

ACTIVITY RISK ASSESSMENT FOR CAREY CHILDCARE CENTRE

Revision 2.0

Address:	Owners:
Pole Street	Carey Baptist Church
Preston	Pole Street
	Preston PR1 1DX

IMPORTANT NOTES:

- 1 This Risk Assessment to be reviewed each year by a Director of the Company
- 2 Fire related risks not assessed - see Fire Risk Assessment
- 3 Our policy is to control Risk to be As Low As Reasonably Practical
- 4 See also Policies and Procedures - Risk Assessment

Assessment undertaken by R J Spalding BSc on 14 November 2014

Accepted by:..... for Carey Childcare Centre on Date:.....

Group at risk:		Likelihood:		Severity:		Risk Rating:	
Children	C	4 = could occur weekly, or more often		1 = Minor means superficial scratches or inconvenience		3 or under: Low	
Employees	E	3 = could occur less than once per month		2 = Slight means visit to health professional, but no incapacity		3.1 to 5.9: Medium	
Visitors	V	2 = could occur less than once per quarter		3 = Moderate means more than 3 days off work, but not permanent		Over 6: High	
Management	M	1 = could occur less than once per year		4 = Serious means permanent long term injury or 3 months off work			
Tradesmen	T			5 = Fatal means likely to cause death			

Item	Hazardous Activity	Group at Risk	Risk	Likelihood (L)	Severity (S)	Risk Rating (=LxS)	Mitigation	Likelihood (L)	Severity (S)	Risk Rating (=LxS)	Owner	Mitigation complete (insert date)
1 GENERAL												
1.1	Slips, Trips and Falls	C,E,V, M,T	Wet or damaged floors, untidy equipment	4	3	12	Daily tidying of floors and corridors, Use of 'wet floor' signs, Sensible footwear. Provide stable ladders for reaching shelves Report damaged flooring or doors Adequate lighting: report failing strip lights.	1	3	3	All staff Management	ongoing See Monthly checklist
1.2	Manual Handling	E,V,M,T	Strains to muscles/skeleton lifting high or heavy loads	4	3	12	Awareness, staff read RA's, Training, Correct Storage Keep premises heated to minimise muscular strains.	1	2	2	Manager	ongoing
1.3	Trapped fingers	C	Cuts and bruises from Fire doors shutting on children's hands. (Fire Doors must spring shut for Fire Safety reasons) Opening doors with children behind.	4	3	12	Children line up to pass through doors, and doors held by staff. Provide viewing panels in all doors	1	3	3	All staff Management	Ongoing View panels provided.
1.4	Burns and Scalds at wash hand basins	C,E,V, M,T	Over hot water in wash hand basins	4	2	8	Temperature controls on all Hand basins used by children. Hot Water signs elsewhere.	1	2	2	Management	Provided

Item	Hazardous Activity	Group at Risk	Risk	Likelihood (L)	Severity (S)	Risk Rating (=LxS)	Mitigation	Likelihood (L)	Severity (S)	Risk Rating (=LxS)	Owner	Mitigation complete (insert date)
1.5	All activities	C,E,V, M,T	Minor or major injury from all routine or special activities	4	2	8	All staff trained in First Aid Named Staff trained in Paediatric First Aid First Aid Kits provided Telephone contacts for Hospitals available.	4	1	4	All staff Management	Provided. Training In Date
2 Catering												
2.1	Preparation of Food	C,E,V, M,T	Infection from contaminated food.	4	3	12	Safer Food for Better Business booklet. Food Hygiene Training Independent inspection by Preston CC	1	2	2	Lynn, Management	Training in date. Ongoing
2.2	Delivery of Fresh Food	C,E,V	Infection from contaminated food.	4	3	12	Check Fresh Meat, Fish, Frozen food, High Risk Foods. Measure and record delivery temperature: Fresh: 1 to 8 degrees C Frozen: minus 12 to minus 18 degrees C Discard if out of range.	1	3	3	Lynn	Ongoing
2.3	Sharps protruding from bags/bins	E,V,M,T	Cuts/abrasion from sharp/hard objects	4	3	12	Daily emptying of bins to prevent overflowing	1	3	3	Lynn	ongoing
2.4	Cleaning Floors	E,C,V	Slips on wet floors (see also Cleaning dining area)	4	3	12	Use of wet floor signs, sensible footwear.	1	3	3	Lynn, David	ongoing
2.5	Use of Chopping Boards	E	Cross Contamination of food causing infection of consumers Open cuts causing infection of consumers	4	3	12	Coloured boards and knives for different foods: Blue for fish Green for Fruit Brown for Veg Red for cooked meat Food Hygiene training for cook. Cuts covered in blue plasters.	1	3	3	Lynn	ongoing. Boards labelled Sept 2005. Food Hygiene training in date. Plasters provided
2.6	Use of sharp knives	E	Cuts to cook or other staff in the Kitchen	4	3	12	Use sharp knives. Tidy kitchen surfaces Wash and dry Knives immediately after use. Never carry on flat surface. Wash and dry from handle to tip and from blunt edge. Knives stored out of sight	1	3	3	Lynn, staff washing up. Manager	Ongoing Provide Knife rack

Item	Hazardous Activity	Group at Risk	Risk	Likelihood (L)	Severity (S)	Risk Rating (=LxS)	Mitigation	Likelihood (L)	Severity (S)	Risk Rating (=LxS)	Owner	Mitigation complete (insert date)
2.7	Use of Fridges and Freezers	C,E	Food contamination or decay leading to poisoning	4	3	12	Temperature checks, labelling and dating, packaging seals checked, correct defrosting, cleaning of fridges, separation of dairy. Records of checks to be kept. Food Hygiene qualifications for cook.	1	3	3	Lynn, or other cooks	Ongoing. See Temperature records
2.8	Cooking in Oven or on Hob, Toaster, Microwave	E	Burns and scalds to cook	4	3	12	Provide sound containers and utensils and oven mitts. Adequate space in kitchen. Keep kitchen clean and tidy. Review Incident book.	1	3	3	Management, Lynn	New equipment purchased as required.
2.9	Cooking in Oven or on Hob, Toaster, Microwave	C,E,V, M,T	Fire risk (see Fire Risk Assessment)									
2.10	Cooking in Oven or on Hob, Toaster, Microwave	C,E	Food not well cooked, causing poisoning	4	3	12	Temperature checks. Food Hygiene training	1	3	3	Lynn, or other cooks	See Temperature checks. Food Hygiene training in date.
2.11	Use of kettle and water boiler	E	Scalds	4	2	8	Equipment to be in good condition. Minimum volumes in kettle. Warning signs for hot water	1	3	3	Management review	Monthly H+S check. Provide warning signs
2.12	Serving hot meals	C,E,V	Burns and Scalds	4	2	8	Line up children and walk in. Space around tables for access Hot food carried on trolley Children sit before trolley brought in. Staff to sit with children on each table Cutlery placed before food is served Cutlery and leftovers on trolley before next course. Staff and children to wear bibs/aprons Dangers explained to children	1	3	3	Manager/ Staff	Ongoing

Item	Hazardous Activity	Group at Risk	Risk	Likelihood (L)	Severity (S)	Risk Rating (=LxS)	Mitigation	Likelihood (L)	Severity (S)	Risk Rating (=LxS)	Owner	Mitigation complete (insert date)
2.13	Cleaning Dining Area	C,E,V	Infection from dirty surfaces or cleaning equipment. (see also COSHH sheets for cleaning fluid - Shorrock Trichem High foam)	4	3	12	Children leave before cleaning Cleaning by designated staff Food and cutlery removed on trolley before cleaning Clean all tables and chairs Stack chairs at sides, only 5 high Sweep area (green brush) Mop as dry as possible (Green bucket and mop) Erect 'wet floor' signs Clothes and sponges to laundry. Rubber gloves available to cleaner.	1	2	2	Lynn	Ongoing
2.14	Storage of Food	C,E,V	Infection from contaminated or out of date food.	4	3	12	All storage cupboards to be cleaned regularly, and kept clean. Open boxes for dried food to be transferred to air tight containers. Use By Dates to be recorded and expired food to be discarded. Prepared food to be kept covered.	1	2	2	Lynn	Ongoing
2.15	Washing Up	C,E,V	Infection from dirty plates or utensils (see also COSHH data for washing up liquid)	4	3	12	Use dishwasher for hottest possible wash Use correct cycle (full for heavily soiled items) Use good quality detergent Drying up towels (Green) to be washed after one use.	1	2	2	Lynn	Ongoing
2.16	Cleaning Kitchen	C,E,V	Infection from dirty work surfaces (see also COSHH data for cleaning materials)	4	3	12	Posters displayed in kitchen Use Green equipment (mops, brushes, buckets) Report damaged surfaces in Incident book Food Hygiene Training	1	3	3	Lynn, or Cleaner	Ongoing Training in Date
3 Daily Operation												

Item	Hazardous Activity	Group at Risk	Risk	Likelihood (L)	Severity (S)	Risk Rating (=LxS)	Mitigation	Likelihood (L)	Severity (S)	Risk Rating (=LxS)	Owner	Mitigation complete (insert date)
3.1	Use of Outdoor Equipment	C	Cuts, and bruises from falls or abrasions caused by hard floor or faulty equipment	4	2	8	Plastic storage now replaced by wooden shed Resurfaced in rubberised paving Step into playground eliminated. All play equipment is proprietary quality. Staff to report broken equipment in Incident book.	1	3	3	Management	Shed 2011 Paving 2009
3.2	Use of Outdoor Playground	C	Cuts or infection from foreign objects (Glass, Needles, Faeces) left in Play Area	4	4	16	Inspect Area before use every day. (Mandatory checklist) Safely remove dangerous matter.	1	2	2	First Staff to use	See Checklist
3.2	Security of Outdoor Play Area	C	Intrusion by unauthorised persons. Lost children	2	4	8	Gate to be kept locked at all times Full staff ratios to be maintained in play area.	1	4	4	All Staff	Ongoing
3.3	Laundry	C,E	Dirty items causing infection	3	3	9	Colour coded receptacles: Yellow: Toilet cloths, soiled clothes Blue: Bed linen Green: Kitchen cloths Rinse soiled items, wash in colour batch Wash hands before and after Laundry. On-site training	1	3	3	All Staff	Ongoing Washer now in-house to minimise difficult access.
3.4	Cleaning after messy activities (baking, Gluing, Painting, Sand and water play).	C,E	Infection from decay or cuts from foreign items	2	4	8	Regular cleaning and replacement of sand. All soiled equipment to be washed immediately after use. Wash plastics etc in dishwasher	1	3	3	All Staff, Manager	Ongoing
3.5	General cleaning and maintenance of toys	C,E	Infection from transmitted disease, or injury from small detachable parts Asthma attacks from dusty equipment.	2	3	6	Purchase cleanable toys. Do not use second hand toys Clean regularly in hot water and soap. Launder soft toys regularly Discourage children from putting toys in mouth. Discard damaged toys.	1	3	3	All Staff	Ongoing

Item	Hazardous Activity	Group at Risk	Risk	Likelihood (L)	Severity (S)	Risk Rating (=LxS)	Mitigation	Likelihood (L)	Severity (S)	Risk Rating (=LxS)	Owner	Mitigation complete (insert date)
3.6	Playing in strong sunlight	C	Sunburn (with possible risk of skin disease), dehydration, and sunstroke.	2	3	6	See Policies and Procedures. Parents to provide hats/sunscreen (emergency supplies available) Limit time out in hot weather.	1	2	3	All Staff	Ongoing
3.7	Working under stress	E	Illness and absence from work, and susceptibility to other accidents	2	3	6	Improve personal physical fitness. Well maintained rest rooms. Nursery to Provide: Staff induction Clear Procedures Routines and rotas Annual Appraisal Appropriate training Open Door to Management Contingency plan for staff shortages Hot drinks and lunch breaks	1	3	3	Manager	Ongoing
4. Play activities												
4.1	Playing with Play-Do	C,E	Infection from mouldy play-do Transmission of infection choking on small lumps of material	4	3	12	Make Play-do freshly every week. Wash childrens hands before and after use. Use of Play-do must be supervised by staff.	1	2	3	Staff as required	Ongoing
4.2	Water Play	C,E	Infection from drinking dirty water Wet clothes leading to infection slips on wet floors around tank	4	3	12	Water play must be supervised by staff. Aprons provided to protect from wet clothes Wet areas to be mopped after each session	1	3	3	Staff as required	Ongoing
4.3	Playing in sand pit	C,E	Children throwing sand into others eyes Eating dirty sand Slips on sand on the floor	4	3	12	Sand play must be supervised by staff Spillages must be swept up quickly Cleaner to Hoover area each night	1	3	3	Staff as required David (cleaner)	Ongoing See Cleaning Checklist
4.4	Painting	C,E	Children eating paint Slips on wet floor	4	3	12	Painting must be supervised by staff Disposable sheets under painting area Spillages must be mopped up quickly Cleaner to mop areas each night	1	3	3	Staff as required David (cleaner)	Ongoing See Cleaning Checklist

Item	Hazardous Activity	Group at Risk	Risk	Likelihood (L)	Severity (S)	Risk Rating (=LxS)	Mitigation	Likelihood (L)	Severity (S)	Risk Rating (=LxS)	Owner	Mitigation complete (insert date)

Item	Hazardous Activity	Group at Risk	Risk	Likelihood (L)	Severity (S)	Risk Rating (=LxS)	Mitigation	Likelihood (L)	Severity (S)	Risk Rating (=LxS)	Owner	Mitigation complete (insert date)
5 General Routine Cleaning												
5.1	Children Playing/Crawling on Dirty Surfaces	C,E	Infection from other children, (vomit, or body fluid) or imported dirt. (see COSHH sheet for cleaning fluid)	4	3	12	All surfaces cleaned daily. Deep clean weekly on rota Use Blue equipment. Immediate cleaning of body fluids.	1	3	3	David (cleaner) Staff as required	See Cleaning Checklist
5.2	Maintenance of Setting	C,E	Injury from damaged surfaces, illness from lack of heating	3	3	9	All surfaces to be kept in good repair Heating and lighting to be maintained in working order.	1	3	3	Management	See Monthly checklist
5.3	Cleaning of Children's Toilet Area	C,E,V, M,T	Transmission of infection (see also COSHH data sheets)	4	3	12	All surfaces cleaned daily. Deep clean weekly on rota Use Yellow equipment. Clean Toilet bowl, handles, potties with disinfectant Immediate cleaning of body fluids. Toilet rolls, soap, hand towels supplied as required. Train children in hygiene routines.	1	3	3	David (cleaner) Staff as required	See Cleaning Checklist
5.4	Use of Dining Area Equipment (Wilson Hall). This is a shared facility with the church.	C,E,V	Bruises, cuts from damaged equipment or unauthorised equipment.	3	3	9	Unused equipment to be stored against walls. Church chairs stored at one end, turned away from children Children must be supervised in the Hall.	1	2	3	All Staff	Ongoing
5.5	Sterilising of baby Feed Equipment	C	Cross infection, or infection from decaying food. (see also COSHH Data sheets)	4	4	16	Bottles and Teats to be washed thoroughly after each use. Wash hands before and after preparing food. Use manufacturer's Instructions for sterilisation. Discard damaged equipment Key staff only to prepare bottles.	1	3	3	Baby Room Staff	Ongoing

Item	Hazardous Activity	Group at Risk	Risk	Likelihood (L)	Severity (S)	Risk Rating (=LxS)	Mitigation	Likelihood (L)	Severity (S)	Risk Rating (=LxS)	Owner	Mitigation complete (insert date)
5.6	Changing Nappies	C,E	Transmission of infection	4	3	12	See detailed Procedure and 'Keep it Clean' booklet Instructions on wall in changing Area. Protective Equipment provided Custom made changing areas. Disposable Spatula for extracting cream from containers.	1	3	3	Baby Room Staff Key Workers.	Ongoing
5.7	Personal Hygiene	C,E	Spread of Infection	4	3	12	Staff to be an example to children by washing hands: After using toilets work breaks Handling raw food handling rubbish contacts with animals Using handkerchief. And especially before handling food. Sinks, soap and towels in Nursery and toilets.	1	3	3	All Staff	Ongoing
5 Outings												
5.1	Off-Site activities	E,C	Injury , or Lost Children	2	4	8	See detailed Policy and Procedure on Outings Detailed Risk Assessments to be undertaken for each trip.	1	4	4	Manager	Ongoing