

SETTING NAME: TINY TOTS LTD

AREA: LOOSE PARTS - All Rooms **This must be read in conjunction with the COVID Risk Assessment. Anything in red has been added to this RA.**

AGE RANGE: 3 months to 4 years

DATE: Reviewed 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?
Loose parts	Children	Spread of Infection Choking	<p>The number of Loose Parts that children can freely access must be reduced so that staff can monitor what needs to be cleaned during the day. When staff select Loose Parts they must be washable, quarantined or thrown away after each use.</p> <p>Cleaning guidelines in the COVID risk assessment must be followed.</p> <p>Members of staff monitor and risk assess loose parts making sure they are age appropriate, giving consideration to the size of the loose part and the hazard. Anything too small, such as conkers, marbles etc. must be kept out of reach of children under three.</p> <p>Supervision Staff should always closely supervise the children when they are exploring loose parts. Do not leave children unsupervised. Staff to start to record risk assessments of activity when using loose parts, counting and recording the number of loose parts in use.</p> <p>Room transition: In the mornings and evenings children often move rooms. It is important that resources are stored away and covered so the younger children do not have access to small parts/toys. Staff must do a sweep of the room (inside toys and equipment) to check for small items.</p> <p>To remove the hazard of small loose parts:</p> <ul style="list-style-type: none">• Anything too small, such as conkers, marbles, beads etc. must be kept out of reach of children unless they are using them during a supervised activity, which has been risk assessed.• Cupboards that are accessible to children must be cleared of all small parts and placed in storage in the plant room.	L	All Staff

		<p>Sharp broken parts Cuts</p> <p>Wood - splinters</p>	<ul style="list-style-type: none"> This needs to be carried out as part of your daily check. Staff must do a sweep of the room (inside toys, equipment and under furniture) to check for small items. <p>Always monitor the resources and discard any broken materials immediately to reduce the risk of injuries. This must be carried out daily.</p> <p>Check the wood is free of splinters if not then use sandpaper to remove. All staff have Paediatric First Aid training.</p> <p>Cleaning</p>		
Materials	Children	Suffocation	<p>Monitor use of materials.</p> <p>Staff should always closely supervise the children when they are exploring various materials, such as blankets, fabrics, plastic packaging. Do not leave children unsupervised.</p>	L	All Staff
Heavy wooden blocks, crates, stones	Children	Crushing injury	<p>Model how to carry, move and stack resources. Cable spools and tyres can be used for rolling but this needs to be strictly supervised and children made aware of the hazards if rolling down the hill.</p> <p>Staff should always closely supervise the children when they are exploring large parts. Do not leave children unsupervised.</p> <ul style="list-style-type: none"> Ladybird and Dragonfly Room agree to rules. Discuss rules with the children when lifting, carrying and moving large items around the garden each time they use the large parts encouraging the children to risk assess. 	L	All staff

Signed: