

SETTING NAME: TINY TOTS LTD

AREA: Dragonfly Room: **This must be read in conjunction with the COVID Risk Assessment. Anything in red has been added to this RA.**

AGE RANGE: 3 - 4

DATE: **Reviewed 23rd July 2020**

Date of next review: July 2021

Hazard	Person at risk	Risk to consider	How can the risk be reduced?	H/M/L	Who is responsible?
Hand washing	Staff & children	Spreading infection	<ul style="list-style-type: none">• Children, staff and (visitors) are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) and follow infection control procedures in accordance with the DfE and Government guidance.• Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas.• Children must be supervised by staff when washing their hands to ensure it is done correctly.• Hand washing on arrival to nursery and regularly throughout the day, especially after outdoor play, toileting and before and after meal time, must be carried out.	L	Room Staff
Resources	Staff & Children		<ul style="list-style-type: none">• The children will not be able to play with soft toys, playdough, clay, and certain loose parts, unless they can be organised for single use. The resources must be disposed of at the end of each session.• Play resources will be limited to items that can be washed after use.• Toys are no longer allowed to be bought from home.• All resources required for play and learning experiences of children should be regularly washed and/or sterilised.	L	Room Staff

			<ul style="list-style-type: none"> • Loose Part play will be limited to resources that can be washed. • The use of the sand pit will be strictly limited to the use of 1 bubble group per day. • Water play must not be shared across bubble groups. Water play will be limited to; <ul style="list-style-type: none"> - Use by one bubble group - In Small quantities in the mud kitchen for pouring and mixing. Antibacterial detergent should be added. - Running water from a tap or hose pipe 		
Cleaning	Staff & children	Spreading infection	<ul style="list-style-type: none"> • Enhanced cleaning to be undertaken twice a day, where required for example surfaces, toys, light switches, door handles. • Equipment used by staff such as stationary, tablets, i-pods. should be allocated to individual staff members where possible and cleaned regularly. • Soft furnishing must be washed after use, if this isn't possible then the items are bagged, labelled and quarantined for 72 hours. • Toys - after daily use toys are placed to one side to be soaked in Milton for 15 minutes or sprayed with anti-bacterial spray. • Sink areas are cleaned down after each use. 	L	Room staff
Small furniture	Children Adults	Tripping	<p>Clear pathways and circulation routes Furniture height appropriate to age Check condition Dispose of damaged furniture</p>	L	Room staff
Storage Racks	Children	Crushing	The racks must always be placed against a solid wall to give additional stability and prevent them toppling over. Castors must be locked.	L	Room staff
Furniture on castors	Children Adults	Movement Trapped fingers	<p>Make daily checks Lock castors</p>	L	Room staff
Soft furnishings: Rugs	Children Adults	Tripping	Zoned in an area zoned from main circulation routes. Where possible, furniture placed on top of rugs to prevent slipping.	L	Room staff

Cushions Bean bags Blind cord			Where possible soft furnishings have been removed. Ensure that the cord is always secured on the cleat	L	
Chairs	Children Adults	Manual lifting	Model to children how to lift and stack their chairs. Monitor that children do not lift the chairs above waist height. No more than 4 chairs high.	L	Room staff
Serving hatch/counter	Children	Hot food transported to the tables Children reaching on to the counter. Head bump	When carrying hot food ensure that children are seated at the table or away from the serving counter. Keep hot food and drink out of the reach of children so avoid leaving anything on the edge of the counter or where they can reach. Using furniture or plants to ensure the circulation route leads the children away from the corners of the counter.	L	Room staff
Sink Sink storage and unit doors Worktop	Children Adults	Burning Trapping fingers Ingestion Head bump	Water temperature appropriately set by plumber Children to be discouraged from playing with doors No hazardous substances to be stored. Pad corners of work surfaces.	L	Room staff
Storage cupboards	Children & adults	Trapping fingers Manual Lifting	Children MUST not enter the large storage cupboard. Large / heavy items to be stored on lower shelves Correct lifting procedure must be followed to minimise injury and Manual handling policy must be adhered to.	L	Room staff
Plug sockets	children	Electric shock	Set at 1200mm to the top of the switch and 400mm to the bottom of the socket, in accordance with building regulations. All sockets have been risk assessed and appropriate safety measures are in place to ensure the safety of the children.	L	Henwood Electric – installation of sockets
Toys	children	Choking	Check toys regularly for small and loose parts. Please refer to the Loose Part RA. Dispose of broken toys Assess suitability of toys during mixed age sessions and transition times.	L	Room staff

<p>Scissors</p> <p>Construction</p>		<p>Injury from cutting</p> <p>Falling objects</p>	<p>Toys to be covered up when there are mixed age groups in the room from 8 to 9am.</p> <p>Children must be taught about scissor safety, which includes how to carry them and how to use them.</p> <p>Discuss safety, stability and the use of materials when building at a certain height. Model how to design a stable structure and if the children want to build a tall structure restrict what materials they can use. Instead of large wooden blocks use cardboard boxes/tubes. Children should be encouraged to risk assess their structures.</p> <p>The use of cardboard should be limited either quarantine for 72 hours or thrown away after use as this material can not be cleaned sufficiently.</p>	<p>L</p>	
<p>Water Tray / any containers filled with water</p>	<p>Children adults</p>	<p>Drowning</p> <p>Back sprains, strains</p>	<p>Water play must not be shared across bubble groups. Water play will be limited to;</p> <ul style="list-style-type: none"> - Use by one bubble group - In Small quantities in the mud kitchen for pouring and mixing. Antibacterial detergent should be added. - Running water from a tap or hose pipe <p>Fill water to only 1/3 full Adult supervision at all times Castors to remain locked</p> <p>2 adults to lift to fill and empty tray Correct lifting procedure must be followed to minimise injury Manual handling policy and risk assessment must be adhered to.</p>	<p>L</p>	<p>Room staff</p>
<p>Changing Area</p>	<p>children</p>	<p>Falling</p> <p>Contact with faeces</p>	<p>Staff must have a DBS in place before changing any children. Children are placed on the floor. Make sure that staff have all equipment required before changing the child. Wear PPE.</p>	<p>L</p>	<p>Room staff</p>

		and bodily fluids	Wash hands before and after changing Dispose of nappies, wet wipes and nappy sacks in the yellow bin which must be fitted with a yellow bag Yellow bin to be emptied daily.		
Lifting children	Adults	Back sprains and strains	Avoid lifting children where possible. If they need comforting find a suitable place where you can both sit down. Correct lifting procedure must be followed to minimise injury. Manual handling policy must be adhered to and the Manual Handling RA read & signed. Training must be kept up to date using Citation.	L	All staff
Spills Bodily Fluids	Children adults	Slipping	Wear the correct PPE Make the area safe and prevent children from entering the area Immediately mop up spillages with disposable paper Refer to procedure for cleaning, removal and disposal of bodily fluids. Use the yellow signage.	L	Room staff
Toilet doors Toilet Sinks	children	Trapping fingers Infectious diseases Burning	Children line up outside the toilet area so the area doesn't become congested. Staff to be aware of who is using the toilet and what assistance they require. Make sure that they are supervised whilst in this area. Staff to monitor only tissue is placed down the toilet. Daily checking and cleaning throughout the day Adequate toilet paper, paper towels and soap Water temperature is regulated in all children's sinks	L L L	Room staff
Fire doors to the rooms	children	Trapping fingers	ONLY ADULTS must open the doors. This must be embedded in nursery routines and practice with existing parents. Finger-guards have been fitted.	L	Staff and parents
Door to garden	Children adults	Injury head bump Trapping fingers	<ul style="list-style-type: none"> • Door must be secured with the hook when open. • When opened, furniture and resources must be set up so there is a clear space to exit and circulation space on the patio. 	L	Room Staff

			<ul style="list-style-type: none"> • Window stickers. • Finger guards fitted. 		
Step Ladder	Children	Falling Head injury	<p>Check ladder inspection records before use. Adults to erect and position ladder. When in use the ratio must be 1 to 1 and the child must be supervised at all times. How to use the ladder must be modelled by an adult and clear guidelines set for the children to follow.</p>	L	Room Staff

Staff Signatures: