

Health and Safety Risk Assessment

Last update: April 2020

Setting/RCM Name	
Date Assessed	
Review Date	
Staff/RCM signature	
Print Name	
Role of staff member	

The aim of the Health and Safety Risk Assessment is to support provisions in thinking safeguarding and taking appropriate steps to ensure their premises and outings are safe for the children they care for or adults involved. This document should be shared with all employees, any over 16 years old individual living with you (RCMs) or regular visitors, so they can help in keeping the environment suitable and secure. The assessment must be reviewed annually or following a significant change, accident or violent incident. The below lists include the most common examples however, there is a section at the end of the document (Section 5 – Other Hazards) which can be used for anything particular to your premises/outings.

Risk Rating

The Risk rating is used to prioritise the action required. Those hazards identified as high should be dealt with first.

Rating	Description	Action Priority
H - High	Where harm is certain or near certain to occur and/or major injury or ill-health could result.	Urgent action
M - Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days.	Medium priority
L - Low	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises	No action or low priority action

Steps description

Step 1 What are the hazards?	Step 2 Risk Rating	Step 3 Who might be harmed and how?	Step 4		Step 5 Frequency of checks	Step 6 Risk Rating now
			What are you doing already?	What further action is necessary?		
Using the listed hazards below, walk around your premises in all areas where children will have access and identify what could be of danger or have potential risk.	The risk rating of the hazard H/M/L	This could be either everyone, children, babies or toddlers of a certain age or any other individual having access to your premises. List the risk(s) the hazard causes.	List what is already in place to reduce the likelihood of harm or make any harm less serious.	You need to make sure that you have reduced risks as far as is reasonably practicable. To assist you compare what you are already doing with good practice and guidelines. If there is a difference, list what needs to be changed.	How often do you check that any actions are still in place or that the environment is safe? i.e. at all-time/daily/weekly/monthly/before children arrive/ etc.	The risk rating of the hazard following the action(s). H/M/L

Example of how to complete this document

Step 1 What are the hazards?	Step 2 Risk Rating	Step 3 Who might be harmed and how?	Step 4		Step 5 Frequency of checks	Step 6 Risk Rating now
			What are you doing already?	What further action is necessary?		
Large bodies of water are monitored <i>i.e. ponds, pool, etc</i>	H	Everyone especially children– could cause death	Safety fence has been put around	Monitoring/Supervising	At all-time	M
Safety of indoor plants	M	Children – risk of skin irritation or poisoning if ingested	Put plants out of children’s reach	Monitoring/Supervising	At all-time	L

Section 1 – Internal Premises

Step 1 What are the hazards?	Step 2 Risk Rating	Step 3 Who might be harmed and how?	Step 4		Step 5 Frequency of checks	Step 6 Risk Rating now
			What are you doing already?	What further action is necessary?		
There are clear and visible warning signs of slippery floors/surfaces						
Uneven floors are highlighted on circular routes i.e. mats/rugs, steps/stairs						
Stair gates are used in all exits and stairways (only if caring for babies and toddlers)						
Walkways are kept clear						
Are staff confident to challenge unknown adults?						
Current guidelines are followed for food preparation and storage						

Hobs and ovens and in good repair and safe to use						
Food and non-food waste are collected separately						
Bins are correctly disposed away from buildings						
Record on bins sanitisation is kept						
Water temperature is reasonable						
Toilets and wash hand basins are cleaned and checked for levels of hygiene regularly						
Your drinking water is from the mains – otherwise, it is tested						
Trailing electrical leads/cables are prevented where possible						

Plugs/cables are in good repair						
There are procedures on how to deal with spillages <i>i.e. water, blood, etc.</i>						
Lighting is bright enough to allow for safe access and exit						
Step stools/stepladders are available where necessary						
Windows have locks/restrictors where necessary						
There is a window opener for high-level windows						
Cords on blinds are safe						
The room has natural light and ventilation						

Room temperature can be maintained						
There are blinds to protect from sun glare and heat						
Permanent fixtures are in good conditions and secure <i>i.e. display cupboards display, shelving, glass fixtures, etc.</i>						
Portable equipment is used and secured safely						
Furniture is in good repair and suitable for the size of the user						
Damaged equipment has been discarded and disposed safely						
There are procedures in case of emergency with the boiler house/fuel storage						
The boiler is tested regularly					Last date tested	

Radiators have heat restrictors/are covered to protect children from burns						
Building has been checked for asbestos and safety guidance has been provided						
Fire exits are unobstructed, kept locked, and easy to open						
Firefighting equipment is in place and easily accessible						
Fire equipment is tested annually, and testing records are kept						
There are procedures on critical incidents/evacuations, and these are regularly recorded and reviewed						
Fireguards are correctly fitted						
Plug in or other type of air fresheners including pot pourri						

Safety of indoor plants						
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Section 2 – External Premises						
Step 1 What are the hazards?	Step 2 Risk Rating	Step 3 Who might be harmed and how?	Step 4		Step 5 Frequency of checks	Step 6 Risk Rating now
			What are you doing already?	What further action is necessary?		
Large bodies of water are monitored <i>i.e. ponds, pool, etc.</i>						
Plants and water level are appropriate for the setting						
Water hygiene and safety have been considered						
All staff have knowledge of the safety practices around water						
Vehicles park safely						

All adults and children have knowledge about safer routes						
Records are kept of visitors						
Fixed play equipment is tested and meets current safety standards						
Non-fixed play equipment children have access to has been risk assessed						
Risk assessment of external premises is regularly carried out <i>i.e. playground, field, grounds maintenance, etc.</i>						
There are procedures for the management of ice and snow						
Hazardous substances are securely and safely stored in line with guidance from the Health and Safety Executive						

Slippery or uneven pathways and obstructions are managed appropriately						
Staff are trained for manual handling outdoors						
Impacts of external noises on children and adults are considered <i>i.e. leaf blowers, hedge trimmers, local construction sites, etc.</i>						
Weather extremes are managed <i>i.e. heat, cold, sunshine, humidity, etc.</i>						
All children and adults medical information is up to date and includes allergic reaction						
All staff have knowledge of children and adults with allergies						

Section 3 – Children Well-being

Step 1	Step 2	Step 3	Step 4		Step 5	Step 6
What are the hazards?	Risk Rating	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Frequency of checks	Risk Rating now

Records on personal accidents or ill health are compliant and current						
Training has been attended to support children with emotional concerns						
Training to support manual handling/restrain of children has been attended i.e. MAYBO						
Behaviours that are challenging, aggressive, unpredictable or uncooperative are managed appropriately <i>i.e. biting</i>						
All staff and parents fully understand the communicable disease policy						
Children with additional needs have a plan as agreed with other agencies						
There is a health emergency procedure						

There is a policy and procedure for storage and administration of medication including whether children administer their own						
Children with allergies have an individual care plan as agreed by a GP or consultant						
There is an intimate care policy including intimate care during offsite trips						
Toileting/nappy changing areas have gloves available and hand washing/drying facilities						
These areas/surfaces are cleaned after each use						
Current guidance and researches on Sudden Infant Death Syndrome is followed						
There is a policy for the transport of children <i>i.e. use of buggies/prams, evacuation cots, taxis, children walking, using buses, appropriate restraints within minibuses or cars, etc.</i>						

Section 4 – Registered Areas
including domestic property and offices

Step 1 What are the hazards?	Step 2 Risk Rating	Step 3 Who might be harmed and how?	Step 4		Step 5 Frequency of checks	Step 6 Risk Rating now
			What are you doing already?	What further action is necessary?		
Smoking and vaping						
Pets						
Physical & mental health and well-being of staff						
Inappropriate behaviour by staff members or public						
Technological equipment						
Regular use of computers and other electronic devices						

Data Protection <i>i.e. GDPR, e-safety, etc.</i>						
Work equipment including electrical items						
Manual handling <i>i.e. paper, files, etc.</i>						
Cash handling						
Reprographics areas						
Use of access equipment <i>i.e. ladders, steps, etc.</i>						
Areas favourable to slips, trips or falls						
Laundry and cleaning						

Section 5 – Other Hazards

Use this section to list any other hazards specific to your premises or routine which may not be included above.

<p align="center">Step 1</p> <p align="center">What are the hazards?</p>	<p align="center">Step 2</p> <p align="center">Risk Rating</p>	<p align="center">Step 3</p> <p align="center">Who might be harmed and how?</p>	<p align="center">Step 4</p>		<p align="center">Step 5</p> <p align="center">Frequency of checks</p>	<p align="center">Step 6</p> <p align="center">Risk Rating now</p>
			<p align="center">What are you doing already?</p>	<p align="center">What further action is necessary?</p>		

