

## Generic risk assessment form - Work Practice

Risk area: Bluebell Nursery		Carried out by: Meganne Smith and Kym Carey		Date: Michaelmas 23
Risk identified	Who is at risk	Level of risk	Control measure and person/s responsible	Review Michaelmas 2024
changing babies, and the intimate care of young children and older children	Children and staff	Moderate	Intimate care records are completed with each change.  Change to be completed by Key person and witnessed by another staff member.	Termly (checking to see if this works well)
arrivals and departures	Children, Parents and Staff	Moderate	Key worker will greet and will escort child to parent in Foyer area at arrival and departure.  Managers present in foyer area to observe the flow of children and parents in area.	Termly
following any incidents involving threats against staff or volunteers	Staff / Volunteers	Low Risk- No Risk	Any incidents are reported to management. Management to follow policy of reporting these incidents to higher levels.	Termly

following any accident or incident involving staff or children	Staff/ Volunteers/ Children	Moderate	All accidents are reported in the accident book. Staff then report to parent about the accident asking for a signature on the form. If a staff member is hurt an accident form is completed and then reported to Health and safety.	Termly
preparation of milk and other food/drink for babies	Children	Moderate	Milk containers should be read and follow the instructions, Staff to follow food and hygiene regulations attending food hygiene courses. Food/ milk to be tested for correct temperature	With each new child or new milk formula brand.
experiences, for example 'fire engines'	Staff and Children	Low	A risk assessment is completed before visitors arrive by the school and the visitors themselves. Children are not left unattended.	When needed
children with allergies and special dietary needs or preferences	Babies/ Children/ Staff	High	Parents complete an allergen form that is sent to Prep Nurses.	Termly or if a new child starts with an allergy or dietary requirement.

			<p>Prep Nurse Log this on the medical centre through Isams.</p> <p>Kitchen are informed and daily numbers and allergens rang through by nursery daily.</p> <p>All staff made aware of Allergies and the child's plan.</p>	
<p>serving food in group rooms</p>	<p>Children and staff</p>	<p>Moderate</p>	<p>Staff to ensure enough space to move freely around the room. Ensuring table spaces and chairs are appropriately placed. Young children to be checked in high chairs ensuring reins are secure.</p>	<p>Termly</p>
<p>cooking activities with children</p>	<p>Children and Staff</p>	<p>Low</p>	<p>Children to remain outside of kitchen area, Staff only.</p> <p>Children are encouraged to wash their hands and wear aprons. Allergies and dietary requirements are checked before each activity.</p>	<p>Risk assessed each activity.</p>

supervising outdoor play and indoor/outdoor climbing equipment	Staff and Children	Moderate	Staff to complete risk assessment in mornings. Ensuring all equipment is safe. Flooring is correct for the climbing equipment.	With new equipment and Termly checks.
settling babies/young children to sleep	Children	Low	Staff are encouraged to create a bond with the children to help them settle. Permission from parent's reference cuddling. Staff to ensure sideways cuddling is happening. When children are asleep in sleep area a member of staff will be present and be in the room.	Termly
assessment, use and storage of equipment for disabled children	Staff and Children	Low	Staff should use cupboards and storage to store equipment. New equipment should be checked on arrival	When a child with a disability starts.
visitors to the setting who are bringing equipment or animals as part of children's learning	Children and Staff	Moderate	Staff should ensure there are no allergies to animals or to the visitor's equipment. A risk assessment should be	Termly

			completed by management and crossed reference with health and safety. Visitors should be asked for a DBS and escorted at all times.	
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