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Gina's Montessori Nursery School

**Risk Assessment – daily –
Risk Management - weekly**

II

Risk Management: Manager/Deputy to spot check risk assessment

Indoors:

Hazard	Existing Controls	Action
Overall Safety	The children's safety is the top priority at all times	Daily signed checks by staff and manager
Staff ratios	Staff must notify the nursery of their absence by 7 a.m., or preferably on the previous day	Manager
Steps leading to front door	Checked to ensure there are no loose slabs	Daily signed checks by staff and manager
Slates above front door	Checked to ensure there are no loose slates	As above
Hall door locked	Ensure front door is locked	Manager
Gates	The gates kitchen/stairs are always shut	As above
Each child registered on arrival	Register and care lists filled in	As above
System to record each child collected	Leavers chart	As above
Front room door shut	Constant vigilance that this door is kept shut	As above
Lower lock patio – removed	Removed	As above
Piano	Locked	As above
Plugs by fish tank	Hidden	As above

Remote controls/batteries out of reach	Place on high shelf	As above
Effective supervision	Ensure that the children are effectively supervised at all times	As above
Nursery Visitors/other parents	Never allow any adult unsupervised access to a child	As above
Hall/kitchen floors	Checked to ensure they are not slippery	As above
Cleaning materials	Ensure that such products are never in the nursery area	As above
Awareness of food allergies by all staff	All staff to cross reference children's listed allergies to care lists	Above
Each child's details on file in drawer	All staff to cross reference application forms to names list	As above
Apparatus/toys	Checked to ensure the children cannot trip over items	As above
Climbing	Vigilance to ensure children do not climb on furniture	As above
Collisions	Running indoors is prohibited	As above
Scissors/pencils	Ensure these are used safely and returned safely to basket	As above
Everything the children access	Checked to ensure they are safe – dispose of broken items	As above
Chairs	Ensure that children sit safely	As above

Plastic bags	Ensure that plastic bags are taken upon arrival	As above
Medicine	Ensure that medicines are handed directly to the manager	As above
Spread of infection	Staff must wear protective gloves where appropriate	As above
Special problems	All staff are aware of any special problems a child may have	As above
Staff	Know how to lift safely – never lift heavy items	As above
Emergencies	All staff know location of first aid boxes, accident book, fire blanket, parents' and staff contact details	As above
Landline	Available in front room for fire drill	As above
Sleeping children	Must be regularly checked – timer	As above
Ill children	Looked after by member of staff – to quieter area of nursery to await parent	As above
Food preparation	Hygiene procedures are implemented, nursery chopping board is well maintained	As above
Grapes/cherry tomatoes/peanuts	Check lunch boxes and remove unless halved	As above
Food/drinks	Ensure children do not walk around with food/drink	As above
Bathroom floor	Check that the floor is not slippery	As above
Soap & paper towels	Supplied	As above

Hot water	Thermostatically controlled	As above
Toilet area	Maintain good standards of hygiene	As above
Nappy bin	Empty	As above
Patio door	Ensure that when open/closed the agreed precaution is always in place	As above
Storage	Store materials safely to ensure that material cannot fall	As above
Staff know how to lift safely	Never lift heavy weights	As above
Trip hazards	Constant vigilance to eliminate trip hazards	As above
Electrical sockets	Ensure that all sockets are covered	As above
Paints/glues	Use only of non-toxic paints/glues	As above

Garden:

Hazard	Existing Controls	Action
Doors to the garden	Keep clear – fire exits	Daily signed checks by staff/manager
Gates	Check the two gates leading to the driveway at back – lock	As above
Sheds	Check that the sheds are locked	As above

Bicycles	Children wear helmets	As above
Behaviour	Monitored to prevent accidents	As above
Energetic play	Constantly and actively supervised	As above
Water play	Closely supervised	As above
Outdoor sand	Kept covered when not in use	As above
Garden foliage etc.	Check for brambles, nettles etc..	As above
Overall	Check garden for anything which should not be present	As above
Running	Children can run throughout the green area of the garden and on the rubber tiled area	As above
Ball games	Basket ball, tennis, football, throwing and catching to be encouraged	As above
Overall safety	Notify manager immediately of any risks noticed – any suggestions which will further the safety and welfare of the children, staff and parents of the nursery	As above

Log action taken following review or incident in log book

This policy was adopted on Signed on behalf of the nursery Date of review
