

Strawberry How Nursery School

Risk Assessment

June 2025

Risk Level: 1= Low / 2= Med / 3= High

Area	Hazard	Person at Risk	Level of Risk	Action already taken/ Staff Responsible	Further Action/ Responsible Person	Review Date
 Office	Electrical equipment, E.g. computers, printers, photocopier and telephone.	Managers and Administration Officer.	1	Checked weekly by H/S Officer. Checked annually by Omnisafe Ltd (July 25)		August 26
   Staff Room	Electrical equipment, E.g. computer, printer and microwave.	Managers and staff.	1	Checked weekly by H/S Officer. Checked annually by Omnisafe Ltd (July 25)		August 26

Strawberry How Nursery School

Risk Assessment

June 2025

 <p>Front Door</p>	Front door and Entrance hall	Managers	1	<p>Front door is always locked, it is only opened by a member of staff. CCTV is in operation 24 hours per day to monitor arrivals and departures.</p> <p>Fire extinguishers checked by Beacon Fire Protection (July 25)</p> <p>Alarm activated door lock, fitted and serviced by PWS Systems (July 25)</p>		<p>August 26</p> <p>August 26</p> <p>August 26</p>
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Strawberry How Nursery School

Risk Assessment

June 2025

	<p>Electrical Equipment, E.g. Radio, DVD player, Television, 6 tablets, fish tank.</p>	<p>Children and staff.</p>	<p>1</p>	<p>Checked weekly by H/S Officer and staff.</p> <p>Checked annually by Omnisafe Ltd (July 25)</p>	<p>August 26</p>
					
					
	<p>Fish tank.</p>	<p>Children and staff.</p>	<p>1</p>	<p>Toys washed and cleaned on a weekly basis to avoid cross contamination.</p>	<p>On going</p>
<p>Squirrel Room</p>					

Strawberry How Nursery School

Risk Assessment

June 2025

 <p>Office</p>	Broken toys.	Children and staff	1	Any broken toys should be recorded on the green maintenance sheets which are kept in all rooms and the office. The H/S Officer will decide whether they can be repaired.		On going
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Strawberry How Nursery School

Risk Assessment

June 2025

<p>All Rooms</p> 	<p>Hard surface areas are used for dining. Additional use for arts. These areas are mopped regularly and can therefore be slippery.</p>	<p>Children and staff</p>	<p>1</p>	<p>Staff and children are instructed about the hazards of wet floors. Yellow wet floor signs are used.</p> <p>All staff are responsible for children and adult safety.</p>		<p>On going</p>
 	<p>Toys on the floor.</p>	<p>Children and staff</p>	<p>1</p>	<p>Tidy up at regular intervals to avoid accidents. (Tidy up music is used in the Butterfly and Squirrel Rooms) Toys are generally played with on the floor. All staff responsible.</p>		<p>On going</p>

Strawberry How Nursery School

Risk Assessment

June 2025

 <p>All Rooms</p>	Stacking chairs and tables.	Children and staff.	1	Red chairs to be stacked no more than four chairs high in the rooms. Tables are never stacked on furniture. No chairs are to be left by an open window or gate. All staff responsible.		On going
 <p>Fish Tanks</p>	Fish tanks	Staff and Children	1	Cleaned monthly and children are discouraged from handling equipment. Hands are washed after feeding the fish. All staff responsible.		Monthly or when necessary

Strawberry How Nursery School

Risk Assessment

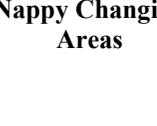
June 2025

 <p>Laundry Room 1</p>	<p>Hazardous chemicals in Laundry Room</p>	<p>Staff</p>	<p>2</p>	<p>Cleaning products are stored in a locked cupboard out of the reach of children. Staff are aware of the need to read instructions before use and to use COSHH rules. All staff including apprentices are responsible. Although work experience students are not permitted to use chemicals.</p>		<p>On going</p>
 <p>Laundry Room 2</p>	<p>Access</p>	<p>Staff</p>	<p>1</p>	<p>Children are not allowed in the Laundry rooms. Laundry Room 1 has its door kept locked at all times, except for access. Only adults can access Laundry Room 2. All staff are responsible.</p>		<p>On going</p>

Strawberry How Nursery School

Risk Assessment

June 2025

	<p>Squirrel nappy changing area.</p>	<p>Children and staff</p>	<p>1</p>	<p>Disposable gloves and aprons are available. Staff are trained to change nappies. Paper towels and sanitising spray to be used to clean the changing mats after every use. All staff including apprentices are responsible, work experience student do NOT change nappies.</p>	<p>On going</p>
	<p>Butterfly nappy changing area.</p>	<p>Children and staff</p>	<p>1</p>		<p>On going</p>
	<p>Butterfly room toilets – nappy/waste bins</p>	<p>Children and staff</p>	<p>1</p>	<p>Storage is sufficient. White bins with lids for nappies, grey bins with lids for general waste. Bin bags are used for nappy disposal and placed in general waste bin.</p>	<p>On going</p>
	<p>Caterpillar nappy changing area.</p>	<p>Children and staff</p>	<p>1</p>		<p>Toilets and basins to be kept clean at all times. Water is thermostatically controlled. Checked by Blue Flame (July 25)</p>
	<p>Gas boiler and central heating system, housed in Butterfly toilets.</p>	<p>Children and staff</p>	<p>2</p>	<p>Installed and checked by Blue Flame (July 25) No child has access to the gas boiler.</p>	
 <p style="text-align: center;">Nappy Changing Areas</p>					

Strawberry How Nursery School

Risk Assessment

June 2025

	<p>Boxes on high shelves.</p>	<p>Staff</p>	<p>1</p>	<p>A ladder is always used to retrieve materials and artefact boxes. All staff trained in how to use ladders and stepladders correctly. (Citation) All staff responsible.</p>	<p>On going</p>
	<p>Storing equipment/materials.</p>	<p>Staff</p>	<p>1</p>	<p>Staff are aware that they must store materials correctly to avoid things falling from high shelves. All staff responsible.</p>	<p>On going</p>
<p>Storage Cupboards</p>					

Strawberry How Nursery School

Risk Assessment

June 2025

	CD player	Staff	1	Checked weekly by H/S Officer. Checked annually by Omnisafe Ltd (July 25)		August 26
	Air conditioning unit	Staff	1	Installed by Penguin in September 2016. Checked annually (July 25)		August 26
	Microwave	Staff	2	Checked weekly by H/S Officer and daily by room leaders/staff. Checked annually by Omnisafe Ltd (July 25)		August 26
 <p data-bbox="230 1129 387 1193">Caterpillar Room</p>	Sterilising Tub for bottles	Staff	1	Rattles and toys that children play with are to be sterilised daily. Staff trained in the used of sterilising fluid. Changed daily.		On going

Strawberry How Nursery School

Risk Assessment

June 2025

 <p>Sterilising</p>	Toys and other equipment (All rooms)	Staff and children	1	Toys that the children play with are to be sterilised regularly. Staff are trained in the use of sterilising fluid. Not for use by students.		On going
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Strawberry How Nursery School

Risk Assessment

June 2025

	<p>Storage shelving in Butterfly Sleep room</p>	<p>Staff and children</p>	<p>1</p>	<p>Children are always supervised when in the sleep room. Storage boxes are checked weekly by H/S Officer and daily by staff.</p>	<p>On going</p>
	<p>Butterfly kitchen- Electric equipment, E.g. toaster, fridge</p>	<p>Staff</p>	<p>2</p>	<p>Checked regularly by H/S officer. Checked annually by Omnisafe (July 25). All spillages are wiped up immediately.</p>	<p>August 26</p>
	<p>Butterfly room television</p>	<p>Staff</p>	<p>1</p>	<p>Checked annually by Omnisafe Ltd (July 25)</p>	<p>August 26</p>
<p>Butterfly Room</p>					

Strawberry How Nursery School

Risk Assessment

June 2025

	Fire Blanket	Staff	3	Fire blanket is situated on the kitchen wall beside the door for easy access. Checked annually by Beacon Fire Protection (July 25)		August 26
	Electric equipment E.g. kettle, microwave, oven and fridge	Staff	2	Microwave housed at the back of worktop. Only staff operate it. Checked annually by Omnisafe Ltd (July 25)		August 26
			2	Fridge is used by staff. Kettle is situated at the back of the kitchen worktop, close to the wall and fridge. No cables can be pulled. Checked annually by Omnisafe Ltd (July 25)		August 26
			2	The kitchen is used by staff throughout the day. No children are allowed access. Alarm activated door fitted by PWS Systems (July 25). Oven only used by staff. Checked annually by Omnisafe Ltd (July 25)		August 26
			1			August 26
<p>Squirrel Kitchen</p>						

Strawberry How Nursery School

Risk Assessment

June 2025

	Chest Freezer	Staff	1	Checked regularly by H/S Officer. Checked annually by Omnisafe Ltd (July 25)	August 26
	Dining hall television	Children and staff		Checked weekly by H/S officer. Checked annually by Omnisafe Ltd (July 25)	August 26
	Microwave and kettle	Staff	2	No food is prepared in the kitchen. Food is only heated and served. The staff use the kettle, microwave, oven and occasionally the urn. Checked annually by Omnisafe Ltd (July 25)	August 26
	Integrated oven	Staff	2	Checked annually by Omnisafe Ltd (July 25)	
	CD player	Staff	2	Checked weekly by H/S officer. Checked annually by Omnisafe Ltd (July 25)	August 26
	Fire extinguisher	Staff	3	Fire extinguishers checked annually by Beacon Fire Protection (July 25)	August 26
Dining Hall					

Strawberry How Nursery School

Risk Assessment

June 2025

	Community/ Soft play blocks	Children and staff	1	The soft play area is placed on a rubberised surface. The wall has been carpeted for protection. Children are always supervised. Checked weekly by H/S officer and daily by staff.		On going
				Large hollow blocks are stored in the canopy. Staff manoeuvre equipment when needed - children help to tidy blocks away.		On going
	Sink, water and sand trays	Children and staff	1	When the water tray is used, the red mop and bucket is on hand to quickly mop up any spillages. Sand is swept up regularly.		On going
	Closing of doors	Children	2	All doors have a slow closing hinge. There are finger protection strips down the hinge to prevent trapped fingers. Staff are aware that they need to guide the children when moving from rooms.		On going
<p style="text-align: center;">Canopy</p>						