

Table of Risk Assessments

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|-------------------------------|-----------|------------------------|---------------------------------------|----------------------------------|-------------------------------------|
| Risk Assessment Number | 01 | Date: 28 Aug 08 | Title: Travelling by Motor Car | Completed by: Julie/Simon | Related Risk Assessments: 02 |
|-------------------------------|-----------|------------------------|---------------------------------------|----------------------------------|-------------------------------------|

| Step 1 What are the hazards? | Step 2 Who might be harmed and how? | Step 3 What am I already doing? | What Further action is necessary? | Step 4 Further Action to be completed? |
|--|--|---|--|---|
| | | | | Action by when Date completed |
| Potential for car crash/fire. | Childminder and children could be hurt/killed during crash/fire. | All passengers fully restrained using approved seating as per current regulations. Weekly Check: Child seat security | | |
| Possible cuts/trapped fingers etc from doors when getting in or out of vehicle | All children. Possible cuts and bruises when getting into and out of car. | Vehicle in good material condition. Vehicle in date for MOT and annual service to ensure safe. Annual Check: MOT Annual Check: Service | Re MOT Annual Service | 2 Apr 2012 4 Nov 2012 |
| Inside of car can become very hot on sunny days. | Children could suffer from heat exhaustion. | Driver licensed for vehicle and insured for business use. Annual Check: Insurance | | |
| Breaking down. | Cold weather injuries if break down is in isolated area. Distress | Vehicle has breakdown cover. Annual Check: Breakdown Cover | Renew Insurance Renew breakdown cover | 28 Jul 12 31 July 12 |
| Exhaust gas entering vehicle. | Children and childminder possible inhalation of fumes | Foil Blanket carried in first aid box in car. | | |
| Possible roadside injury when getting into and out of vehicle on roadway. Refer to Risk Assessment 02. | Children and childminder. Possible injury of death. Refer to Risk Assessment 02. | Car has air conditioning and sun blinds for improved comfort and prevent children overheating. Children <u>NEVER</u> left in the car alone. Doors shut only when children seated. | | |
| Falling from seats during manoeuvring | Children could suffer from cuts/bruises. | Children placed into car from kerb side and then strapped in 1 at a time (constant supervision). | | |
| Becoming stranded due to breakdown or running out of fuel | | Mobile phone carried for 999 calls – children’s NOK contact details held on phone and in car. | | |
| | | Vehicle fitted with child/deadlocks to prevent children getting out in motion whilst allowing emergency exit after crash. | | |
| | | Refuel only takes place at “Pay at Pump” if children in car but ideally | | |

Step 1
What are the hazards?

Step 2
Who might be harmed and how?

Step 3
What am I already doing?

What Further action is necessary?

Step 4
Further Action to be completed?

refuel weekends.

Weekly Check (Sun): Fuel for week

Warm clothing and blanket carried in winter months.

Number of children limited as per Ofsted conditions of registration (unless car has less than 7 seats when number of children is limited accordingly).

Step 5 – Last Review: 12 Sep 11 Next Review: 12 Sep 12

Signed: Julie Hancock

Risk Assessment Number 02 Date: 28 Aug 08 Title: Walking in Public Areas Completed by: Julie/Simon Related Risk Assessments:

**Step 1
What are the hazards?**

**Step 2
Who might be harmed and how?**

**Step 3
What am I already doing?**

What Further action is necessary?

**Step 4
Further Action to be completed?**

| Action by when | Date completed |
|----------------|----------------|
|----------------|----------------|

Traffic, particularly when crossing roads.

Childminder and children in danger of being hit by traffic

Non walking and unsteady toddlers pushed in single or double buggy with 5 point safety harness.

Triple buggy or ride on to be made available if 3 non walking children to be walked in road areas.

When/if required.

Slips trips and falls.

Possible slips trips and falls due to uneven walking surface

Walking toddlers hold onto child minders hand or push chair.

Wherever possible walking children do not walk on the kerb side of pavements.

When walking in lanes without pavements children always walk on kerb side of push chair/childminder.

Restraint harness (back pack type not wrist) to be used where children have a tendency to wander off.

Never more than 3 non-walking or unsteady children to be walked in road areas.

When crossing roads always stop at kerbside and always talk the children through crossing process. Use zebra crossing when possible. Practice road safety whenever possible.

Avoid walking during darkness hours unless necessary. Wear bright/reflective clothing.

Children to wear identity wrist bands if walking in busy public areas parks etc.

Children under extremely close supervision using reins harnesses as required.

Missing children procedure covered by separate policy. Dial 999 immediately a child is lost.

Step 1
What are the hazards?

Step 2
Who might be harmed and how?

Step 3
What am I already doing?

What Further action is necessary?

Step 4
Further Action to be completed?

Number of children limited as per Ofsted conditions of registration.

Step 5 – Last Review: 12 Sep 11 Next Review: 12 Sep 12

Signed: Julie Hancock

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|-------------------------------|-----------|------------------------|--|----------------------------------|-------------------------------------|
| Risk Assessment Number | 03 | Date: 28 Aug 08 | Title: Using Garden Areas – 41 Bound Lane | Completed by: Julie/Simon | Related Risk Assessments: 08 |
|-------------------------------|-----------|------------------------|--|----------------------------------|-------------------------------------|

| <i>Step 1 What are the hazards?</i> | <i>Step 2 Who might be harmed and how?</i> | <i>Step 3 What am I already doing?</i> | <i>What Further action is necessary?</i> | <i>Step 4 Further Action to be completed?</i> |
|---|--|---|--|---|
| | | | | <u>Action by when</u> <u>Date completed</u> |
| Trampoline | Bruising or bumps from collision on trampoline or falling from trampoline. | Trampoline safety surround fitted. Children unable to gain access to trampoline without childminder. | Finish new concrete pathway to side of house even though children never use this area. | Sep 12 |
| Above Water Paddling Pool (summer only). Risk Assessment RA08 Refers. | Drowning. | Close supervision when trampoline in use. | | |
| Climbing Frame | Children falling/broken or damaged limbs. | Above water paddling pool covered by separate risk assessment and parental permission form. | | |
| Ride on toys | Children falling from ride on toys and getting grazes, cuts or bruises. | Close supervision when using climbing frame. Children aware not to use without permission. | | |
| Plants poisonous berries | Toddlers babies may eat poisonous plants/berries | Supervision when using ride on toys. | | |
| Security of children (children escaping onto road way) or being taken by intruders. | Children | No dangerous plants will be cultivated in garden. Daily Check (if garden used): For fungi etc | | |
| Shed | Children may be harmed by tools | All gates locked at all times. Daily Check (if garden used): Check gates and shed door locked | | |
| Stored wood bricks etc behind garage. | Children my be harmed by stored material | Sun cream to be applied as necessary. Cream should be supplied by parent to however parental permission forms held for each child to allow application of childminders own sun cream. | | |
| Playing outside (fine weather only) | Childminder/Children could be burnt by sun. | Suitable sun shading to be used on prams. Children to wear hats etc. | | |
| Sand Pit | Contaminated sand ingestion could harm children | Animal waste cleaned up before outside play and continuously throughout day. Daily Check (if garden used): Clean up animal waste | | |
| Wet Play Facility | Possible drowning | | | |
| Slips trips and falls | Bumps and bruises. | | | |
| Garden tools not put away | Sharp objects could harm children | | | |

Step 1
What are the hazards?

Step 2
Who might be harmed and how?

Step 3
What am I already doing?

What Further action is necessary?

Step 4
Further Action to be completed?

Children advised not to pester chicken. Chicken locked away if considered necessary.

Only Approved play pit sand used. Play Pit covered when not in use 100% supervised play only. Tray emptied after use.

No steps in garden. Patio in good state of repair. Drains covered.

Toys and equipment regularly checked for damage and cleanliness

**Daily Check (if garden used):
Toys and equipment checked for damage and cleanliness.**

Ensure all garden tools put away in shed.

Daily Check (if garden used): All tools put away in shed.

Number of children limited as per Ofsted conditions of registration with the following restrictions:

No more than 2 on trampoline at any one time (size matched).

Pool as per separate risk assessment.

Step 5 – Last Review: 12 Sep 11 Next Review: 12 Sep 12

Signed: Julie Hancock

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|-------------------------------|-----------|------------------------|--|----------------------------------|-------------------------------------|
| Risk Assessment Number | 04 | Date: 22 Sep 08 | Title: Using Rooms Within House (41 Bound Lane) | Completed by: Julie/Simon | Related Risk Assessments: 05 |
|-------------------------------|-----------|------------------------|--|----------------------------------|-------------------------------------|

| Step 1 What are the hazards? | Step 2 Who might be harmed and how? | Step 3 What am I already doing? | What Further action is necessary? | Step 4 Further Action to be completed? | |
|---|--|--|--|---|-----------------------|
| | | | | Action by when | Date completed |
| Electrical Sockets/wiring | Children - Electrocutation | All out of use sockets covered with child safe covers. Wires kept out of way behind appliances. Daily Check: Sockets Covered and wires out of way | | | |
| Hand towel flannels | Cross infection | Separate flannels labelled and changed daily and checked regularly throughout the day . Daily Check: Replace hand flannels with clean ones | | | |
| Medicines and Chemicals (including alcohol) | Children poisoned or harmed by unsafe chemicals | All chemicals either in a child safe cupboard or kept out of reach. Toilet brush on window sill. Daily Check: Medicines, chemicals and alcohol out of reach | | | |
| Slips, trips and falls. | | Anti slip rugs or anti slip under rugs in use. | Anti Slip under rug required on conservatory rug | Sep 12 | |
| | | Floors kept dry and clean. Children not permitted to run. | | | |
| Hot Surfaces (open fire, oven, radiators, iron) | Children can be burnt scalded from hot surfaces. | Open fire not alight during the day. Two guards in place. Oven is cool to touch design but generally not used during the day. Iron not used during the day. Radiators fitted with thermo valves. | | | |
| Sharp objects (knives, razors) | Children - Cuts | All knives, scissors razors etc kept out of reach of children or in child safe drawers. Daily Check: Sharp objects out of reach of children Craft scissors are used only under close supervision and are kept out of reach when not in use. | | | |
| Rubbish | May be unhygienic to children | All rubbish and recycling kept in clean bins with lids. Children encouraged to use bins. Daily Check: Bins emptied as required. | | | |

| Step 1 What are the hazards? | Step 2 Who might be harmed and how? | Step 3 What am I already doing? | What Further action is necessary? | Step 4 Further Action to be completed? | |
|---|--|---|--|---|--|
| Curtain Pulls/chords | Children - Strangulation | Chords either wound out of reach of children and secured or tucked behind curtain out of sight. Daily Check: Curtain chords tucked out of reach | | | |
| Low level glazing | Severe cuts to children running into glazing | All low level glazing (conservatory) is kite marked as safe glazing. | | | |
| High Chair | Children could fall from chair | Safety harness in use. | | | |
| Cat Food | May be unhygienic to children | Cat food cover and kept away from children during the day Daily Check: Cat food covered. | | | |
| Security of children (children escaping onto road way) or being taken by intruders. | Children | Two doors leading to front permanently shut and cannot be opened by infants. Older children are aware that they should never open these doors even if the bell rings. | | | |
| Door hinges | Trapped fingers | No self closing doors. All doors that children are permitted to pass through remain open and have foam door stoppers at top. | | | |
| Toy room | Falling objects | Children are aware that toy room is not to be used for play but only to choose and take toys. Shelving out of reach of children. | | | |
| Dirty toys (particularly baby toys) | Cross contamination (particularly to babies) | Toys cleaned regularly with milton fluid. Daily Check: Toys for cleanliness (particularly baby toys). | | | |
| Fire (covered by separate Risk Assessment (RA05) | | | | | |
| Small items – choking hazard | Small children choking | Only good quality safe toys in use. All household members aware that small items are dangerous to small children and must be put away. | | | |
| | | Number of children limited as per Ofsted conditions of registration. | | | |

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|-------------------------------|-----------|------------------------|--------------------|----------------------------------|---|
| Risk Assessment Number | 05 | Date: 23 Sep 08 | Title: Fire | Completed by: Julie/Simon | Related Risk Assessments: 01, 02 |
|-------------------------------|-----------|------------------------|--------------------|----------------------------------|---|

| Step 1 What are the hazards? | Step 2 Who might be harmed and how? | Step 3 What am I already doing? | What Further action is necessary? | Step 4 Further Action to be completed? | |
|---------------------------------|---|---|-----------------------------------|---|----------------|
| | | | | Action by when | Date completed |
| Fire | Injury or death to Children or childminder from fire or smoke inhalation. | All electrical circuits and equipment correctly connected and not overloaded. Open fire not used during the day. Spark shield and fire guard always in place. Gas boiler serviced annually. | | | |
| | | Fire and emergency evacuation drills carried out regularly (at least quarterly) and recorded in log. Quarterly Check: Fire and Emergency Evacuation Drill Fire brigade invited to complete assessment and attended 28 Aug 08. | | | |
| | | 10 year life smoke detectors fitted in all rooms as recommended by fire brigade and as recorded on plan. Carbon monoxide detector fitted in kitchen. | Fire Detectors to be replaced | Aug 2018 | |
| | | A fire extinguisher and blanket are located in the kitchen but they are not for use by the childminder when children need to be evacuated (on advice by fire brigade); they may be used by the family outside of childminding hours. Separate Fire and Emergency Policy written and held by childminder. Front and rear doors kept clear to allow emergency exit. | | | |
| | | All detectors tested monthly with tests recorded in log. Monthly Check: Test smoke and carbon monoxide detectors. | | | |

Step 5 – Last Review: 12 Sep 11 Next Review: 12Sep 12 Signed: Julie Hancock

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|-------------------------------|-----------|------------------------|--|----------------------------------|---|
| Risk Assessment Number | 06 | Date: 28 Sep 08 | Title: Visiting Local Toddler Groups Singing Groups etc | Completed by: Julie/Simon | Related Risk Assessments: 01, 02 |
|-------------------------------|-----------|------------------------|--|----------------------------------|---|

| <i>Step 1 What are the hazards?</i> | <i>Step 2 Who might be harmed and how?</i> | <i>Step 3 What am I already doing?</i> | <i>What Further action is necessary?</i> | <i>Step 4 How will I put the assessment into action?</i> | |
|---|---|---|--|--|-----------------------|
| | | | | <i>Action by when</i> | <i>Date completed</i> |
| Travelling by Car (Refer to Risk Assessment 01). Walking in public area (Refer to Risk Assessment 02). Collisions with other children on ride on toys. | Childminder and children, bruises, cuts grazes. | Children to be supervised. Ride on toys to be used in separate area. Play not to become too hectic. | | | |
| Hot drinks | Children could get scalded. | Childminder to ensure hot drinks are not taken close to playing children. | | | |
| Falling from play equipment | Children could get bumps and bruises. | Soft mats used when available. Close supervision, prevent play becoming too hectic. | | | |
| Departing the building unsupervised. | Children could escape from building and come to harm when unsupervised. | Close supervision, standing between play area and exit. Only play outside when gate locked. | | | |
| Hot tap water in bathrooms. | Children could be scalded from hot running water. | Children not to go to the bathroom unsupervised. | | | |
| Playing outside (fine weather only) | Childminder/Children could be burnt by sun. | Sun cream to be applied as necessary. Only cream supplied by parent to be used. Suitable sun shading to be used on prams. Children to wear hats etc. | | | |
| Fire | Children and childminder at risk from fire. | Local fire policy to be adopted. Children names put in register on entry. | | | |
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Step 5 – Last Review: 12 Sep 11 Next Review: 12 Sep 12 Signed: Julie Hancock

Risk Assessment Number 08 **Date: 21 Sep 08** **Title: Above Ground Paddling Pool (Summer only)** **Completed by: Julie/Simon** **Related Risk Assessments:**

| <i>Step 1 What are the hazards?</i> | <i>Step 2 Who might be harmed and how?</i> | <i>Step 3 What am I already doing?</i> | <i>What Further action is necessary?</i> | <i>Step 4 Further Action to be completed?</i> | |
|---|--|---|--|---|-----------------------|
| | | | | <i>Action by when</i> | <i>Date completed</i> |
| Drowning | All users | Restricted Access. Ladder only in place when access permitted. No adjacent equipment such as climbing frame. Only children considered confident by childminder may use the pool. Parental permission form for each child. 100% close supervision at pool side or childminder in pool when there non swimmers. Childminder first aid trained. | | | |
| Sun Rays | Childminder/Children could be burnt by sun. | Sun cream to be applied as necessary. Only cream supplied by parent to be used. | | | |
| Electrical | Electrocution. All Users | Circuit to approved rating and protected by RCD. All electrical item covered and cannot be accessed by children. | | | |
| Collision | All users. Bumps and bruises. | Maximum number in pool at any one time 4. 100% close supervision to ensure not too hectic. | | | |
| Use of Chemicals | All users. Very slight possibility of chemical burns or sore eyes from excessive chlorine. | Pool tested for correct chemicals daily before each use. Chemicals in garage not accessible by children. Number of children limited to 2 | | | |

Step 5 – Last Review: 12 Sep 11 **Next Review: 12 Sep 12** *Signed: Julie Hancock*

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|-------------------------------|-----------|------------------------|--|----------------------------------|---|
| Risk Assessment Number | 09 | Date: 23 Sep 08 | Title: Activities Near Open Water (crabbing, feeding ducks, beach etc). | Completed by: Julie/Simon | Related Risk Assessments: 01, 02 |
|-------------------------------|-----------|------------------------|--|----------------------------------|---|

| <i>Step 1 What are the hazards?</i> | <i>Step 2 Who might be harmed and how?</i> | <i>Step 3 What am I already doing?</i> | <i>What Further action is necessary?</i> | <i>Step 4 Further Action to be completed?</i> | |
|---|--|--|--|---|-----------------------|
| | | | | <i>Action by when</i> | <i>Date completed</i> |
| Travelling to these activities by car or by walking is covered by Risk Assessment 01 and d02. | | | | | |
| Drowning in sea. | Children. | Children not permitted in sea other than to paddle and even then only a maximum of 2 at a time holding childminders hand. | | | |
| Drowning in lakes or rivers. | Children could drown. | Non walking children secured in buggies. | | | |
| | | Walking toddlers hold childminders hand or sit down next to edge. On site risk assessment ensure edges are safe and suitable. | | | |
| | | Do not go near deep water lakes or rivers. | | | |
| Fishing hooks when crabbing. | Cuts from hook whilst crabbing. | Children not allowed to handle hooks. Bait put on by childminder. | | | |
| Ducks geese swans. | Can attack children. | Childminder fully aware of dangers and keeps children away from aggressive geese and swans but at the same time allow children to enjoy feeding the ducks. | | | |
| Playing outside (fine weather only) | Childminder/Children could be burnt by sun. | Sun cream to be applied as necessary. Only cream supplied by parent to be used. | | | |
| | | Suitable sun shading to be used on prams. Children to wear hats etc. | | | |
| Risk of children becoming lost if walking in busy public areas parks etc. | Traumatic if children lost. | Children under extremely close supervision using reins harnesses as required. | | | |
| | | Missing children procedure covered by separate policy. Dial 999 immediately a child is lost. | | | |
| Dangerous items (broken glass etc) | Cuts etc | On site risk assessment and visual check of area upon arrival to ensure there are no additional hazards. | | | |

Step 5 – Last Review: 12 Sep 11 Next Review: 12 Sep 12 Signed: Julie Hancock

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|-------------------------------|-----------|------------------------|-----------------------------------|----------------------------------|----------------------------------|---------------|
| Risk Assessment Number | 10 | Date: 23 Sep 08 | Title: Visiting Local Park | Completed by: Julie/Simon | Related Risk Assessments: | 01, 02 |
|-------------------------------|-----------|------------------------|-----------------------------------|----------------------------------|----------------------------------|---------------|

| Step 1 What are the hazards? | Step 2 Who might be harmed and how? | Step 3 What am I already doing? | What Further action is necessary? | Step 4 Further Action to be completed? | |
|--|---|---|-----------------------------------|---|----------------|
| | | | | Action by when | Date completed |
| Travelling to this activity by car or by walking is covered by Risk Assessment 01 and d02. | | | | | |
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| Playing outside (fine weather only) | Childminder/Children could be burnt by sun. | Sun cream to be applied as necessary. Only cream supplied by parent to be used. Suitable sun shading to be used on prams. Children to wear hats etc. | | | |
| | | | | | |
| Risk of children becoming lost if walking in busy public areas parks etc. | Traumatic if children lost. | Children under extremely close supervision using reins harnesses as required. Missing children procedure covered by separate policy. Dial 999 immediately a child is lost. | | | |
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| Dangerous items (broken glass etc) | Cuts etc | On site risk assessment and visual check of area upon arrival to ensure there are no additional hazards. | | | |
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Step 5 – Last Review: 12 Sep 11 Next Review: 12 Sep 12 Signed: Julie Hancock

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|-------------------------------|-----------|------------------------|---|----------------------------------|---|
| Risk Assessment Number | 12 | Date: 24 Sep 08 | Title: Visiting Zoo – Staunton Park, Marwell etc | Completed by: Julie/Simon | Related Risk Assessments: 01, 02, 03 |
|-------------------------------|-----------|------------------------|---|----------------------------------|---|

| Step 1 What are the hazards? | Step 2 Who might be harmed and how? | Step 3 What am I already doing? | What Further action is necessary? | Step 4 Further Action to be completed? | |
|--|---|---|-----------------------------------|---|----------------|
| | | | | Action by when | Date completed |
| Travelling to this activity by car or walking is covered by Risk Assessment 01 and 02. Infection from animals | Children infection | Hospital type hand cleanser held by childminder for after zoo visit and for use before snacks. | | | |
| Playing outside (fine weather only) | Childminder/Children could be burnt by sun. | Sun cream to be applied as necessary. Only cream supplied by parent to be used. Suitable sun shading to be used on prams. Children to wear hats etc. | | | |
| Risk of children becoming lost if walking in busy public areas parks etc. | Traumatic if children lost. | Children under extremely close supervision using reins harnesses as required. Missing children procedure covered by separate policy. Dial 999 immediately a child is lost. Identity bands used with childminders mobile telephone number when visiting large or busy areas. | | | |
| Dangerous items (broken glass etc) | Cuts etc | On site risk assessment and visual check of area upon arrival to ensure there are no additional hazards. | | | |
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Step 5 – Last Review: 12 Sep 11
Next Review: 12 Sep 12
Signed: Julie Hancock

