

## Pound Gates Guidance: How to carry out a risk assessment

Risk assessments are a time consuming but vital part of managing your setting and controlling or removing the identified risks to staff, children, parents and other members of the public who may come on to your premises.

**The risk assessment process should be overseen and co-ordinated by the person who has overall responsibility for health and safety within your setting.**

You need to systematically look at each area of the premises and note all the hazards and risks, along with any existing safety measures. You should also note any person that may be specifically at risk (i.e. a child with a disability, medical condition or allergy). You should then note any additional safety measures of controls which will, as far as possible, reduce those risks. In addition to looking at the interior of your premises don't forget to also look at gardens, car parks and other external areas under your control.

**A hazard is something with the potential to cause harm.** This can include substances or equipment as well as methods of work. **Risk is the likelihood of the harm from a particular hazard and its severity.**

To help you on the following pages you will find:

- A risk assessment checklist
- A risk assessment process
- A template risk assessment form
- An example of how the risk assessment form should be completed

The **risk assessment checklist** contains a list of the common hazards that you should look for in each area you are assessing. This is not an exhaustive list and in completing your own risk assessments you should be looking at all hazards in your setting. If any of these hazards are present then you should record them on a **risk assessment form** and document on the form what you intend to do to reduce or minimise the risk. As well as risks arising from your setting you should also carry out risk assessments for activities away from your setting like visits, outings and fund-raising activities.

**It is legal requirement to record the significant findings of your risk assessments where five or more people are employed.** However we would recommend that risk assessments are completed irrespective of the number of employees you have.

On the **risk assessment form** you will find guidance on how to calculate the risk rating of a particular hazard. By grading the likelihood that something will happen from 1 to 3 and then grading the **severity** of injury if something does happen from 1 to 3 you can then work out (by multiplying the two numbers together) what the **risk rating** is for that hazard.

**Risks scoring 1 or 2** can be considered **low priority** and it may be the case for these risks that no action at all is required.

**Risks scoring 3 or 4** can be considered **medium priority** and additional control measures or a different method of working may be required to reduce / remove the risk.

**Risks scoring between 6 and 9** should be considered **high priority** and it may be necessary to stop this particular activity or restrict access to the area until action has been taken.

**Want to know more? Talk to a member of our  
Early Years Business Support Team on 0845 271 3262  
or visit [www.poundgateschildcare.com](http://www.poundgateschildcare.com)**



## Risk Assessment Checklist

ACCIDENTS & FIRST AID	FIRE SAFETY	ELECTRICAL SAFETY	GAS SAFETY	CONTROL OF HAZARDOUS SUBSTANCES
<ul style="list-style-type: none"> <li>Provision of first aid equipment</li> <li>First aid training for staff</li> <li>Written procedures on dealing with accidents</li> <li>Transport arrangements to hospital</li> </ul>	<ul style="list-style-type: none"> <li>Combustible materials, flammable liquids and accumulation of waste</li> <li>Heaters, smoking and other sources of heat</li> <li>Provision of fire exits, escape routes and signs</li> <li>Provision of fire detecting equipment and fire fighting equipment</li> <li>Evacuation plans</li> </ul>	<ul style="list-style-type: none"> <li>Condition of the fixed electrical installation</li> <li>Condition of portable electrical appliances, including leads and plugs</li> <li>Overloading of circuits using multiple adaptors</li> </ul>	<ul style="list-style-type: none"> <li>Condition and maintenance arrangements for fixed gas boilers and heaters</li> <li>Condition and arrangements for the use, storage and changing of cylinders for portable liquid petroleum gas (LPG) heaters</li> </ul>	<p><b>INTERNAL</b></p> <ul style="list-style-type: none"> <li>Cleaning materials and detergents</li> <li>Medicines (appropriate rules for administering and storing)</li> <li>Monitoring of types, amounts and storage arrangements, in particular to ensure that children cannot access these products.</li> </ul> <p><b>EXTERNAL</b></p> <ul style="list-style-type: none"> <li>Pesticides, herbicides etc.</li> <li>Types, amounts and storage arrangements, in particular to ensure that children cannot access</li> <li>Personal Protective Equipment for staff if appropriate</li> </ul>
MACHINERY & EQUIPMENT	SLIPS, TRIPS AND FALLS	PERSONAL SAFETY	FALLS FROM HEIGHT	FOOD HYGIENE
<p><b>INTERNAL</b></p> <ul style="list-style-type: none"> <li>Kitchen equipment</li> <li>Laundry equipment</li> <li>Lifts</li> <li>Ladders, scaffolds etc.</li> <li>Display screen and computer equipment</li> <li>Toys (used in accordance with age restrictions and regularly cleaned, maintained, replaced)</li> </ul> <p><b>EXTERNAL</b></p> <ul style="list-style-type: none"> <li>Lawnmowers, edge trimmers etc.</li> <li>Other garden equipment</li> </ul>	<p><b>INTERNAL</b></p> <ul style="list-style-type: none"> <li>Loose carpets, rugs, mats and other floor coverings</li> <li>Loose / uneven tiles, paving and floor boards</li> <li>Trailing leads and other obstacles</li> <li>Spillages of water or other liquids</li> <li>Worn, steep or uneven stairs or steps</li> <li>Inadequate lighting or lack of handrails</li> </ul> <p><b>EXTERNAL</b></p> <ul style="list-style-type: none"> <li>Uneven and poorly maintained yards, car parks, paths and steps</li> <li>Exposed tree roots</li> <li>Long grass/undergrowth</li> <li>Poor drainage of paths and growth of moss/algae</li> <li>Inadequate lighting/lack of handrails</li> </ul>	<ul style="list-style-type: none"> <li>Threat of violence towards staff</li> <li>Lone working</li> <li>Handling of cash</li> <li>Means of raising the alarm</li> <li>Controlling and recording visitor access to the setting</li> <li>Physical/sexual abuse towards children in your care (importance of safeguarding policy etc.)</li> <li>Preventing children accessing dangerous or inappropriate areas of the setting (i.e. kitchen)</li> <li>Keeping children away from hot radiators</li> <li>Risk of child trapping finger in open hinge of a door (fit Fingershield)</li> </ul>	<p><b>INTERNAL</b></p> <ul style="list-style-type: none"> <li>Arrangements for changing light bulbs</li> <li>Access to any storage at high level</li> <li>Use of unsecured ladders or steps</li> </ul> <p><b>EXTERNAL</b></p> <ul style="list-style-type: none"> <li>Arrangements for safe clearing of gutters and valleys</li> </ul>	<ul style="list-style-type: none"> <li>Extent of food preparation</li> <li>Nature of foods to be prepared and arrangements for storage</li> <li>Temperature controls</li> <li>Areas used for food preparation</li> <li>Experience, training and competence of those responsible for food preparation</li> </ul>
MANUAL HANDLING	DISPLAY SCREEN EQUIPMENT	HAZARDOUS BUILDINGS/GLAZING	LIGHTING	OTHER ACTIVITIES AND HAZARDS
<ul style="list-style-type: none"> <li>Moving and lifting of equipment</li> <li>Moving and lifting of children</li> <li>Appropriate training for all</li> </ul>	<ul style="list-style-type: none"> <li>List of all computer equipment including details of who uses the equipment and for how long</li> <li>Check seating, work station, screen, software etc.</li> <li>Check lighting and glare</li> </ul>	<ul style="list-style-type: none"> <li>Loose brickwork, stonework, falling masonry, slates, tiles, gutters etc.</li> <li>Record any glass in windows below waist height and in doors or beside doors below shoulder height that is not safety glass or protected against breakage</li> <li>Check if any asbestos present</li> </ul>	<p><b>INTERNAL</b></p> <ul style="list-style-type: none"> <li>Adequacy of lighting in particular on stairs, steps, cellars, basements etc.</li> </ul> <p><b>EXTERNAL</b></p> <ul style="list-style-type: none"> <li>Adequacy of lighting in particular on paths, steps, car parks, entrances etc.</li> </ul>	<ul style="list-style-type: none"> <li>Events, exhibitions, visits away from the setting (trips to swimming baths etc.)</li> <li>Disabled access/provision</li> <li>Fundraising activities</li> <li>Any other hazards which could cause someone harm</li> </ul>

## Risk Assessment Process

### STEP 1 – LOOK FOR HAZARDS

Look for hazards in your setting and identify those which could potentially cause harm to your staff, the children in your care or anybody visiting your premises. See the 'RISK ASSESSMENT CHECKLIST' for guidance on possible risks in your setting.

### STEP 2 – WHO MIGHT BE HARMED?

Consider groups of people doing similar work or who may be affected:

- ▶ Staff
- ▶ Children
- ▶ Parents
- ▶ Cleaners
- ▶ Other people sharing your workplace
- ▶ Other visitors

Don't forget to think carefully about:

- ▶ Staff, children, parents or visitors with disabilities
- ▶ Inexperienced staff
- ▶ Lone workers

These groups of people are potential more vulnerable.

### STEP 3 – IS THERE MORE YOU CAN DO TO CONTROL THE RISK?

Do your precautions:

- ▶ Meet the standards set by any legal requirements?
- ▶ Comply with a recognised industry standard?
- ▶ Meet with OfSted (or other registering bodies) requirements?
- ▶ Represent good practice?
- ▶ Reduce the risk as far as reasonably practicable?

Have you provided:

- ▶ Adequate information and/or guidance?
- ▶ Sufficient training?
- ▶ Adequate systems or procedures?

### STEP 4 – RECORD YOUR FINDINGS

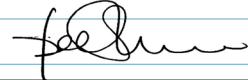
For each area of risk you assess you should record your findings on a Risk Assessment Report. You can use the template provided below to do this. Complete one form for each risk you assess and keep all forms together so that they can be easily viewed by you, your staff or anybody that asks to see them.

### STEP 5 – REVIEW AND REVISE

Ensure your risk control remains at its optimum level by constantly reviewing and updating your risk assessments and hazard precautions on a regular basis. Identify problems and take the relevant steps to reduce the risks. This is particularly important when making changes to your workplace, like introducing new services or procedures.

## Risk Assessment Form – Example

COMPANY DETAILS			
Name of setting:	Pound Gates Day Nursery Ltd		
Address:	St Vincent House, 1 Cutler Street, Ipswich		
	Postcode:	IP1 1UQ	

ASSESSMENT DETAILS			
Name of Assessor:	Del Sharman	Position of Assessor:	Manager
Area Assessed:			
Main path leading to the front door of the nursery			
Assessment Date:	01/01/2013	Review Date:	01/02/2013
Signature of Assessor:			

ASSESSMENT RISK DETAILS					
Under additional controls you should note the additional measures that are needed to reduce the risk to an acceptable level and record when they have been implemented					
HAZARDS/RISKS/PERSONS AFFECTED	EXISTING CONTROLS	LIKELIHOOD (L)	SEVERITY (S)	RISK RATING (L X S)	ADDITIONAL CONTROLS
Path icy in winter	Path gritted at the end of each working day	2	1	2	<ol style="list-style-type: none"> <li>1. Check path again each morning before parents arrive and apply additional salt if required – COMPLETED 01/01/2013</li> <li>2. Display a sign warning parents of icy conditions and to take extra care COMPLETED 01/01/2013</li> </ol>

ASSESSMENT RISK GUIDANCE		
multiply 'Likelihood' score by 'Severity' score to arrive at a 'Risk Rating'		
Likelihood: 1 = Low (seldom) 2 = Medium (frequently) 3 = High (certain or near certain)	Severity: 1 = Low (minor cuts and bruises) 2 = Medium (serious injury or incapacitated for 3 days or more) 3 = High (fatality or a number of persons seriously injured)	Risk Rating: 1 – 2 = low priority 3 – 4 = medium priority 6 – 9 = high priority