



Area: Outdoor Area

HAPPITOTS AND TINYTOTS RISK ASSESSMENT

Date:

Checked by

Review date.....

| Risk | Hazard | Who might be harmed | Existing measures to control risks |
|-----------------|--|---------------------|--|
| Open gates | Losing children | Children | Staffs check to ensure boundary gates are locked and secure before children go outside. |
| Low branches | Injury, e.g. cuts, bruising | Staff and children | Staffs check trees and foliage to ensure they are safe. If there is any risk it is reported to HT or Council so that risk can be removed. |
| Plants, etc | 1. Poisoning 2. Skin irritation | Staff and children | Any plants, etc are checked to make sure they are harmless. |
| Animal faeces | 1. Poisoning 2. Skin irritation 3. Infection | Staff and children | Staffs carry out a daily check to ensure area is not contaminated. If it is, protective gloves are worn and faeces are put into a plastic bag and safely disposed of. Hands are washed to prevent infection. |
| Large apparatus | Injury due to falling | Children | Staff continually supervise children whilst on apparatus. |

Signed.....

Date.....



Area: Cloakroom and toilets

HAPPITOTS AND TINYTOTS RISK ASSESSMENT

Date:

Checked by

Review date.....

| Risk | Hazard | Who might be harmed | Existing measures to control risks |
|-----------------|------------------------------------|---------------------|---|
| Water on floor | Slipping | Staff and children | Children are encouraged to be careful when washing hands to avoid spillage. If spillage is minor it is wiped with an absorbent cloth. If major, area is partitioned off, water mopped up and left until area is dry. Use wet water caution sign when necessary. |
| Cleaning fluids | 1. Poisoning 2. Skin irritation | Staff and children | All cleaning fluids are kept in a high cupboard in the toilet area away from the reach of children. Staff follow cleaning procedures that comply with Environmental Health requirements. |
| Hygiene | Cross infection | Staff and children | Toilets are cleaned at the end of every day. Staff wear protective gloves/aprons when toileting/changing nappies. Staff follow hygiene reminders found in toilet area. Staff follow good hygiene procedures that comply with Environmental Health requirements. |

Signed.....

Date.....



Area: I.T. Area

HAPPITOTS AND TINYTOTS RISK ASSESSMENT

Date:

Checked by

Review date.....

| Risk | Hazard | Who might be harmed | Existing measures to control risks |
|------------------------|--------------------|---------------------|---|
| Uncovered plug sockets | Electrocution | Children | Socket covers are placed over any unused socket. Sockets are turned off when not in use. Majority are out of reach of children. Children are made aware of risk. |
| Loose wiring | Tripping | Staff and children | All wires are adequately guarded and/or out of reach of children. |
| Microwave and toaster | Injury, e.g. burns | Staff and children | Staff follow equipment safety instructions and appliances are supervised at all times by a member of staff. Snack is prepared in kitchen area away from the children. |

Signed.....

Date.....



Area: Construction Area

HAPPITOTS AND TINYTOTS RISK ASSESSMENT

Date:

Checked by

Review date.....

| Risk | Hazard | Who might be harmed | Existing measures to control risks |
|---------------|--------------------------------------|---------------------|---|
| Small parts | Choking | Children | Small parts are often removed from construction sets and children are closely supervised by staff whilst playing. |
| Broken toys | Injury e.g. cuts | Staff and children | All toys are checked weekly and any broken are removed and either repaired or thrown away. |
| Dirty toys | Infection through contact with mouth | Children | Children are discouraged from putting toys in or near mouth area. Toys are regularly washed as necessary and also as part of an annual audit cycle. |
| Toys on floor | Tripping hazards | Staff and children | Children encouraged to tidy as they go. Staff pick unused toys up. Children encouraged to walk. |

Signed.....

Date.....



Area: Small World Area

HAPPITOTS AND TINYTOTS RISK ASSESSMENT

Date:

Checked by

Review date.....

| Risk | Hazard | Who might be harmed | Existing measures to control risks |
|---------------|--------------------------------------|---------------------|---|
| Small parts | Choking | Children | Small parts are often removed from small world sets and children are closely supervised by staff. |
| Broken toys | Injury e.g. cuts | Staff and children | All toys are checked weekly and any broken are removed and either repaired or thrown away. |
| Dirty toys | Infection through contact with mouth | Children | Children are discouraged from putting toys in or near mouth area. Toys are regularly washed as necessary and also as part of an annual audit cycle. |
| Toys on floor | Tripping hazards | Staff and children | Children encouraged to tidy as they go. Staff pick unused toys up. Children encouraged to walk. |

Signed.....

Date.....



Area: Home Corner

HAPPITOTS AND TINYTOTS RISK ASSESSMENT

Date:

Checked by

Review date.....

| Risk | Hazard | Who might be harmed | Existing measures to control risks |
|---------------------|-----------------------------|---------------------|---|
| Broken toys | Injury e.g. cuts | Staff and children | All toys are checked weekly and any broken are removed and either repaired or thrown away. |
| Climbing on objects | Falling resulting in injury | Children | Staff members encourage children to play carefully and make them aware of the risks. |
| Toys on floor | Tripping hazards | Staff and children | Children encouraged to tidy as they go. Staff pick unused toys up. Children encouraged to walk. |

Signed.....

Date.....



Area: Maths Area

HAPPITOTS AND TINYTOTS RISK ASSESSMENT

Date:

Checked by

Review date.....

| Risk | Hazard | Who might be harmed | Existing measures to control risks |
|---------------|------------------|---------------------|---|
| Small objects | Choking | Children | Children are closely supervised by staff. |
| Broken toys | Injury e.g. cuts | Staff and children | All toys are checked weekly and any broken are removed and either repaired or thrown away. |
| Toys on floor | Tripping hazards | Staff and children | Children encouraged to tidy as they go. Staff pick unused toys up. Children encouraged to walk. |

Signed.....

Date.....



Area: Art Area



HAPPITOTS AND TINYTOTS RISK ASSESSMENT

Date:

Checked by

Review date.....

| Risk | Hazard | Who might be harmed | Existing measures to control risks |
|----------------------------|-----------|---------------------|---|
| Spillages | Slipping | Staff and children | If spillage is minor it is wiped with an absorbent cloth. If major, area is partitioned off and spillage mopped up. Area is partitioned off until area is dry. Use wet water caution sign when necessary. |
| Paint and glue consumption | Poisoning | Children | At least one member of staff supervises activities to ensure children do not eat paint or glue. Paints and glues are only purchased from regulated sources. |
| Scissors | Cuts | Children | At least one member of staff supervises safe usage of scissors so children do not cut themselves. |

Signed.....

Date.....



Area: Food prep and sink area

HAPPITOTS AND TINYTOTS RISK ASSESSMENT

Date:

Checked by

Review date.....

| Risk | Hazard | Who might be harmed | Existing measures to control risks |
|---------------------------------------|--|---------------------|---|
| Spillages | Slipping | Staff and children | If spillage is minor it is wiped with an absorbent cloth. If major, area is partitioned off and mopped up. Area is partitioned off until area is dry. Use wet water caution sign when necessary. |
| Food preparation | <ol style="list-style-type: none"> 1. Cross contamination 2. Allergic reactions 3. Knives | Staff and children | <ol style="list-style-type: none"> 1. Food is prepared in a separate kitchen area. A Food and Hygiene policy is followed by staff members. 2. Up-to-date records of allergies are kept and staff are made aware of them. 3. Knives are kept in a box in a cupboard away from children when not in use. Children do not use them. |
| Washing up liquid and cleaning fluids | <ol style="list-style-type: none"> 1. Poisoning 2. Skin irritation | Staff and children | Washing up liquid is kept on a high shelf away from children's reach. All cleaning fluids are kept in a high cupboard in the toilet area away from children. |

Signed.....

Date.....