

SETTING NAME: TINY TOTS LTD

AREA: BABY GARDEN

AGE RANGE: 0-2 YEARS

REVIEWED: 23rd July 2020

NEXT REVIEW: July 2021

Hazard	Person at risk	Risk to consider	How can the risk be reduced?	H/M/L	Who is responsible?
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 to be moved so that there is a clear space to exit. • Window stickers. • Finger guards fitted. 	L	Caterpillar Room Staff
Gate to baby garden	Children	Serious injury Lost child Incorrect ratios Children unsupervised	<p>Main gate to the car park must be bolted after parents and carers have dropped off.</p> <p>Checked daily by the room leader after final 9am drop off.</p>	L	Designated adult carrying out morning checks
Patio Area Bird droppings on fence/gate	Children & Staff	Dangerous pathogens	<p>Morning checks and findings reported to room. Staff to clean using hot soapy water to remove droppings and then discard the water directly down an outside drain. Cloth to be thrown away. PPE to be worn, gloves, apron. Wash hands thoroughly on completion. If a child comes in contact with the bird dropping their hands must be washed immediately. There is a cleaning rota in place and the fence is checked daily.</p> <p>Ensure that activities are set up away from the door so there is good circulation. All resources</p>	L	Caterpillar room staff
	Children			L	

Setting up the area with resources			must be age appropriate.		
Debris	Children	Injury	Morning checks, any litter to be removed and discarded.	L	Designated adult carrying out morning checks
Sand pit	Children	Choking	Check and remove debris, small objects or remove any animal mess whilst wearing gloves. Dispose of mess away from the garden and wash trowel and hands afterwards.	L	Designated adult carrying out morning checks
Tyres & Logs		Slipping, Tripping, Falling	To check that the tyres are securely fixed. When a child is placed in the tractor tyre they must be supervised at all times.	L	
Pallet guttering & pallet water play.			Check condition any loose or broken parts.	L	
Bikes, walker, rocker		Falling	Supervised at all times	L	All Staff
Grass	Children	Sting, irritant	Regular checks Contractor to cut grass every two weeks during the growing season.	L	All Staff
Grassy Hill		Falling, uneven surface, gradient	Model how to use the hill, bottom shuffle, rolling. Hold the hands of the children who are not confident.	L	

Uneven Surfaces & pathways		Tripping hazards	Staff to model how to negotiate the different surfaces and point out tripping hazards. Children to be supported in line with the current stage of development i.e., holding hands.	L	
Shed		Injury, trapped fingers.	<ul style="list-style-type: none"> • The equipment and toys must be stored so that children can freely access resources. • Any tools or equipment that aren't used by the children must be stored on the top shelf so they are unable to reach. • Close supervision is necessary if the children access the shed and the doors must be opened and secured. • When the shed isn't in use the shed doors must be closed & bolted. <p>Action: Shed to be repaired</p>	L	All staff Date: 3/9/20
Mud Kitchen Area	Children, staff, volunteers	Injury	<ul style="list-style-type: none"> • Children closely supervised. • Check equipment and discard any damaged or broken. • Equipment must be returned to the shed. • Children and staff to wash hands when the activity is finished. <p>Check mud is child friendly.</p>	L	All staff
Trees overhanging	Adults Children	Slips and trips	<ul style="list-style-type: none"> • Regularly clean up the debris from the trees to keep the patio clean. • Remove overhanging branches to limit the amount of leaves and twigs that fall onto the patio area. 	L	All staff

Staff sign and date: