

Hart Hill Nursery School  
RISK ASSESSMENT

**Location** Hart Hill Nursery School      **Assessor** Katey Thompson      **Date** 13.02.2026  
**Activity** 0-2 year olds risk assessment      **Checked by** Daisy Wainwright      **Review Date** Autumn 2026 once opened

What are the hazards? What could happen? Please list	Who is particularly At risk	What precautions or existing control measure are presently taken.	Any further action needed	By whom	Date of review when updates in place
General Slips, trips and falls	Staff, children and visitors	<p>General good housekeeping in place, all areas are well it. There are no trailing leads and staff keep work areas/ preparation areas clear of debris.</p> <p>Room is cleared and tidied throughout the day and before the staff leave.</p> <p>Suitable non-slip flooring is in place in 'wet areas' including the feeding area, bathroom and milk room.</p> <p>All staff complete slips, trips and fall training annually</p> <p>All hard surfaces are protected, with no sharp or square edges – furniture is purchased to have rolled or rounded edges.</p> <p>Rugs are checked regularly, throughout the day to ensure they are flat to the floor.</p> <p>Classroom to have resources spread out to support crawlers, cruisers and early walkers and prevent falls</p>	School to purchase wet floor signs to ensure they are available in a quick situation, all spillages to be addressed immediately	All staff in the room	
General Manual Handling	Staff – back pain	<p>Trolleys are used to transport heavy items.</p> <p>Only light items are stored on shelves.</p> <p>All staff complete manual handling training annually.</p> <p>High changing tables are used, so that staff are not bent over.</p> <p>Staff sit on adult chairs around the small tables, so that they are at the right height, but not bent over – staff are encouraged to sit on the floor with children as best practice when playing at a low level.</p> <p>Staff discouraged from kneeling.</p>	Review with the staff any musculoskeletal difficulties that may be present that we are unaware of and use OH to help plan risk assessments accordingly	SLT	

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General working at height	Staff	All work at height will take place when children are not in the building, using the correct, tested, equipment. All staff are trained in working at height annually.	Ensure the Site Agent follows the same process of no working at height whilst children are in the building	SLT	
General Site Security	Staff and Children	All perimeter doors and entrances are fitted with coded security locks. Staff ensure both outdoor gates to the garden are locked prior to letting children out to play. CCTV in driveway allows admin team to see visitors from Haddon Road	Fit camera to security gate on Whitecroft Road, as currently a blind spot.	SBM	
General Electrical	Staff and children	Staff trained to report defects to the SBM or HT Defective equipment is removed immediately from use Staff do not bring in appliances from home, unless PAT tested PAT testing takes place annually Extension leads are not recommended and where this happens Site Agent should raise this with SLT for electrician support Plug socket covers are not to be used as they are a fire hazard	School to source the lifting of plug sockets, where they are at a low height	SLT	
General Asbestos	Staff and children	There is presumed asbestos in the aertex of the sleep room ceiling. It is undisturbed and is checked annually. Staff to be aware that no items should be put on and attached to the ceiling, due to the risk of it being disturbed. Site agent completed annual visual checks of the ceiling and reports changes to the HT Site Agent to ensure contractors working in the 0-2 room read and sign the asbestos register in the front office	Organise an updated asbestos survey with the LA and discuss possible testing and removal	HT	

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General Burns and Scalds	Staff and Children	<p>All radiators are fitted with cool temp radiator guards No children are allowed in the milk room All taps for hand washing, of which the children have access, are fitted with TMV's and the temperature is tested, and recorded weekly. Bottles and other drinks are heated in a bottle warmer and not ever put in the microwave, as this could cause overheating in patches. Staff are not allowed any hot drinks, in any container, in the 0-2 room – hot drinks only in the staff designated areas of the school. When using the kettle, staff are sensible and aware of the risk of steam burns and hot water burns on themselves</p>	Burn first aid kit to be purchased and placed in the milk room	HT	
Play equipment	Children	<p>All play equipment will be checked visually daily by staff, before children come into school Defects will be reported to the SLT and faulty equipment will be removed from the room before children could be put at risk.</p>	Develop a system across the school for reporting and disposing/fixing of faulty equipment.	SLT	
Doors and Windows	Children	<p>The separation gate will be used to prevent children from the risk of the outside door – escaping, standing on etc, when the door is opened to let children in or for them to go home Windows are all at heights that children are not at risk of falling out of. Windows will be opened slightly, if needed for ventilation, however this will depend on the room temperature. Finger guards are fitted to all doors and staff are to be extra aware of where the children are when closing the doors of the classrooms. Site agent completes weekly checks of fingers guards to ensure they are in place and working correctly, reporting and replacing defects immediately</p>	Create signs to help visitors to the room be aware that little people may be behind the door when entering the room	Admin	

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COSHH	Children and staff	<p>Potties are emptied down the toilet and then washed in hot soapy water</p> <p>If outbreak of diarrhoea in the classroom – potties to washed in disinfectant to clear risk of infection, but disinfectant to be washed off before being used by a child</p> <p>Nappies to be placed in nappy sacks and placed in separate bin; this is to be emptied twice a day (lunchtime and end of day)</p> <p>Soft toys to be washed, in the washing machine, at least weekly to remove any pathogenic organisms</p> <p>Hard toys to be washed after use, in hot soapy water (this may be daily for some times)</p> <p>Sandpit or any outdoor play equipment will be covered at the end of the day, to prevent animal urine or faeces causing infection. Outdoor equipment to be cleaned weekly.</p> <p>Site agent to complete, at least, monthly checks of the garden and remove weeds or plants growing, to prevent poisonous plants becoming a risk; this may be more frequent in the spring and summer months</p> <p>Staff will wear disposable gloves for all intimate care and first aid.</p> <p>Staff will follow good handwashing guidelines, for themselves and the children, no matter their age.</p> <p>Staff to have rubber gloves available to support with the washing of toys and kitchen items, these will be coloured according to task (yellow for food items/ red for toy cleaning); these will be replaced half termly.</p> <p>Where disinfectant is used by the cleaning staff, this will only be completed when there are no children present and there is time for this to dry.</p>	Create a clear and concise cleaning schedule for staff in the room, site agent and cleaning staff, for use at the beginning of the set up and opening.	SLT	

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Educational Visits	Children and staff	Staff will complete the LA evolve programme for all educational visits and complete a separate event specific risk assessment prior to attending, or taking part in any educational visit or trip.	N/A at present		
Sleeping Children	Children	<p>Cots and mattresses are in good suitable condition. Staff complete daily checks for wear and tear</p> <p>Sleeps mat are stored in the room and also checked for wear and tear daily. Where they show sign of exposed foam or rips, these are reported and disposed of, following the correct school procedure.</p> <p>The temperature of the room is checked and recorded as a child is put to sleep – the air conditioning unit is used to ensure the temperature is between the correct temperature for safe sleeping.</p> <p>Children must to positioned so the are face to feet with the child laying in the next cot or sleep mat</p> <p>Not items are hung over the sleep area</p> <p>Staff follow the policies for sleep checking – 10 minutes, and sign to show they have completed the check.</p> <p>All staff have completed staff sleep training and refresh this annually.</p>	Develop a safe sleep/check record for staff to fill in	SLT	
Nappy Changing	Staff from incorrect standing; children	<p>Changing tables have steps, so when children can, they will climb onto the table themselves, holding hands for safety</p> <p>Changing table has space underneath, so staff can stand correctly when changing.</p> <p>Changing resources are in reach, so the children are not left unattended at any time – staff to ensure the area is set up each morning before the children come into school</p> <p>The changing table is cleaned before and after each use, with a wipe.</p>	N/A at present		

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Choking Hazards	Children, especially under 18 months	<p>All food is cut according to the relevant guidance and training received</p> <p>Skins are removed from all fruit, so younger children can chew with ease</p> <p>Small items are prevented from use, including coins, balloons, plastic wrapping, pen tops etc, or kept away from young children – they are stored out of the room</p> <p>Heuristic play, and natural resources are suitable for the age range of the children and precleaned accordingly to prevent harm</p>	School to review guidelines for under 2's – as previous training was for 2-5 years	SLT	
First Aid	Children	<p>All staff have paediatric first aid training, which is reviewed every three years and includes emergency first aid for babies</p> <p>Staff are aware of first aid equipment that can be used for under 2's and those to avoid.</p> <p>Emergency contacts to be reviewed every term, with at least three numbers to be contacted in case of emergency</p>	Review first aid kit for 0-2, ensuring the correct items	SLT	
Feeding	Children	<p>Staff to work with parents on feeding and ensure that all resources for feeding are appropriate for age/stage</p> <p>All staff are trained on baby led weaning and can support children who are transferring from liquid food to solids</p> <p>Staff will use feeding as a calm and supportive environment, no matter the stage, they will fully supervise the children</p> <p>Staff are aware of allergies, and children will wear red bibs to highlight this to all staff in the room discreetly</p> <p>Where breastmilk is to be offered to a parent, this will be stored inline with food hygiene guidelines</p> <p>Where formula milk and other items are provided by the parent, the food will be stored in accordance with manufacturers guidelines and returned home after the best before, or expiration date.</p>	Create questionnaire of feeding for new starters	SLT	

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Medication	Children	<p>Staff are all paediatric first aid trained</p> <p>Parents will sign a medication form, with clear expectations of time and dosage of medication</p> <p>For medication such as teething gel and nappy rash cream – this does not need to be prescribed by the GP, however the parent must have tried the medication at least 24 hours before the nursery can apply this, to ensure no allergic reaction occurs.</p> <p>Medication will be checked regularly, to ensure it is within date, and will be checked prior to each use. Out of date medication will be sent home to parents and replacement requested</p> <p>Where staff feel there may be an error on the medication form, the school will contact a health visitor or GP for advice prior to administering the medication.</p>	Review the administration of medicine policy to include teething gel and nappy creams.	HT	
Shared Space	Non-walkers	<p>Staff are aware of the behaviours and space required for each individual child, dependant on their developmental stage, physically.</p> <p>If needed, different areas of the classroom may be used to ensure the safety of walkers and non-walkers.</p> <p>Staff will not wear shoes in the 0-2 room; slippers or slipper socks are accepted, with slip on shoes for outdoor play – emergency evacuation.</p> <p>Daily visual risk assessments will take place and staff will act accordingly to support development of all children</p>	Develop the outdoor curriculum to focus on crawlers, cruisers and walkers to support the awareness of individual need to support visual risk assessment	SLT	
General fire safety and evacuation	Children and staff	<p>Evacuation cots to be used to support quick evacuation of children from the premises</p> <p>Fire evacuation point is in the main car park, by front gate – Whitecroft Road</p> <p>Fire register to be hung by exit door to be grabbable</p> <p>Garden pathway from main door to level gate to remain clear for space to remove evacuation cot quickly</p>	Monitoring of exit to be added to fire warden monthly check	SLT	

