



Little Hands & Feet  
CHILDCARE

# Risk Assessments



Little Hands & Feet  
CHILDCARE

I confirm that I have received, read and understood the following Risk Assessments from Childminder, Mrs Joanne Dovaston:-

Outings: Car – School run or trip  
Outings: Public Transport  
Outing: Library / Toy Library  
Outing: Shopping  
Outing: Going to the Park  
Outing: Going to feed the ducks at the canal  
Outing: Walk to school / pre-school  
Setting - Pets  
Setting - Indoor area: Entrance Hall, Cloakroom and stairway  
Setting - Indoor area: Living room  
Setting - Indoor area : Kitchen / Dining room  
Setting - Indoor area : Playroom  
Setting - Outdoor area : Patio and garden  
Setting - Outdoors in extreme weathers  
Setting - Fire and Evacuation  
Health Prevention and Spread of Infection  
Blooms  
Q Club  
Slimbridge / Wellybootland  
Westonbirt Arboretum

Signed Parent:

Date:



Little Hands & Feet

CHILDCARE

## Risk Assessment

## Outing: Car – school run or trip

Areas to consider	Who may be at harm and how?	What I have in place already	What I need to put in place
<p>Is there enough fuel in the car for the whole trip?</p> <p>Do I have changing bag?</p> <p>Do I have suitable clothing/coats for the children?</p> <p>Pushchair, reins, wrist straps</p>	<p>Staff and children, if there is no fuel in car and we break down, car is at risk of being hit by another vehicle.</p> <p>Everyone will need warm coats and equipment to stay warm, safe and comfortable. Coats are removed in car seats and children covered in blankets if required to ensure car-seats are able to keep the children safe in an accident. First aid kit should be at hand.</p>	<p>Car filled with fuel regularly and out of minded hours. Changing bag by door before trip ready to take to trip. Parents asked to send suitable attire to ensure children warm / sun screen hats etc.</p> <p>Thick padded coats are removed and children are strapped into the car seats but covered in a blanket to keep warm. Child attendance checked before going. First aid kit, Pushchairs, reins, wrist straps in car and checked regularly. All in one wet suits for the preschool children. Hi Viz jackets in car for all children and adults</p>	
<p>Do I have written parental permission to take the children in my car?</p>	<p>Staff and children, all need to be kept safe and parents need to know what/where their child may be in case of accident/incident</p>	<p>Have permission sheets for every child to cover transporting a child in my car.</p>	
<p>Are there enough seats for each child, and are they age and</p>	<p>Children, if the car seats do not fit accordingly or are old/damaged child</p>	<p>Daily rota checked before start of care each day to see who will be here and</p>	



## Little Hands & Feet

CHILDCARE

weight appropriate and in good condition?	can be at risk of injury. Staff, can be fined by police for not having suitable car seats / and or killed if an accident	car seats added to car appropriately. Car seats cleaned and maintained regularly. 2 rear-facing isofix car seats that are up to age 4 rear facing and they can also be front facing. I have 2 additional isofix front facing car seats	
Is my car tax in date, serviced, insurance business use, MOT?	Staff and children, staff will be fined if stopped by police for not having relevant documentation and infringing insurance. If car not maintained properly it could cause an accident or fail when out.	Car taxed and paid for monthly on line with DVLA when required. It is taxed till September 2018 and paid for monthly, and car is serviced regularly, and logbook stamped. Mot annually (if car over 3 years old) Business class 1 insurance	
Do I have a first aid kit in the car and the emergency contact details of all the minded children?	Staff and children, if no contact details or first aid in place in case of accident, there may be a delay in receiving help	First aid kit and fire extinguisher are kept in car and checked regularly to ensure dates good, emergency contact sheet stored with kit. Emergency cards made and kept in day bag which is taken out with us in the car. These are kept in case of an accident to show who the children are and their contact details.	
Do I have my mobile phone with me in case I was to break down or there was an emergency? Is it charged?	Staff and children, if there is no way to contact anyone then children and staff may be exposed to heavy traffic if they have to seek help away from	Mobile phone always charged and updated contact details for parents stored in phone in case of emergency. I also keep some change in my car in	Buy a power bank to keep with me charged just in case.



## Little Hands & Feet

CHILDCARE

	vehicle.	case of no mobile phone reception and I need to use a telephone box.	
How do I get all the children in and out of the car to ensure their safety at all times?	Staff and children, children need to be kept safe and understand that an adult will make sure they are safe in car/seats, younger children placed in first as older ones more sensible to wait safely for their turn	Babies in pushchairs and young children are taken to the car first and young children are encouraged to hold hands. Older school children are asked to wait and alight vehicle once younger ones in and strapped in safely.	
How do I manage the children's behaviour in the car to prevent me from being distracted whilst I am driving?	Staff and children, if children are distracting the driver there may be an accident or moment when driver is not concentrating	I discuss with the children the rules of the car – like house rules – I ensure the children understand what is acceptable. Nursery rhyme CD's or story CD's are played. Ensure children are securely secured and I put the child locks on so they don't have access to buttons and belt holders.	
Are the child door locks activated?	Children, if car door locks not activated a child may try to open door whilst vehicle moving or whilst adult getting another child out of other side of vehicle, may be an accident	Child locks are always in use as car is for family use too. But I check before we pull off that they haven't accidentally been knocked off.	
How do I teach the children about being safe in the car, wearing seat belts etc?	Staff and children, if no information given about safety, no boundaries in place and staff/children may get hurt	From very young the children are given ways to understand safety and encouraged not to touch seatbelts or buttons at any time. all children are	



Little Hands & Feet  
CHILDCARE

		advised not to unsecure seat belts until vehicle completely stopped and adult then advises release of belts (school aged children)	
--	--	------------------------------------------------------------------------------------------------------------------------------------	--

**Risk Assessment**

**Outing: Public Transport**

Areas to consider	Who may be at harm and why?	What I have in place already	What I need to put in place
-------------------	-----------------------------	------------------------------	-----------------------------



## Little Hands & Feet

CHILDCARE

Do I have written parental permission to take the children on public transport?	Staff and children, all need to be kept safe and parents need to know what/where their child may be in case of accident/incident	Have permission sheets for every child to cover transporting a child on public transport. Activity sheet advises what we are doing each week	
How do I ensure the children's safety whilst waiting for the transport to arrive (e.g. when on a train station waiting behind the yellow line on the platform)	Staff and children, need to remain safe throughout trip and follow necessary guidelines to do so	Hold hands, children on wrist straps or reins and hold pushchair if being used. Give older children some responsibility by involving them in the care of the younger children. Road safety rules adhered to and we talk about rules at venues such as train/bus station/stop. All children have Hi Viz vests	
How do I ensure that all the children get on and off the transport safely? Do I need help with the pushchair/children? Who can I ask for help?	Staff and children, may get separated if not all together, take time to leave vehicle to allow for no incidents/accidents, children may feel anxious. Staff may need support from a member of staff at venue and ask accordingly to keep everyone safe.	We all mount and exit vehicle at the same time e.g. bus. Younger ones hold on to pushchair if being used and will have wrist straps and reins if needed. Would maintain ratios. All children have HI Viz vests	
How do I ensure the children are safe on the transport? (Can they sit down? Hold on?)	Staff and children may be put at danger if the vehicle is crowded and may not be able to sit down together, could be an accident/incident	The group would sit together, if there was not space to do so we would wait for another vehicle to come that could accommodate everyone. Seatbelts will	



## Little Hands & Feet

CHILDCARE

		be used if available, brakes on buggy.	
What do I need to take? First Aid Kit Emergency contact numbers Mobile phone and house keys Changing bag, waterproofs etc	Staff and children, to keep safe at all times on trip, need relevant equipment to keep safe and in case of emergency	Day bag is always made ready before children arrive at setting. Contains first aid kit, nappies and changing equipment, money, contacts list and keys. I will also have my mobile phone with me fully charged. Take children's coats and own bags with personal effects, drinks and any snacks. Hi Viz Vests.	

### Risk Assessment

### Outing: Library

Areas to consider	Who may be at harm and why?	What I have in place already	What I need to put in place
-------------------	-----------------------------	------------------------------	-----------------------------





## Little Hands & Feet

CHILDCARE

How am I going to the library today? Walking/driving/public transport?	Staff and children, road safety rules need to be in place, travelling on public transport assessment and school run/trip assessment to be adhered to keep party safe	If walking, pushchairs, safety reins/wrist straps to be used If driving, adhere to school run/trip assessment in place If using public transport, adhere to public transport assessment in place	
What do I need to take? First aid kit Emergency contact numbers Mobile phone Day bag with nappies etc.	Staff and children's safety if equipment not with party at any time	Day bag taken on all trips with all relevant equipment in and drink cups and snacks if needed. Hi Viz Vests.	
Have I been to this venue before? What facilities are there? Toilets? Easily accessible with pushchair/double buggy?	Staff and children, need to ensure children know layout of place, adhere to lost/missing child procedures if a child goes missing, childminder open to complaints	Setting used regularly, toilets are readily available and easy to use, doors to building easily allow for double buggy access and open electronically but controlled manually during Toy Library.	
Can I get the pushchair safely around the venue?	Children, to stay safe	Designated area in building to leave pushchairs.	
How do I ensure that the walking children stay close to me?	Staff and children, safety restraints in place on pushchair	In buggy, hold hands, hold on to pushchair, attached wrist straps, reins, dependant of children's ages. Wear Hi Viz vests.	
Is my lost child policy up to date?	As at February 2018 all policies up to	Reviewed annually or before if needed	



Little Hands & Feet

CHILDCARE

	date		
Do I need to use contact wrist straps/reins whilst I take the children out?	Children need to be kept safe at all times by use of safety equipment	Used regularly with all younger children so they can be kept safe, more independence given as they develop	
Other			

### Risk Assessment

### Outing: Shopping

Areas to consider	Who may be at harm and why?	What I have in place already	What I need to put in place
How am I going to the shops?	Staff and children, road safety rules	Walking, pushchairs and take day bag	



## Little Hands & Feet

CHILDCARE

Walking/car/public transport?	need to be in place, travelling on public transport assessment and school run/trip assessment to be adhered to keep party safe	Driving, adhere to school run/trip assessment Public transport, adhere to public transport assessment	
What do I need to take? First aid kit Emergency contact numbers Mobile phone Day bag with nappies etc.	Staff and children's safety if equipment not with party at any time	Day bag taken on all trips with all relevant equipment in and drink cups and snacks taken. Hi Viz vests.	
Have I been to these shops before? What facilities are there? Toilets? Are they easily accessible with a pushchair/double buggy?	Staff and children, need to ensure children know layout of place, adhere to lost/missing child procedures if a child goes missing, childminder open to complaints	If local supermarkets used, all have changing facilities and accessible toilets and cafe facilities If going to town, Debenhams store has easy access lifts to changing facilities, and cafe facilities can be used easily as access good	
Can I get a pushchair round the shops easily?	Children, to stay safe	Most shops have double opening doors allowing access or electronic opening. Supermarkets, trolley can be used or pushchair	
How do I ensure that the walking children stay close to me?	Staff and children, safety restraints in place on pushchair	Hold hands, hold on to pushchair, attached wrist straps, reins, dependant of children's ages	
Is my lost child policy up to date?	As at February 2018 all policies up to date	Reviewed annually or before if needed	



# Little Hands & Feet

CHILDCARE

Do I use contact wrist straps when I take the children out?	Children need to be kept safe, at all times, by use of safety equipment	Used regularly with all younger children so they can be kept safe, more independence given as they develop	
-------------------------------------------------------------	-------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------	--

## Risk Assessment

## Outing: Going to the Park

Areas to consider	Who may be at harm and why?	What I have in place already	What I need to put in place
-------------------	-----------------------------	------------------------------	-----------------------------



## Little Hands & Feet

CHILDCARE

What do I need to take? First aid kit Emergency contact numbers Mobile phone Day bag with nappies etc	Staff and children's safety if equipment not with party at any time	Day bag taken on all trips with all relevant equipment in and drink cups and snacks taken. Hi Viz vests.	
Paths between setting and park free from animal mess, slip danger, dangerous obstructions?	Staff and children vulnerable to injury and infection	Checks done by staff before work or prior to trip to park before leaving the setting, any mess or hazards to be removed. If this is not practical I will check before allowing the children in to play.	
Dog mess, litter, needles in park area checked for prior to visit?	Staff and children vulnerable to injury and infection	Checked by staff prior to work or leaving for trip to park before children leave setting, any mess or hazards to be removed (needles to be reported to relevant authority and procedure adhered to). If this is not practical staff will check before allowing the children in to play.	
Equipment clean and dry and in good repair in park area?	Staff and children vulnerable to injury	All equipment checked, wiped down if necessary before use	
Are my permission forms for playing on park/climbing on park	Staff could receive complaint from parents if child injured and trip should	All permissions in place and signed by parents prior to child's commencement at	Always check that all parents have signed



Little Hands & Feet

CHILDCARE

equipment signed by all parents?	not go ahead without written permissions	setting	permission forms
Are the children dressed appropriately before leaving the setting for outdoor play?	Children may have loose clothing which could catch on equipment or may not be warm/cool enough for weather. Sun-cream applied before leaving the house and reapplied when required.	Parents to supply appropriate clothes for trips (notified prior to event), footwear, suntan lotion etc. Setting has spares if not enough clothing/footwear supplied	

## Risk Assessment

## Outing: Going to feed the ducks at the canal

Areas to consider	Who may be at harm and why?	What I have in place already	What I need to put in place
What do I need to take?	Staff and children's safety if	Day bag taken on all trips with all	



## Little Hands & Feet

CHILDCARE

First Aid Kit Emergency contact numbers Mobile phone Day bag with nappies etc.	equipment not with party at any time	relevant equipment in and drink cups and snacks taken. Hi Viz vests	
Paths between setting and canal free of animal mess, slip danger, dangerous obstructions?	Staff and children vulnerable to injury and infection	Checks done by staff before work or prior to trip to park before leaving the setting, any mess or hazards to be removed. If this is not practical staff will check before allowing the children near.	
Safety fence at canal side in good repair and life buoy operational?	Staff and children vulnerable to injury or risk of drowning. Children may eat the food meant for the ducks and birds	Checked by staff prior to work or leaving for trip to park before children leave setting, any mess or hazards to be removed, safety fence to be checked for damage and life buoy operational (report to waterways staff at bridge hut if not). If this is not practical staff will check before allowing the children near. Children will be watched to ensure they are not eating the food. Staff will ensure that things they are taking are not poisonous or mouldy in case of a bit being eaten.	
Do I need to take a pushchair, wrist straps or reins for the children?	Staff and child, lost child policy in place if a child were to go missing	Staff would check diary to see which children attending and supply relevant equipment needed	



Little Hands & Feet

CHILDCARE

Are the children in my care aware of the danger of water and know to stay close to staff and away from water?	Staff and children, drowning incident or unable to exit canal if fallen in	Children taught from young age to stay with adults, at all times, to stay away from water's edge if no barrier and not to lean on fence by water's edge, adults are swimmers	
Are the children dressed appropriately before leaving the setting?	Children may have loose clothing which could catch on fencing or may not be warm/cool enough for weather	Parents to supply appropriate clothes for trips (notified prior to event) and footwear.	

## Risk Assessment

## Outing: Walking to school/pre-school

Areas to consider	Who may be at harm and why?	What I have in place already	What I need to put in place
How far are we going to walk and	Staff and children, a child may tire and	Staff check diary to see which children	





## Little Hands & Feet

CHILDCARE

are the walking children realistically able to walk that far?	need to be carried making it unsafe for staff to use equipment or can use buggy board to rest on	are attending, pushchairs used if necessary and check if children seem tired before leaving the setting – may stay with assistant with parent's permission	
Have I suitable equipment? Pushchair/ double buggy with harnesses, reins, wrist straps and all in working order and clean?	Staff and children, everyone needs to be kept safe and equipment must be to a high standard	Pushchairs, buggy boards for tired children, reins and wrist straps, all cleaned and maintained regularly. New buggies have recently been bought.	
Have I taught the children to hold on to the pushchair and for the walking children to stay close to me?	Staff and children, a child may break away from the group and staff may have to quickly restrain them to keep them safe	Children all stay close, at all times, and new children at the setting are advised of how we walk to school/pre-school before we set off.	
Have I talked about road safety with the children?	Staff and children work together to keep safe and regularly readdress road safety rules while on walk or at setting	Children taught Green Cross Code, even new children who are school age as they may not already know rules, we wait safely as a group on pavement or verge if a car needs to pass	
Have I taught the children about stranger danger?	Staff and children work together to keep safe and regularly readdress safety and stranger danger	Staff talk with children, with reference to talking to strangers – also we advise to stay clear of dogs we don't know	
What do I need to take? First Aid Kit, Mobile phone	Staff and children's safety if equipment not with party at any time	Day bag taken on all trips with all relevant equipment in and drink cups and	



# Little Hands & Feet

CHILDCARE

Emergency contact numbers Day bag with nappies etc.		snacks taken	
Have I made provision for a change in the weather e.g. rain?	Rain covers for pushchairs and spare rain coats are kept under pushchair for easy access	Rain covers and rain coats always kept with pushchairs and weather checked before work to ascertain if wellies needed.	

## Risk Assessment

## Setting : Pets

Areas to consider	Who may be at harm and why?	What I have in place already	What I need to put in place
Are the pets' immunisations up to date?	All, Staff and children would be vulnerable to infection and diseases if pets are not immunised	Both of our cats and our dog have had all their initial inoculations and then each of their yearly boosters. They also are all	



## Little Hands & Feet

CHILDCARE

		insured in case of an emergency.	
Food and water bowls and litter trays not kept clean and out of reach of children.	All, staff and children could get ill, germs could be spread and it is unhygienic.	The cats' food bowls are on the landing away from the children and the dog's food bowls are kept in the lounge again out of reach of the children. Bowls are washed daily. Litter trays are kept out of reach of the children. One on the landing and one in the lounge, where the children do not go. It is all stair-gated. Cat litter trays are completely emptied weekly.	
Animal Waste	All, staff and children could suffer ill health and potential blindness.	The garden is checked for animal waste before any children go out by a member of staff. All animal waste is picked up in an animal waste bag and disposed of in a bag away from the children.	
Precautions not take to control worms and fleas	All, staff and children could suffer ill health and potential blindness.	All animals receive their flea and worming treatment when required. We also have set up a care plan with the vets to ensure all flea and worming treatment is given to us when needed.	
Cages and enclosures not secure	All, staff and children could suffer ill health and the animals could escape	No longer have Gecko	
Animals who share the	All, staff and children could suffer ill	Our dogs have starting obedience	



## Little Hands & Feet

CHILDCARE

environment with children are not under control and not well disciplined.	health, the animals could escape and may end up biting.	classes to help us to train him. They have been bought due to their good nature and obedient breed. They have their own space in the lounge which can be separated with a stairgate. This enables them to be away from all staff and children. They are also crate trained and can be placed in this if needed. The cats are house cats but they tend to spend their time upstairs when I am minding.	
Animals reacting to strangers	All, staff and children could suffer ill health, the animals could escape and may end up biting. It could also cause emotional distress to the animal and the stranger.	When the door is opened to a stranger the dogs are placed into the lounge and the stairgate is shut across. They are also crate trained and can be placed in this if needed. The cats are house cats but they tend to spend their time upstairs when I am minding	
Pets allowed on tables and work surfaces	All, staff and children could get ill and it could spread the risk of infection.	Kitchen cleaned thoroughly at beginning and end of each day, cleaned at mealtimes and food preparation, spills cleaned up, table wiped after meals and activities, staff consistent with hand washing procedures after use of cleaning fluids and before and after food preparation. If a pet is seen to be on a	



Little Hands & Feet  
CHILDCARE

		table or worktop it would immediately be removed from where it was and the area would be thoroughly cleaned.	
--	--	--------------------------------------------------------------------------------------------------------------	--

## Risk Assessment

## Indoor area: Entrance hall, cloakroom and stairway

Areas to consider	Who may be at harm and why?	What I have in place already	What I need to put in place
Are rugs and carpets secure?	Slip danger to staff and children	Carpet grips all secured. Lino, non-slip, and secure.	
Electric sockets have covers?	Electrocution danger to staff and	Electric socket covers in place at all	



Little Hands & Feet

CHILDCARE

	children	times.	
Are radiators too hot for children to touch? Do they need to be covered?	Burning danger to children and staff may receive a complaint re safety	Radiators are turned down in areas accessed by young children and temperature gauge on low, boiler and radiators maintained by British Gas.	
Are there any loose wires or cables that children have access to?	Tripping danger to staff and children or possible electrocution	No loose wires in this area	
Is the cloakroom door lock maintained and in working order?	Staff and children, child may panic if stuck in toilet or adult may not be able to access child quickly	Door checked regularly and door has been changed with one that doesn't lock so that children/adults don't get stuck.	
Is the front door lock and catches working?	Staff and children, a child may go missing from setting and staff may receive a complaint	All door dressings in working order and new front door fitted in 2009. New lock fitted August 2017.	
Is the stair gate clean and in working order?	Staff and children, a child may fall on stairs if gains access and a member of staff may not realise a child has got up the stairs if gate open in error	Regularly maintained and cleaned, wall mountings checked and tightened if necessary.	
Is the notice board area tidy and any fixings out of reach	Magnets or pins could be swallowed by a child causing choking	No magnets used on display board. Pins used in it but notice board kept up high. Blue tac to secure posters.	



Little Hands & Feet

CHILDCARE

Is the cloakroom towel dispenser full? Is there antibacterial hand wash available? toilet roll full?	Staff and children open to possibility of infection if facilities are not clean or provided with hand washing	Always done before work commences as part of cleaning schedule at setting.	
------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------	--

## Risk Assessment

## Indoor area: Living room

Areas to consider	Who may be at harm and why?	What I have in place already	What I need to put in place
Are rugs and carpets secure?	Slip danger to staff and children	Carpet grips all secured.	
Electric sockets have covers? If the fire place accessible to the children?	Electrocution danger to staff and children and burning from fire	Electric socket covers in place at all times. Fireplace has been removed from lounge by CORGI registered engineer.	



## Little Hands & Feet

CHILDCARE

Are radiators too hot for children to touch? Do they need to be covered?	Burning danger to children and staff may receive a complaint re safety	Radiators are turned down in areas accessed by young children and temperature gauge on low, boiler and radiators maintained by British Gas.	
Are there any loose wires or cables that children have access to?	Tripping danger to staff and children or possible electrocution	No loose wires in this area, all contained behind furniture or units	
Are any glass panels at low levels covered with safety film?	Staff and children, cuts and bruises	Tempered Glass	
Are any windows locked and fire exits cleared? Are curtain cords out of reach?	Staff and children, fire risk if fire exits such as windows blocked, strangling hazard from curtain cords	Windows are secured and locked but key is accessible on window sill, so can vent room at sleep times, curtain and blind cords out of reach of children	
Is the area safe? Are there any toys, objects on the floor that anyone can slip or fall over?	Staff and children open to injury, trips, slips or falls	No toys in living room area normally and floors kept clear throughout day to allow access for cots etc at sleep times.	
Are the travel cots clean and safe? Is the bedding for each child laundered and changed at every sleep time?  Is the room kept ventilated and	Staff and children, can be exposed to illness and spread of infection.  At all times, temperatures in rooms should be monitored accordingly to	Clean bedding in constant supply and stored in airing cupboard. Anti-bacterial wipes to clean mattresses and cot sides.  Temperatures monitored and maintained accordingly	





Little Hands & Feet  
CHILDCARE

heated as necessary for the weather?	allow children to rest appropriately, to avoid convulsions or illness.		
--------------------------------------	------------------------------------------------------------------------	--	--

## Risk Assessment

## Indoor area: Kitchen /Dining room

Areas to consider	Who may be at harm and why?	What I have in place already	What I need to put in place
Are rugs and carpets secure?	Slip danger to staff and children	Floor is ribbed lino.	
Are any electric sockets in reach of the children?	Electrocution danger to staff and children	Only one socket and this is in use with a plug in it.	
Are radiators too hot for children	Burning danger to children and staff	Radiators are turned down in areas	



## Little Hands & Feet

CHILDCARE

to touch? Do they need to be covered?	may receive a complaint re safety	accessed by young children and temperature gauge on low, boiler and radiators maintained by British Gas.	
Are there any loose wires or cables that children have access to?	Tripping danger to staff and children or possible electrocution	No loose wires accessible till children	
Are there any hazards on the table that a child can pull on them?	Staff and children at risk of injury	Usually the table is kept tidy and free of objects except the table covering used to keep table top safe and clean.	
Is the floor clean and no hazards for trips, spills or falls?	Staff and children, many sustain an injury from a fall	Cleaned daily by sweeping and washing floors and during day with anti-bacterial wipes to pick up spills or fluids	
Are the seating areas clean and maintained? Booster seats attached to chairs and high chair seat and tray cleaned and maintained?	Children are susceptible to infection, injury and illness if equipment not clean and maintained	Cleaned at all meal times and maintained regularly, also cleaned after use during activities, children seated according to age and size appropriately	
Are curtains and tie backs being used out of reach and out of the way of children?	Children can sustain strangling injury from tie backs or curtain ties	Just blinds they are out of reach of children.	
Is the door lock on the cleaning products cupboard secure and in	Chemicals danger to staff and children	New kitchen fitted August 2017 doors have no handles	



## Little Hands & Feet

CHILDCARE

working order?			
Is the washing machine and tumble dryer turned off at the socket during day?	Children could be scalded or possible drowning incident, staff could receive a complaint due to injury of child	Not used in the day unless to wash a child's clothes that may have urine/excrement to stop chance of infection spreading.	
Is the cat feeding bowl clean and out of reach of the children?	Staff and children, a child may eat food and have upset tummy, trip or fall hazard if on floor	Bowls washed each morning and put out of children's reach, cat has regular booster jabs, flea and worm treatment. Food bowl moved onto landing out of reach of the children February 2017	
Are there any objects or hazards that a child can reach and pull down on them?	Staff and children, injury through an object falling on them	Electrical appliances, washing equipment all pushed back out of reach of small children.	
Are the keys for the back door, in easy reach in case of emergency?	Staff and children in the event of an evacuation or fire incident	Keys always put on a hook by each door. Doors are locked shut when not open.	
Is the fire blanket and fire extinguisher in working order and conform to British standard?	Staff and children in the event of a fire	Both easily accessible in an emergency and checked against current use on Pacey website – ok	
Is access clear to the first aid kit and is it replenished regularly and dates checked on supplies? Is the emergency contact list	Staff and children in the event of an injury or incident, allergies must be noted against any first aid equipment and out of date equipment could	As per setting schedules the first aid kit is checked each month or after use and equipment replaced/updated accordingly. Emergency contact list updated annually	



## Little Hands & Feet

CHILDCARE

updated regularly?	cause infection to a wound	or before if numbers are changed and supplied by parents.	
Is the kitchen cleaned regularly and anti-bacterial sprays or wipes used during the day to clean used areas?	Staff and children at risk of illness or infection	Kitchen cleaned thoroughly at beginning and end of each day, cleaned at mealtimes and food preparation, spills cleaned up, table wiped after meals and activities, staff consistent with hand washing procedures after use of cleaning fluids and before and after food preparation	
Is the cooker and dishwasher switched off during day? How are the children protected from a hot oven or hob?	Staff and children at risk of burns or scalds	Not used in the day except for baking activities or cooking tea, glass on oven door does not get hot during use, children only allowed access to kitchen area with permission only and with adult. The dishwasher is on after meals if full. The buttons are on the door not accessible from the front panel. Washing machine only used to wash children's clothes if required during the day.	
Are dangerous items such as: matches, knives, cleaning materials, plastic bags, and	children at risk of cuts, injury, imbibing or poisonous/toxic fluids, suffocation or allergic reaction, staff to some of	All put away in cupboards or drawers, cleaning fluids in cupboard. New kitchen fitted August 2017. Doors have no	



## Little Hands & Feet

CHILDCARE

alcohol all out of reach or shut away?	the above and could receive a complaint	handles, children only allowed access to kitchen area with permission only and with adult.	
Is the bin cleaned and regularly emptied so that children do not have access to waste materials?	Staff and children at risk from infection or illness	Cleaned with anti-bacterial spray each day and bag changed, nappies go directly to outdoor bin, automatic lid on bin to stop access touching the bin and germs.	
Are dirty or wet nappies disposed of correctly (outdoor bin) and not left in food preparation areas?	Staff and children at risk of infection or illness	Put straight in outdoor bin, this bin bag is then disposed of in a bin from Smiths waste. If terry nappies are being used then they will be rinsed and stored in container parents have provided. Then the sink will be cleaned.	
Are there any objects or hazards that a child can reach and pull on top of them?	Staff and children at risk of injury. Hot drinks could scald children.	Not normally but all work tops are checked for objects too close to edge, all electrical equipment pushed back. Hot drinks are only allowed at the table and pushed into the centre. They are not allowed when children are out in the kitchen due to risk of burning. Thermos type cups are available if needed.	
Is the kettle out of reach of the	Staff and children at risk of injury	Kettle has short lead and is out of reach	



## Little Hands & Feet

CHILDCARE

children and cables/flexes out of the way?		of children.	
Are the children supervised closely when doing baking or other activities in the kitchen?	Staff and children could be burned, scalded, have an allergic reaction, imbibe toxic/poisonous fluids, trip/fall	At all times and children are actively taught health and safety throughout activities and to their levels of age and understanding.	
Is the fridge and freezer running to correct temperatures, meat and other products kept separately? Foods checked for dates regularly, spills and messes cleaned straight away?	Staff and children at risk of food poisoning or related illnesses	Checked every day as per cleaning schedule and as per "Safer food, better business for childminders" folder supplied to setting. Fridge and freezer both have a small thermometer in each to advise current temperatures and appliance reset accordingly	



Little Hands & Feet  
CHILDCARE

## Risk Assessment

## Indoor area: Playroom

Areas to consider	Who may be at harm and why?	What I have in place already	What I need to put in place
Are all windows, windowsills and other surfaces clean?	Staff and children at risk of injury	Windowsills are dusted and cleaned as per cleaning schedule, daily, weekly.	
Is the carpet secure and clean?	Staff and children at risk of tripping over	Floor area checked at beginning of day and cleaned as per cleaning schedule.	
Do all toys conform to current safety standards and maintained/cleaned regularly	Children at risk of injury or infection if toys are broken/damaged or dirty	Toys bought for the setting are always new and checked daily/weekly for damage and cleaned as cleaning rota.	
Are all electric sockets covered?	Staff and children could be electrocuted	Always covered and replaced as soon as socked been used for any purpose.	
Is the boiler front fitted correctly and controls out of reach to children?	Staff and children at risk of being burned	Boiler regularly serviced by British Gas. It is in a cupboard and the door is shut	



## Little Hands & Feet

CHILDCARE

Are there any objects that a child can reach and pull on top of them?	Staff and children, child could be hurt and staff could receive a complaint. Not drinks could scald or burn a child or member of staff if spilt.	Toys are always accessible to children and they are taught to ask for an adult to help them if they cannot reach. No hot drinks are allowed into the playroom.	
Is the radiator hot to touch?	Staff and children at risk of burning	The radiator is either off or on low setting.	
Are there any small objects left out that a smaller child could choke on?	Children at risk of choking and staff could receive a complaint	Every toy tidied away after use and parts checked, look under sofa and floor area for any parts that are left out, if babies playing, toys selected for older children will not have small parts	
Are all the toy storage boxes clean and in good order? Are they easily accessible for the children to get to?	Children could be hurt if a toy box damaged and could pull a box on them if they could not access toys easily	Toy boxes cleaned and checked for damage as per cleaning schedule. Children ask for help if they cannot access a toy box they want.	
Are the cords on the blinds out of reach and are the blinds clean and maintained?	Staff and children, fire risk if fire exits such as windows blocked, strangling hazard from curtain cords	Windows are locked but vents are left open so can vent room, curtain and blind cords out of reach of children.	





Little Hands & Feet  
CHILDCARE

## Risk Assessment

## Outdoor area: Patio and garden

Areas to consider	Who may be at harm and why?	What I have in place already	What I need to put in place
Are the gates bolted, garage door locked and tool shed locked?	Staff and children at risk of injury	Garden and patio checked before play and at beginning of day as per check sheet	
Are any emergency exits from the garden and patio area clear and maintained to allow easy access in an incident/evacuation?	Staff and children at risk of fire or escaping an emergency evacuation	Gates are bolted but not locked. Bolts are high and low. Gates and bolts are checked and maintained regularly to allow easy access and are kept clear of toys/objects	
Are garden tools, lawn mower and gardening products all secured?	Staff and children at risk or injury or illness if poisonous fluids/products imbibed by child, staff could receive a complaint	All gardening equipment is safely locked away in a shed, this is only accessed when gardening activities are being undertaken with children and locked again whilst activities are running	
Is the gate secure between patio and side path?	Staff and children at risk of injury and child going out of sight of staff if they	Checked before play and checked to see if secured by a bolt.	



## Little Hands & Feet

CHILDCARE

	access gateway		
Is there any animal mess on the lawn or in sand tray? Has the lid on the sand tray been on since last used?	Staff and children at risk of illness or infection	Checked each time outside area accessed and beginning of day, sand lid normally on after each use	
Is there appropriate age and stage range of ride on toys and play equipment out?	Children at risk of injury if they use equipment not appropriate to their age and size and staff may receive a complaint	Daily diary checked to see which children are attending and toys and ride ons appropriate to children's ages put out for use	
Are all the toys and equipment clean, dry and in good working order and on a safe surface?	Staff and children at risk of injury if the equipment and toys are faulty or dirty	Toys are maintained and cleaned regularly sometimes with the help of the children so they understand why the toys have to be clean, cared for and used appropriately. Any toys that are damaged/repared are thrown away safely and replaced, the patio area is level and all pathways to alleviate any trips or falls where possible.	
Are the water butt lids securely fitted and the dustbin lid on?	Children at risk of drowning or falling from a high object	No water butt in garden at present. Bins are down the side of the house and once in the garden the gate is shut so children have no access.	
Is the water bucket empty under the water butt?	Children at risk of drowning or injury	No bucket or water butt at the moment in the garden.	



## Little Hands & Feet

CHILDCARE

Are the children provided with appropriate attire for the weather and have suitable footwear?	Children at risk of illness if not supplied with appropriate clothing and footwear, may sustain injury	Parents supply appropriate clothing and footwear (advised prior to activity) the setting has some spare clothing and footwear appropriate to all weathers if needed so activities can go ahead. Covered area at the bottom of the garden to use if weather very sunny or wet. Also the setting has 7 sets of wet weather all in ones.	
Are there any plants that might endanger a child if touched or eaten?	Staff and children at risk of allergy or poisoning if plants that are dangerous are in garden	As per information researched via internet, any plants that are dangerous have been removed, daffodil bulbs are buried deeply so children do not gain access to them, children are taught as we plant seeds and plants about the dangers that can be incurred through eating or touching plants. Children always wash their hands after contact with planting.	
Is any seating area in good repair and clean?	Staff and children at risk of injury or falls	Any seating such as picnic table or deck chairs are cleaned and maintained regularly.	



Little Hands & Feet  
CHILDCARE

Is the slide clean and usable safely?	Children at risk of injury or falls	Slide always put on secure surface, bolts and ladder checked before use and maintained and cleaned regularly.	
Is the decked area safe?	Staff and children at risk of injury or falls	Decked area is clean. Covered area has sand pit – covered.	



Little Hands & Feet  
CHILDCARE

## Risk Assessment

## Outdoors in extreme weathers

Areas to consider	Who may be at harm and why?	What I have in place already	What I need to put in place
Ice	Slip danger to staff and children	Pavements to settings are checked for ice and treated accordingly, texts are sent to parents to advise that the road outside setting is icy and the pavements to ensure they are careful on arrival.	
Cold temperatures	Staff and children at risk of infection or illness due to moving between outdoor and indoor areas in cold temperatures	For example at school run time, small children may stay with an assistant to stay at the setting in the warm and car may be taken to do pick up instead of walking if temperatures very cold.	
High temperatures	Staff and children at risk of dehydration, sun burn and sun stroke if exposed to sunlight for too long period of time	Children have sun cream and sun hats provided by parents who apply cream before arriving each day at setting, children do not have access to outdoor area in extreme heat such as middle of day and indoor activities take place.	



## Little Hands & Feet

CHILDCARE

Poor visibility	Staff may not be able to see properly and put them self and children in their care in danger, especially when driving	Trips may be postponed to a later date if visibility poor and weather reports are advising to stay at home, children will be walked to school and car not used, small children may stay at setting with assistant.	High visibility jackets could be used to show people where the children are in poor visibility situations. We have 7 high visibility jackets for children and 2 for adults bought in February 2017
Hail stones	Staff and children may be in danger if caught in a hail storm both in the car where road surfaces could be difficult or whilst walking in a storm as injury may be sustained from falling ice	If staff are driving in a hail storm they will pull over in a safe place and wait for storm to pass and visibility good to go on, if walking the children and staff will attempt to find shelter until storm passes.	
Snow	Slip danger to staff and children and in extreme conditions and situations, hyperthermia	Small children will stay with assistant during school run and school children will walk to stay safe. Staff will check the Gloucestershire County Council website to check if local schools are open.	
Sleet	Staff and children may sustain colds and chills from being exposed to sleet conditions whilst walking and need to be warmed and changed in to dry clothes to help prevent illness/infection	Small children will be left with an assistant during school runs and car may be taken to pick up school children to keep them dry and safe, clothes will be dried accordingly or changed to make the children comfortable. Hot drinks will be supplied. If the staff and children are walking, shelter will be sought and wait until storm has finished before returning to the setting.	



## Little Hands & Feet

CHILDCARE

Strong winds	Staff and children at risk of falling objects e.g. tree branches and objects that are blowing around etc. both parties could sustain bad injuries	If the winds are very strong, areas that will be accessed by children will be checked for overhanging objects such as branches that may be unsafe and if possible moved before children play. Small children may be left with an assistant during school run and car may be taken to keep the children safe. Children and staff will walk closely together for protection	
Other			



Little Hands & Feet  
CHILDCARE

## Risk Assessment

## Setting - Fire and Evacuation

Areas to consider	Who may be at harm and how?	What I have in place already	What I need to put in place
Does the setting have an evacuation plan displayed?	Staff and children	There is a plan of the whole house and it is displayed in the hall way and shows where there are safe places to evacuate the building quickly.	
Are all entrances and exits clear of obstacles at all times?	Staff and children and family	All doorways are secured and keys close by on hooks by each door and no objects are placed in walkways or against exits at any time.	
Is there a fire drill poster displayed to help the children and adults understand what is expected of everyone should there be a fire?	Staff, children and families	There is a poster displayed in the hall way that depicts the setting fire drill procedure.	
Are fire drill practices completed every 8 weeks and documented	Staff and children	The setting has a fire drill section in the safety folder and is monitored regularly and updated if necessary. Every child	





# Little Hands & Feet

CHILDCARE

accordingly?		will be included over a period of time to allow them to understand fire safety at the setting.	
Is the carbon monoxide detector and smoke alarm in full working order, and monitored regularly?	Staff and children	The setting has a safety folder which has grids to mark off inspections each week to check these alarms. The only times the alarms are not checked are when the family are on holiday.	

## Risk Assessment

## Health Prevention and Spread of Infection

Areas to consider	Who may be at harm and why?	What I have in place already	What I need to put in place
-------------------	-----------------------------	------------------------------	-----------------------------



## Little Hands & Feet

CHILDCARE

Consult HPU guidelines on notifiable diseases and contact to report	Staff and children and families	Text parents for immediate informing of parents, email to support text information with explanation with reference to symptoms, treatments and exclusion information. Give each parent a letter with more information on if required.  Check for further information on NHS website, HPU website and other informative websites	
Contact Ofsted to notify that the setting has had a notifiable disease confirmed	Staff and children, need to remain safe throughout the duration of the notifiable disease incubation period and follow necessary guidelines	Notifiable disease logged in Medication and Accident folder with information recording date and time Ofsted contacted and details of the notifiable disease. I have also set up a book which I have inputted all this information	
Who else do I need to inform?	Other childcare settings or schools, vulnerable relatives of children being cared for, pregnant mums and families	Contact schools that children may attend, preschools, nurseries or carers.  Any health professionals that may be in contact with the child  If a child is on a My plan or My plan+, inform any necessary parties as meetings may need to be rearranged to facilitate multi agency groups to prevent	



## Little Hands & Feet

CHILDCARE

		spread of infection	
How do I ensure that risk to all the children and staff is minimised	<p>Staff who have been in contact with a notifiable disease, are to be aware of the symptoms and treatments and any exclusion period</p> <p>Parents to be advised and made aware of symptoms, treatments and exclusion periods</p> <p>Children to be advised how to stay hygienic during incubation period</p>	<p>Exclusion period to be adhered to by all parties to prevent the spread of infection or cross infection</p> <p>Parents to be advised of symptoms, treatments and exclusion periods and to ensure that children are excluded for the correct period of time.</p> <p>If symptoms are confirmed by a doctor, then treatment must be completed as per HPU guidelines</p> <p>Children to adhere to our hygiene regimes accordingly at all times.</p>	
How will the setting monitor and minimise risk of cross infection or spread of infection	Staff, parents and children will be at further risk of exposure to infection	<p>Cleaning schedule in place and to be adhered to, resources and equipment to be completed regularly during childcare hours, including steam cleaning all toys and equipment.</p> <p>Children to be excluded as per HPU guidelines.</p> <p>Parents will be contacted to pick up any</p>	



## Little Hands & Feet

CHILDCARE

		child that may be showing signs/symptoms immediately and asked to seek medical advice as soon as possible.	
Is the setting health and illness policy up to date to include the prevention or spread of a notifiable disease	Staff, parents and children need to keep safe at all times during any periods of time that an infection/disease is in affect at the setting	Policy must include up to date legislation and information with reference to notifiable diseases and prevention and spread of infection	
Other			