

Hazards and Risk Assessment:

A hazard and Risk Assessment was carried out and forms the basis of the Safety Statement.

The risk assessment is based on the combination of the SEVERITY and LIKELIHOOD associated with each hazard.

HAZARDS: means “anything that can cause harm”

RISK: Is “the chance, great or small that someone will be harmed by the hazard”

SEVERITY: Is the possible outcome of an accident/incident

LIKELIHOOD: Is the possibility of the accident/incident occurring.

GRADE OF RISK	RISK	CHARACTERISTICS
High Risk	“H”	Possibility of a single fatally or serious injury or of minor injury to a number of people. Possibility of a significant material loss.
Medium Risk	“M”	Possibility of minor injury to a small number of people. Risk of some material loss.
Low Risk	“L”	The possibility of injury or material loss unlikely, although conceivable.

Swans Room

Personal Affected: Children

HAZARD	RISK ASSOCIATED	RISK	CONTROL	PERSON RESPONSABLE
Sharp corner on window sill	Serious personal injury	H	Sharp edge was sanded down to make the corner rounded and a sponge cover put over corner. Staff in the room will ensure that the it is always covered	Team leader of the room
Low Windows have sharp edges	Serious personal injury	H	Windows will remain closed when children are in the garden. Window seat in front of window to prevent children running into.	Staff bring children to the garden
Small counter pieces	Serious personal injury	H	Pieces are either to big or to small to get lodged in children's throat, staff will asses all material purchased and ensure they are compliant with EU Law.	Staff of the room and Manager
Sockets	Serious Personal injury	H	All sockets will be covered at all times when not in use.	Manager and staff of the room
The blinds cords/string	Serious personal injury	H	All cord/sting is out of children's reach on a hook and the string will snap open if weight is applied.	Staff in the room and the Manager

Sparrows Room

HAZARD	RISK ASSOCIATED	RISK	CONTROL	PERSON RESPONSABLE
Sharp corner on window sill	Serious personal injury	H	Sharp edge was sanded down to make the corner rounded and a sponge cover put over corner. Staff in the room will ensure that the it is always covered	Team leader of the room
Low Windows have sharp edges	Serious personal injury	H	Windows will remain closed when children are in the garden. Window seat in front of window to prevent children running into.	Staff bring children to the garden
Small counter pieces	Serious personal injury	H	Pieces are either to big or to small to get lodged in children's throat, staff will asses all material purchased and ensure they are compliant with EU Law.	Staff of the room and Manager
Sockets	Serious Personal injury	H	All sockets will be covered at all times when not in use.	Manager and staff of the room
The blinds cords/string	Serious personal injury	H	All cord/sting is out of children's reach on a hook and the string will snap open if weight is applied.	Staff in the room and the Manager
Adult Chair	Head injury, bump to leg, and arm ect. Chair could fall on top of child.	M	Adults chair is situated against a wall out of the way, chair is solid to prevent it falling over and no sharp edges	Staff in rooms

Robbins Room

HAZARD	RISK ASSOCIATED	RISK	CONTROL	PERSON RESPONSABLE
Sharp corner on window sill	Serious personal injury	H	Sharp edge was sanded down to make the corner rounded and a sponge cover put over corner. Staff in the room will ensure that the it is always covered	Team leader of the room
Low Windows have sharp edges	Serious personal injury	H	Windows will remain closed when children are in the garden. Window seat in front of window to prevent children running into.	Staff bring children to the garden
Small counter pieces	Serious personal injury	H	Pieces are either to big or to small to get lodged in children's throat, staff will asses all material purchased and ensure they are compliant with EU Law.	Staff of the room and Manager
Sockets	Serious Personal injury	H	All sockets will be covered at all times when not in use.	Manager and staff of the room
The blinds cords/string	Serious personal injury	H	All cord/sting is out of children's reach on a hook and the string will snap open if weight is applied.	Staff in the room and the Manager
Stairs /Ramp	Trip, fall, loss of balance.	M	Children will be closely supervised by staff while using .	Staff in the room

Doves Room

HAZARD	RISK ASSOCIATED	RISK	CONTROL	PERSON RESPONSABLE
Sharp corner on window sill	Serious personal injury	H	Sharp edge was sanded down to make the corner rounded and a sponge cover put over corner. Staff in the room will ensure that the it is always covered	Team leader of the room
Low Windows have sharp edges	Serious personal injury	H	Windows will remain closed when children are in the garden. Window seat in front of window to prevent children running into.	Staff bring children to the garden
Small counter pieces	Serious personal injury	H	Pieces are either to big or to small to get lodged in children's throat, staff will asses all material purchased and ensure they are compliant with EU Law.	Staff of the room and Manager
Sockets	Serious Personal injury	H	All sockets will be covered at all times when not in use.	Manager and staff of the room
The blinds cords/string	Serious personal injury	H	All cord/sting is out of children's reach on a hook and the string will snap open if weight is applied.	Staff in the room and the Manager
Window part of furniture	Fail over bump head	M	Staff will supervisors at all time when children are playing in this area, a mat will be placed at both sides off window.	Staff in the room.

HAZARD	RISK ASSOCIATION	RISK	CONTROLS
Visitors & Public	Serious personal Injury Collision Cuts Entanglement Eye Injury Electrocution Fall from Height Slips, trips and falls	M	<p>All personnel must ring doorbell and will be spoken to through intercom before door will be open id must be shown.</p> <p>No visitor is allowed to use the facilities with out permission from Management</p> <p>Each visitor is required to abide by Safety Statement.</p> <p>In the event of an Emergency or Evacuation all Visitors must report to our designated Assembly Point.</p>
Obstruction of Emergency access Routes	Delay in evacuation of premises, Delay in entry of emergency services	H	<p>The main entrance/exit will be clear at all times</p> <p>Emergency exits will be closed after staff have evacuated.</p> <p>All staff to be aware which route is available to them from the area they are working in.</p>
Location of Premises near busy road	Traffic/pedestrian collision	L	<p>Public shall be protected as reasonably practicable. Parking is permitted in the car park for staff and parents. Caution must be had when loading and unloading children from vehicles on company premises.</p>

Fire	<p>Burns.</p> <p>Fume inhalation</p> <p>Serious personal Injury</p> <p>Loss of life</p> <p>Damage/Destruction of buildings and properties</p> <p>Explosion</p> <p>Electrically Powered tools.</p> <p>Welding and Cutting.</p>	M	<p>Proper evacuation from premises.</p> <p>Call to emergency services. Responsibilities defined.</p> <p>System of fire extinguishers installed and maintained as required.</p> <p>Training for personnel in selection and use of fire extinguishers.</p> <p>Extinguishers always provided near sources of fire and & clearly identified & maintained.</p> <p>Provide fire extinguishers. Exits are clearly marked.</p> <p>Fire drills are carried out once a month.</p> <p>Fire blanket is situated in the kitchen.</p>
Eye Injury	<p>Eye injury</p> <p>Permanent damage to eye</p> <p>Loss of sight in one or more eyes</p>	M	<p>Availability to clean out eye in case of an emergency</p>
Noise	<p>Hearing impaired</p> <p>Deafness</p>	M	<p>Under the Noise at work Regulations 2006, the workplace maximum noise limit should not exceed is 80dBa</p>
Manual Handling	<p>Back, Neck, Shoulder injury</p> <p>Prolapsed Disk</p> <p>Permanent Injury</p>	M	<p>Minimise Manual-handling tasks where possible.</p>

	<p>Trip/Fall</p> <p>Hit against</p> <p>Dropped Object</p>		
Failing objects	<p>Head injury</p> <p>Serious Personal injury</p> <p>Stored items</p> <p>Work at height</p>	M	<p>Ensure safe storage areas for all goods</p> <p>Keep heaviest goods at ground or low level.</p>

First Aid Equipment	<p>Worsening of condition</p> <p>Onset of infection</p> <p>Fatality, permanent injury/illness</p>	L	<p>Adequate first aid kits located in the premises. Located in every classroom and in the kitchen and will be checked regularly and filled by designated person.</p>
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<p>First Aiders</p>	<p>Improper diagnosis</p> <p>Improper treatment</p> <p>Delay in seeking professional medical help.</p> <p>Worsening of condition</p> <p>Onset of infection</p> <p>Fatality, permanent injury/illness</p>	<p>L</p>	<p>Trained First Aider's on the premises.</p> <p>Arrangements in place with local doctor</p> <p>All employees aware of emergency procedures.</p> <p>Arrange professional medical examination for serious injury with the local doctor or hospital.</p>
<p>Weather.</p> <ul style="list-style-type: none"> ▪ Sun ▪ Wind ▪ Rain ▪ Ice/Snow 	<p>Sun burn</p> <p>Sunstroke</p> <p>Fall from height</p> <p>Slip/fall</p> <p>Bodily injury</p> <p>Hit by object</p>	<p>L</p>	<p>In sunny weather, cover the back of the neck and keep a heavy shirt on at all times. Avoid sunburn and sunstroke by keeping covered.</p> <p>Be prepared for slippery conditions in icy weather. Keep mat at entrance for people to wipe feet and mop regularly, leave a wet floor sign at entrance to warn parents of slippery conditions</p>

Electricity.**Persons Affected:** Staff and Children

HAZARDS	RISK ASSOCIATED	RISK	CONTROLS
Electricity	Burns. Electrocution. Fire. Serious Personal Injury. Damage to Property. Trip/Fall.	M	No employee will work, interfere or tamper with any electrical work, installation, fitting or fixture unless they are fully aware of what they are doing, Installation serviced & Maintained by experienced craftsmen.
Burns	Permanent Disfigurement Lose of Limbs Fatality Chemical Electrical Fire Friction Hot objects, liquids, steam Cold objects, liquids, glasses.	M	Warning signs in place Always check electrical equipment before use Training provided for staff working with chemicals First aid facilities properly maintained Trained first aid always on premises Emergency procedure properly displayed and checked All heaters are at ceiling level to avoid injury to children

Working at a Height.

Personal Affected: Staff

HAZARD	RISK ASSOCIATED	RISK	CONTROL
Personal Falling From Height	Serious personal injury Fatality	H	Where a worker can fall, precautions must be taken to prevent this happening. Only fully trained craftsmen allowed to work at height. Safest method of access to height must always be used. Stairways and walkways kept clear. Stepladders provided. Proper instructions in ladder use provided.

<p>Step Ladder</p>	<p>Falls from heights</p> <p>Materials dropped</p> <p>Serious personal injury.</p> <p>Fatality</p> <p>Material Damage.</p>	<p>M</p>	<p>Place the ladder on a firm level base.</p> <p>Set the ladder at right angles to the work.</p> <p>The knees of the user should be below the top of the step. This usually means that no one should stand on the top 2 steps and never across the top that is a leg on both sides of the ladder.</p> <p>Only one person on the ladder at a time.</p> <p>Never try to move an ladder while on it.</p>
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Chemicals

Persons Affected: Staff

HAZARDS	RISK ASSOCIATED	RISK	CONTROL	PERSON RESPONSABLE
Chemical	Eye injury/loss Skin infection Burns Inhalation Ingestion with food Worker chemical Exposure levels exceeded Injury to pregnant employees/unborn/new born Fire Explosion Serious personal injury Fatalities Destruction of property	H	Training provided for staff working with chemicals Materials safety sheets obtained for all chemicals and strictly followed. Best possible hygiene procedures in place and enforced by management. First aid Source of flame ignition eliminated Spillages immediately dealt with. Monitor areas for spillages.	All staff

Office Environment

Persons Affected: Staff

HAZARDS	RISK ASSOCIATED	RISK	CONTROLS	PERSON RESPONSABLE
Office Environment	Slips, Trips, Falls, Electrical Shock, Cuts, Entrapment, Fire Arm, shoulder, wrist, neck injury	L	Good Maintenance of floor covering. Regular inspection of all electrical goods, Correct use of office equipment. Provision of height adjustable seat. No smoking policy Provision of dry powder or CO2 Fire Extinguishers.	Manager

<p>General Health</p>		<p>L</p>	<p>First aid boxes easily accessible, fully stocked and some one appointed to take charge in an emergency and call a first aider.</p> <p>Avoid excessive manual handling of bulky stationary items ect.</p> <p>Provide adequate toilet facilities and regularly clean and maintain them.</p> <p>Provide hot and cold running water with soap and hand towels.</p> <p>In cold weather ensure that a minimum of 16'c is maintained were people are sitting around.</p> <p>Provide wholesome drinking water.</p> <p>Provide adequate lighting and ventilation.</p> <p>Large anti-slip mate at front door.</p>	<p>Manager</p>
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<p>Welfare. Food & Environmental waste.</p>	<p>Environmental pollution spoilage of the environment. Contamination and injury from hazardous substances</p>	<p>L</p>	<p>Toilet, eating area and other welfare facilities must be provided. Separate area for staff to store personal belongings.</p> <p>Bins are provided in all rooms and food waste is placed in kitchen bins.</p> <p>Kitchen to be cleared daily, fridge to be inspected daily for rotten food.</p>	<p>Manager</p>
<p>Garden Area</p>	<p>Slips, trips and falls, cuts from plants</p>	<p>L</p>	<p>Surfaces area are mainly soft and the area will supervised at all time.</p> <p>All surface water will travel beneath the grass.</p>	<p>All staff</p>
<p>General Protection</p>		<p>L</p>	<p>All areas are fire proofed.</p> <p>Caution must behind when leaving the premises to prevent in vehicles.</p> <p>All excursions will be controlled and monitored by the outing procedures.</p>	<p>All staff</p>

