

	The Orchard Nursery	Nursery Risk Assessment	
	Address: Christ the King school, Durdells Ave, Kinson, Bournemouth, BH11 9EH		
Person(s)/Group at Risk All Employees, Contractors, Visitors and Children		Date Assessment Completed: 25/07/2024 Date to be reviewed: 25/07/2025	
Activity/Task/Process/Equipment CAST Health and Safety Policy CAST Safeguarding Policy		Assessor(s): Emma Middleton Jo Martin	
Significant Hazard and possible Outcomes/injuries	Control Measures in Place <i>Additional measures or actions not included in this column below should be put in the assessor's recommendations at the end of this document</i>		
Administration of Medicines Administration of prescribed medicines by staff Adverse physical reaction, cuts from sharps, misadministration, failure to administer	<ul style="list-style-type: none"> ▪ Administration of Medication policy in place ▪ Responsibility for medication remains the parent's responsibility. No medication administered unless written parental consent is provided. All administration is recorded. ▪ Employees have sufficient information about the medical condition of any pupil with long-term medical needs. This is completed on a health care plan. A risk assessment will be completed and all staff are made aware through email. ▪ Appropriate arrangements in place for the safe storage of medication. Medicine is stored in the lockable cupboard in the corridor, or in the fridge in the outside cupboard. Asthma 		

	<p>inhalers stored out of children’s reach but close to hand for immediate access. Stored in lockable cupboard in the corridor. Out of date/redundant medication returned to parents.</p> <ul style="list-style-type: none"> ▪ Employees who administer specialist medications and invasive procedures (e.g. adrenalin injection, etc.) to receive appropriate training. Currently, these employees are <i>all staff with first aid certificate</i>, and are trained for the following functions Epi pen training ▪ Only senior members of staff to administer medicines.
<p>Animals in Nursery</p>	<ul style="list-style-type: none"> ▪ Animal(s) purchased from reputable suppliers ▪ Employees and pupils instructed to wash their hands before and after contact ▪ Employees or pupils with known allergic reactions to animals, bedding, feed (such as nuts) to avoid contact ▪ Dogs (except guide and listening dogs) are not allowed on any part of the school/Nursery site or premises ▪ Appropriate arrangements in place to clean and disinfect cages at regular intervals by employees or pupils under direct supervision ▪ Employee is made responsible for the welfare of the animals including weekend and holiday periods ▪ Appropriate arrangements for the disposal of animal waste/bedding and deceased animals
<p>Caretaking and Cleaning Activities</p>	<ul style="list-style-type: none"> ▪ Separate risk assessment completed for the activities of cleaning and caretaking staff employed by the nursery
<p>Contractors on Site: e.g. use of contractors who are not competent, Uncontrolled access / egress, poorly controlled waste, impact with vehicles and other site users. Physical Injuries from impacts, falling objects, etc., Health</p>	<ul style="list-style-type: none"> ▪ A separate risk assessment will be completed and a copy given to the contractors. ▪ Contractors are either asked to provide a DBS or letter of assurance stating their name, company name, address their job role and the work they are carrying out and the dates the work is being completed. This needs to be on company headed paper. ▪ Contractors informed of any hazards on site e.g. the presence and location of asbestos ▪ Contractors will be informed of the emergency procedures and are monitored by the management team.

<p>issues from exposure to asbestos, etc.</p>	<ul style="list-style-type: none"> ▪ Contractor to inform the school of any hazardous substances or activities being undertaken on the nursery site ▪ An agreed plan of work will be adopted to control these risks – this will be documented separately and will include an agreed, reasonable timeframe for completion of the work ▪ Where possible building or hazardous work carried out outside of school hours. Where not practicable work area will be segregated ▪ Where segregation not possible, adequate supervision in the vicinity of the work area if contact with pupils is possible ▪ Appropriate welfare facilities will be provided for contractors on site ▪ For works involving more than one contractor, and where the school is acting as the Client, Emma Middleton will ensure that a Principal Designer and Principal Contractor are appointed in writing and will ensure that a Construction Phase H&S Plan has been provided by the Principal Contractor prior to any works commencing on the site. ▪ Emma Middleton will ensure that large building projects are notified to the HSE as required by the Construction (Design & Management) Regulations 2015.
<p>Display Screen Equipment</p> <p>e.g. from inappropriate computer set up, software, etc.</p> <p>Upper Limb strain from seating position or repetitive movement and eye strain / headaches</p>	<ul style="list-style-type: none"> ▪ Separate DSE Assessment carried out on staff designated as DSE Users due to intensive use of DSE ▪ The trained DSE Assessor for the Nursery is Emma Middleton
<p>Environment and Welfare</p> <p>e.g. thermal comfort, space, lighting, welfare facilities, infection control, etc.</p>	<ul style="list-style-type: none"> ▪ Please see Health and Safety Procedures and arrangements specific for the nursery. ▪ Adequate lighting and comfortable room temperatures are achieved and maintained ▪ Furniture arranged to allow safe circulation of employees and children ▪ Adequate ventilation available

<p>Health problems, infection</p>	<ul style="list-style-type: none"> ▪ No smoking policy/vaping or e-cigarette in place and correct signage used at entrance to premises ▪ Hand washing facilities available. Children supervised when hand washing prior to eating and after curriculum activities and using the lavatory ▪ Separate toilets provided for employees and separate employee area provided for breaks away from the children ▪ There is 1 WC and hand basin for every 10 children over 2 years of age ▪ Toilets for employees and children supplied with hand basins with hot and cold water, liquid soap and drying facilities ▪ Hot water temperatures at taps limited to 40°C using mixer valves to eliminate scald risk to children ▪ Access to portable source of drinking water for employees and children ▪ Daily cleaning of all areas through cleaning contract (<i>Gary Martin</i>) ▪ Cleaning monitored by employees on daily basis – daily visual inspections carried out prior to the commencement of each session to ensure facilities and furniture is in an acceptable clean condition ▪ Waste disposal arrangements in place ▪ Infection control procedures in place and followed for the cleaning removal of bodily fluids: suitable anti-bacterial cleaning product and disposable gloves provided
<p>Infection Prevention Control Measure (IPC) – Outbreak control measures:</p>	<p>Settings should take a preventative approach to Infection Prevention Control (IPC) and have baseline measures in place that reduce the spread of infection within the setting. The following guidance outlines the process schools should consider: <u>Health protection in schools and other childcare facilities - GOV.UK (www.gov.uk)</u></p> <ul style="list-style-type: none"> • The following information will be communicated to parents via email/newsletters and our COVID safety measures when a new family starts the setting. Staff will be informed on their first day during induction. • Stay at home if you have symptoms of an infection e.g., gastroenteritis (diarrhoea and vomiting) or influenza (flu) like illness and not return to work until 48 hours have passed since last fever and diarrhoea and/or vomiting episode • Clean your hands thoroughly and often • Promote and practice good respiratory hygiene: ‘Catch it, bin it, kill it’

- Clean frequently touched surfaces often, using standard products such as detergents
- Keep occupied spaces well ventilated
- Be clear about what to do if someone becomes unwell at work
- Promote the uptake of vaccinations

Outbreak Control Measures:

- Emma Middleton, will in the event of an outbreak follow guidance in Health protection in schools and other childcare facilities - GOV.UK (www.gov.uk) and implement recommendations.
- *It is important that your business continuity plan identifies the settings actions in an outbreak situation DfE emergency planning and response*

Ventilation

- *Ventilation and AC systems working optimally.*
- *Heating used as necessary to ensure comfort levels are maintained when the building is occupied.*
- *Keep windows open wide enough to provide some natural background ventilation and open internal doors to increase air flow.*
- *Open windows fully when rooms are unoccupied for longer periods to purge the air (e.g., lunch times and before and after school).*
- *Action taken to prevent occupants being exposed to draughts. For example, partially open high-level windows as opposed to low-level windows, close external doors and arrange the furniture if appropriate and possible.*
- *Use air conditioning for good air circulation.*
- *Air conditioning systems that normally run with a recirculation mode set up to run on full outside air.*
- *Occupants encouraged to wear additional, suitable indoor clothing. (If they have to wear coats, scarves and other outdoor clothing the room would be considered too cold, and the above steps must be considered).*

	<ul style="list-style-type: none"> • <i>Ensure staff meetings and insets are in rooms with suitable and sufficient ventilation</i> <p><i>A robust risk assessment process should include the following:</i></p> <ul style="list-style-type: none"> • <i>How is each room in the establishment being ventilated?</i> • <i>How many people are going to be using the room – more people greater the risk</i> • <i>What activities are being done in that room – lots of people talking, shouting, more risk</i> • <i>CO2 monitors are only a tool to identify poorly ventilated areas</i> • <i>HSE information on ventilation in the workplace <u>Overview - Ventilation in the workplace (hse.gov.uk)</u></i> • <i>Simple resource to support schools with ventilation and CO2 monitoring: <u>CoSchools - tools for healthy schools</u></i>
<p>Fire and other emergencies</p> <p>Fire, bomb threats, major incidents off-site</p> <p>Smoke inhalation, burns and death</p>	<ul style="list-style-type: none"> ▪ Separate Fire Risk Assessment (FRA) and associated documentation in place. FRA carried out in August every year and is located on the computer in the office. ▪ Premises Fire Emergency Plan drawn up and shared with all employees. ▪ Evacuation to offsite location procedure in place and all staff aware. ▪ Fire safety procedures are in place and all staff are aware. ▪ Lock down procedure is in place and all staff are aware.
<p>First Aid Arrangements</p> <p>e.g. lack of first aiders or supplies.</p> <p>Physical injuries deteriorating due to lack of attention</p>	<ul style="list-style-type: none"> ▪ Accident and emergency procedures are in place and all staff are aware. ▪ First aid boxes marked and available in all rooms. One is also available in the outings bag. ▪ Paediatric First Aid trained employees are available. Training updated every 3 years and refresher training when required ▪ Paediatric First Aider on site at all times when children present as required by law ▪ Every member of staff is first aid trained, or will be booked onto the next available first aid course. ▪ <i>Corinne Nye</i> is responsible for checking and filling the contents of First Aid boxes

	<ul style="list-style-type: none"> ▪ All accidents recorded on our online recording system (EyLog), using tablets. Parents are also required to sign a separate acknowledgement form on collecting their child. ▪ Notice of current first aiders/emergency first aiders located on posters all around the nursery. ▪ First Aid supplies taken out on every visit off the Nursery premises and adequately trained first aid cover arranged which will include a Paediatric First Aider. Details included in specific visit risk assessment record
Kitchen Activities	<ul style="list-style-type: none"> ▪ Separate risk assessment completed for the activities of kitchen staff employed by the nursery- See food preparation risk assessment
<p>Lone Working Injury whilst lone working, assault/violence, delayed assistance in emergency</p>	<ul style="list-style-type: none"> ▪ Lone working procedure in place and all staff are aware ▪ Time spent working alone eliminated or reduced where possible ▪ Communication arrangements in place with line manager / other employees if working alone or when having tricky meetings with parents. ▪ Agreed arrangements in place to notify manager at end of lone working activity. ▪ Only agreed tasks undertaken when working alone. No work at height ▪ Means to summon assistance close to hand (monitoring lone worker and checked every 10 minutes) ▪ Other employees on site notified of location / estimated duration of task if working on site remote from others ▪ Adequate security in place; access to site controlled. <i>Viewing window located in the room.</i> Use of visitor badges / signing in book.
<p>Management Arrangements and Supervision e.g. unsafe recruitment / unqualified staff / unsafe practices / inadequate support / excessive class numbers for room size</p>	<ul style="list-style-type: none"> ▪ Safeguarding procedures and arrangements are in place specific for the nursery and all staff are aware. ▪ Enhanced DBS checks of all supervising staff who work directly with children and who work in the premises when children are present. Records are maintained ▪ All other people, such as contractors, who may have to visit the site at short notice will be supervised at all times on the site

	<ul style="list-style-type: none"> ▪ Clear handover procedures for staff. Children only handed over to known adult. Wherever practicable, this known adult can only be changed with written permission from the parent/guardian ▪ The staffing ratios described in <i>Statutory Framework for the Early Years Foundation Stage (SFEYFS)</i> are adhered to ▪ All supervisors hold a relevant Level 3 qualification. At least half of all other staff must hold an approved level 2 qualification. ▪ Room sizes are appropriate for the space available but will not exceed; >2.3m² floor space per child available
<p>Manual Handling of Objects and People</p> <p>Carrying, lifting, pulling, pushing furniture, PC's, stationery, etc.</p> <p>Musculoskeletal strain or injury, falls and slips.</p> <p>Child may incur an injury due to poor manual handling procedure.</p> <p>Joint, bone and head injuries</p> <p>Lifting a child by the wrists/arms can result in a common injury called “nursemaid’s elbow,” also known as “pulled elbow.”</p>	<ul style="list-style-type: none"> ▪ Manual Handling procedures in place and all staff are aware. ▪ Nappy change procedure in place and all staff are aware. ▪ Manual handling of items other than normal office type stationery or files avoided where possible ▪ Where appropriate, trolleys or similar devices provided ▪ Staff have received briefing in the safe use of any specific moving and handling devices ▪ Where possible, loads are split to reduce weights ▪ Team lifting is used as appropriate ▪ Staff involved in manual handling of children are given briefing in safe lifting techniques as part of manual handling training and induction. ▪ Children and young people (over 2 years old) should be encouraged to assist with their own mobility, whenever possible. ▪ Children and young people to use the steps on the nappy change unit when staff are changing their nappy. Children should be supervised whilst doing so. ▪ Individual Assessments carried out on any young people requiring physical handling leading to a Handling Plan for the individual concerned. ▪ Children are never to be lifted up by the arms or wrists. The correct procedure is to lift them under the arm pits using both hands and pull them close into your body. See manual handling procedures. ▪ All moving and handling of a child or young person should be undertaken in a caring, sensitive manner, respecting their dignity at all times.

	<ul style="list-style-type: none"> ▪ Manual handling for childcare professional training through Noodle Now will be conducted at the start of employment and during induction. Regular face to face staff meetings/training sessions will be provided for ongoing training. ▪ Manual handling training records are held on the 'training matrix' on the office computer and the frequency for refresher training is every two years.
<p>Outdoor Education and Off-Site Visits</p>	<ul style="list-style-type: none"> ▪ An Outings Procedure is in place and all staff are aware. ▪ A separate risk assessment will be undertaken for each off-site visit ▪ Generic assessments for outings regularly undertaken will be reviewed for each specific outing ▪ Paediatric First Aid cover would always be provided
<p>Premises Related Hazards</p> <p>Asbestos, security, Legionella, gas, electrical equipment, glazing, hazardous chemicals, glazing, stairways, door hinges, stacked furniture, scalding</p> <p>Physical injuries - electric shock, burns, fire, explosion, falls from height, falls down stairs, crushing injuries/amputations, stacked furniture falling onto children, scalding</p> <p>Health Issues –Legionella</p>	<ul style="list-style-type: none"> ▪ Please see Health and Safety Procedures and arrangements specific for the nursery. ▪ All building maintenance / inspection records maintained by <i>Carol Bailey</i> ▪ Regular building and site inspections carried out by Emma Middleton ▪ Staff are informed to let either the health and safety co-ordinator or manager of any defects. ▪ Stacked furniture is to be avoided where possible in areas accessible to children. If unavoidable, chairs will be stacked no higher than 5 chairs and turned inwards towards the wall to prevent children climbing on them ▪ Finger guards on door hinges for identified high risk doors. ▪ Separate Water Hygiene Risk Assessment & Log Book in place in office. ▪ Monthly tests of water temperatures for Legionella carried out regularly by <i>Churchill</i>. Thermostatic mixing valves (TMV) in place to reduce scalding risk (>40°C) ▪ Electrical or gas maintenance work only carried out by a qualified electrician or Gas Safe registered engineers respectively ▪ Annual gas maintenance completed. ▪ Location of emergency gas isolation valve known to management. ▪ 5 yearly electrical installation report completed for action as appropriate ▪ All portable electrical appliances inspected and where applicable tested by <i>Marshall Electrical service</i>

	<ul style="list-style-type: none"> ▪ Employees to report defective plugs, leads, wires and cables to <i>Emma Middleton</i> ▪ Sufficient sockets available to reduce use of extension cables and to avoid over-current ▪ Boiler room kept free from combustible materials and secured ▪ Kitchen and other forced extraction equipment is maintained by <i>JLA catering operations</i>
<p>External Spaces</p> <p>Ponds/water features, toxic plants, play equipment, over exposure to sun, children leaving site</p> <p>Physical injuries, slips, falls, drowning</p>	<ul style="list-style-type: none"> ▪ Apparatus and safety surfacing below apparatus installed and maintained to meet the BS EN 1176 and 1177 standards ▪ Verbal Risk assessments completed as and when needed. ▪ Fixed (e.g. climbing frames) and mobile (e.g. scooters, tricycles etc.) play equipment inspected visually each time it is used by supervising employees and employees briefed about faults to look for. Faulty items removed from use and reported to <i>Emma Middleton</i> ▪ Annual independent inspection of fixed equipment carried out by <i>Sport Safe</i> and report issued. Results considered by the manager and action undertaken accordingly ▪ Children are involved in discussion about playing safely and understanding risk ▪ Shaded outdoor play space provided to shelter children from excessive sun. ▪ Play areas secured using non-climbable fencing. Employee supervision in the vicinity of any gates. Gates leading out of the play space are secured against unauthorised use by children. ▪ The outdoor play space is supervised at all times. Staff ratio complies with <i>SFEYFS</i> requirements ▪ Employees supervision accounts for all areas of the play space with specific attention given to any areas with restricted vision (Free flow apple room bottom of garden) and appropriate additional measures in place – <i>Extra staff to supervise.</i> ▪ Plants which have highly poisonous elements such as yew, mezareum and laburnum will not be planted on the site. ▪ Trees, large bushes and brambles are maintained by a local gardener on a regular basis during the summer months. ▪ Children’s access to other more common but mildly toxic plants such as tomato plants and daffodils will be controlled by monitoring, supervision and discussion with children

	<ul style="list-style-type: none"> ▪ Children will have no unsupervised access to ponds. The play area is itself secured using non-climbable fencing and the pond is located on the school field and is again secured using non-climbable fencing ▪ Windows opening outwards into external circulation spaces have obstacles such as planters positioned to prevent collision
<p>Public use / out of school hours use/ organising events on nursery sites</p> <p>People unfamiliar with the premises or activity. Increased security issues, large numbers of people on site, Physical Injuries, inadequate first aid cover, compromised fire escape,</p> <p>Fun day / parents meetings</p>	<ul style="list-style-type: none"> ▪ Safety arrangements agreed with and communicated to all visitors ▪ Separate risk assessment complete ▪ First aider on site at all times. ▪ Insurance company contacted and informed of fun day and activities.
<p>Security</p> <p>e.g. attempted abduction, theft, vandalism, arson</p>	<ul style="list-style-type: none"> ▪ Safeguarding procedures and arrangements are in place specific for the nursery and all staff are aware. ▪ Access to main entrance of site controlled through magnetic locks controlled by reception ▪ Communication and visual scrutiny available to reception staff prior to access being granted ▪ Use of visitor lanyard/ signing in book ▪ Other access points to site secured from unauthorised entrance whilst allowing suitable means of escape for emergency/fire ▪ Clear handover procedures for staff. Children only handed over to known adult. Wherever practicable, this known adult can only be changed with written permission from the parent/guardian

	<ul style="list-style-type: none"> ▪ Key holders are strictly controlled and numbers kept to a minimum. The following are key holders for the site: <i>Emma Middleton, Jo Martin, Carol Bailey, Kelsie Moss, and nursery cleaner.</i> ▪ The building envelope has been secured by <ul style="list-style-type: none"> - <i>Fitting roller blinds on windows</i> - <i>Coating scaleable walls and drain pipes with anti-climb paint</i> - <i>Preventing access onto low roofs</i> - <i>CCTV system at school</i> - <i>An intruder alarm system</i> ▪ External security lighting has been provided to, illuminate pathways, car parking areas and illuminate access routes ▪ Fencing prevents access to the more vulnerable sections of the property ▪ Fencing is checked for breaching/damage. ▪ All expensive portable equipment is marked as belonging to nursery
<p>Slips, trips and falls</p> <p>Inappropriate storage and layout, poor housekeeping, poor and wet flooring</p> <p>Physical Injuries – cuts, broken limbs,</p>	<ul style="list-style-type: none"> ▪ Reasonable housekeeping standards maintained and work areas kept tidy and clear of obstructions or objects lying around that may cause people to trip ▪ Spills cleaned up immediately with paper towels/ towels to leave floor dry <u>or</u> area cordoned off until this can be achieved ▪ Sufficient barrier matting is provided to soak up rain water. ▪ Slip resistant flooring is provided where water contamination is unavoidable such as kitchen areas ▪ Wet cleaning methods only used in quiet times. Barriers/signs used to segregate area being cleaned from dry floors. ▪ Furniture arranged to avoid trailing wires where possible or cable covers used ▪ Mats are securely fixed and/or do not have curling edges ▪ Heavy objects stored on lower shelves ▪ Steps are provided for reaching materials on shelves and are kept in safe serviceable condition – employees reminded not to stand on chairs or tables as an alternative ▪ Defect reporting system in place and known by employees

<p>Transport Issues</p> <p>Road traffic accidents, physical Injuries from impacts or being trapped between vehicles and buildings</p>	<ul style="list-style-type: none"> ▪ On site: <ul style="list-style-type: none"> – Pedestrians and vehicles are kept apart as far as possible. Fencing in place. – Clear warning signs are in place <i>children crossings, emergency exit doors, route shared by pedestrians and vehicles etc.</i>].... – Arrangements in place for deliveries to be made out of peak activity times – Where appropriate, shrubs are cut back/reduced in height to improve vision – Only parents with a permit are permitted to access the school car park. This is to reduce the amount of cars in one area.
<p>Vulnerable Persons</p> <p>e.g. young person's / new and expectant mothers / disabled persons / staff experiencing work related stress</p> <p>Physical and Psychological injury</p>	<ul style="list-style-type: none"> ▪ Separate Risk Assessment carried out on all expectant mothers and, where appropriate, alternative tasks arranged ▪ Separate Risk Assessment carried out if Work Experience students have a work placement at the Nursery. ▪ Separate Personal Emergency Evacuation Plans in place for any service user of member of staff whose disability limits their ability to follow the general Premises Fire Emergency Plan. ▪ Health care plan in place for any service user requiring moving and handling ▪ Nursery manager are aware of indications of stress in others ▪ Stress Risk Assessment carried out where appropriate and support obtained via HR Provider
<p>Work Equipment</p> <p>Guillotines, copiers, shredders, power tools</p> <p>Physical injuries – cuts, electric shock, burns</p>	<ul style="list-style-type: none"> ▪ Work equipment on site will be used for the purpose for which it was designed ▪ Staff receive verbal briefing in safe working method based on manufacturer's instructions ▪ Staff instructed to carry out pre-user checks on hand-held tools and know to report defects to <i>Emma Middleton</i> ▪ Work equipment will be maintained so that its condition does not give rise to danger. ▪ Any guards supplied with machinery will be kept in place and in working order ▪ Personal protective equipment provided for use of work equipment as appropriate e.g. <i>oven gloves,</i> ▪

Work at Height

Putting up displays, painting, cleaning gutters, adjusting lighting

Physical injuries from falls, impacts of falling objects onto those nearby

- Work at height is avoided by contracting this work out wherever practicable
- The following access equipment has been provided (*step ladders*) and measures are in place to ensure that it is maintained in a safe working condition (*Step ladder visual check*)
Staff briefed on safe use of access equipment provided and are instructed not to use desks/tables/chairs as a means of access
- Children kept from vicinity when working at height

Assessor's Recommendations - Additional Control Measures or Actions

Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible
	Do emergency lighting tests	September 24	Emma Middleton
	Manual handling training to be completed by 2 new staff members AB/SM	September 24	Emma Middleton Shanice and Alina
	Corinne to check first aid boxes	August 24	Emma Middleton Corinne Nye

Signed Headteacher/Establishment Manager *Emma Middleton*

Date **25/07/24**

The outcome of this assessment should be shared with the relevant staff
 A copy of the completed assessment to be kept on file and copied to the Health & Safety Co-ordination.

