<b>Wooden planks-</b> Could be thrown, dropped on toes, cause splinters, used as a weapon, could be tripped over.	Children and Practitioners	High	Supervision in the area if children are using it. Wooden planks need to be checked before children use them to ensure there are no sharp edges and supervised when playing with them to make sure they are not thrown.	Daily/ When area is used
<b>Pipes-</b> Could be swung round and hit someone, could be tripped over, could crack causing trapped fingers.	Children and Practitioners	Medium	Supervision in the area if children are using it. Pipes need to be checked for cracks or sharp edges before the children use them. Cracked or broken ones need to be thrown away.	Daily/ When area is used
<b>Mud Kitchen-</b> slipping on mud, collision with utensils	Children and Practitioners	Medium	Supervision in the area if the children are using it. Area needs to be checked for hazards	Daily/ when area is used



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<b>Sand Pit</b> – Children eating the sand, throwing it may go in eyes	Children and Practitioners	Medium	Supervision in the area if the children are using it. Area needs to be checked for hazards	Daily/ when area is used
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