

SETTING NAME: TINY TOTS @ TRET HORNE

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

AGE RANGE: 2 - 3

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"><li>• 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.</li><li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas.</li><li>• Children must be supervised by staff when washing their hands to ensure it is done correctly.</li><li>• 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.</li></ul>	L	Room Staff
Resources	Staff & Children		<ul style="list-style-type: none"><li>• The children will <b>not</b> 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.</li><li>• Play resources will be limited to items that can be washed after use.</li><li>• Toys are no longer allowed to be bought from home.</li><li>• All resources required for play and learning experiences of children should be regularly washed and/or sterilised.</li><li>• Loose Part play will be limited to resources that</li></ul>	L	Room Staff

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

Curtains Blind cord			removed. Ensure that the cord is always secured on the cleat.	L	
Sink	Children & adults	Burning	Water temperature appropriately set by plumber	L	Room staff
Sink storage and unit doors		Trapping fingers Ingestion	No hazardous substances to be stored.		
Worktop		Head bump	Pad corners of work surfaces.	L	
Main Storage cupboard	Children & adults	Trapping fingers Manual Lifting	Children MUST not open the doors or access the 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
Serving Hatch	Children	Hot food transported to table Children reaching into the hatch	When carrying hot food ensure that children are seated at the table or away from the serving hatch. Keep hot food and drink out of the reach of children so avoid leaving anything in the opening to the hatch or on the wooden surround.	L	
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 Electrical – installation of sockets
Toys	Children	Choking	Check toys regularly for small and loose parts Dispose of broken toys Assess suitability of toys during mixed age sessions and transition times. Store toys away properly.	L	Room staff
Water Tray	Children adults	Spreading infection  Drowning	Water play must not be shared across bubble groups. Water play will be limited to; <ul style="list-style-type: none"> <li>- Use by one bubble group</li> <li>- In small quantities in the mud kitchen for pouring and mixing. Antibacterial detergent should be added.</li> <li>- Running water from a tap or hose pipe</li> </ul>	L	Room staff

		Back sprains, strains	<p>Fill water to only 1/3 full Adult supervision 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 must be adhered to</p>		
Changing Area	children	<p>Falling, children pulling out the steps and accessing the unit by themselves</p> <p>Contact with faeces and bodily fluids</p>	<p>The nappy changing risk assessment must be adhered to. Staff must have a DBS in place before changing children. Make sure the steps are pulled out fully and locked. A wooden wedge must be inserted at the base of the steps so the children can not pull them out. DO NOT leave a child unattended on the changing surface. Place the child on the floor before pulling up their trousers and putting on their shoes.</p> <p>Make sure that staff have all equipment required before changing the child Wear PPE including disposable aprons Wash hands before and after changing Dispose of nappies in the yellow bin which must be fitted with a yellow bag Yellow bin to be emptied daily.</p>	L	Room staff Management
Lifting children	Adults	Back sprains and strains	<p>Staff must use the steps on the changing unit to avoid lifting children. Correct lifting procedure must be followed to minimise injury Manual handling policy must be adhered to and training kept up to date with Citation.</p>	L	All staff
Spills Bodily Fluids	Children Adults	Slipping	<p>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.</p>	L	Room staff

Toilet doors	Children	Trapping fingers	Children to line up outside the toilet area so the area doesn't become congested	L	Room staff
Toilet		Infectious diseases	Staff to be aware of who is using the toilet and what assistance is required. The children must be supervised whilst using the toilet. Daily checking and cleaning throughout the day. Adequate toilet paper, paper towels and soap.	L	
Sinks		Burning	Water temperature is regulated in all children's sinks	L	
Fire doors to the rooms	Children	Trapping fingers	ONLY ADULTS must open the doors.	L	Staff and parents
Beds	Staff & children	Back sprains and strains  Tripping	Beds to be wheeled from the cupboard and beds lifted individually and placed in position. Staff to use the correct lifting technique. Children must walk around the beds and not on the beds.	L	Staff
Chairs	Staff	Back sprains and strains	Chairs to be carried two at a time and stacked no more than 4 high. The manual handling policy must be adhered to.	L	Room staff
Door to garden	Children adults	Injury head bump Trapping fingers	<ul style="list-style-type: none"> <li>● Door must be secured with the hook when open</li> <li>● When opened, furniture to be moved so that there is a clear space to exit.</li> <li>● Window stickers.</li> <li>● Finger guards fitted.</li> </ul>	L	Room Staff

Staff Signatures: