

Risk Assessment Form – Minnows Jane Williams, April 2017

Revision date: 31 March 2019

Identify Hazard	Hazard Effect Who is at risk?	Severity	Probability	Risk Factor	Minimise Risk by	Residual Risk
Toilets	Children , could leave building if unsupervised.	5	1	5	Maintain good standard of cleanliness, hygiene and security. Ensure floor covering is suitable for the age group and in a clean/safe condition. Ensure changing equipment is in good repair and there are adequate facilities for disposal of nappies. Adults need to take their toddlers to the toilet and ensure their safety. Ensure that a mop and bucket and cleaning equipment is available.	Slight
Tables	Everyone , especially younger children who could catch fingers in the tables leg mechanism.	3	1	3	Take care to check that tables are correctly put out up and that chairs are sturdy enough not to topple over	Slight
Plugs	Children , putting fingers in or other objects.	5	2	10	Adults to make sure children do not go near sockets – and those in the used area have safety plugs.	Minimal
Hot drinks	Everyone , burns.	4	3	12	Remind adults not to walk around with hot drinks. Also remind them to keep their eyes on their children and watch out for any potential accidents.	8
Inhalation of fumes from glue/paint etc.	Everyone , headache/intoxication	2	2	4	Ensure work area is well ventilated.	
Glue/paint	Everyone , getting something in eyes or mouth.	2	2	4	Ensure parents/cares know that they must take responsibility for their children at all times. Tell children beforehand to take care and make sure there is constant supervision, especially with any very young children.	2
Glue	Everyone , getting stuck in hair, on bodies or clothes.	2	2	4		2

Finished work	Everyone , paint/glue could get on bodies, in eyes.	2	3	6	Have a designated place to put work.	2
Food – allergies	Everyone , anaphylactic shock, sickness, rash, tummy upset.	5	1	5	Always check to see if there are any children with allergies before using food – especially nuts. All Leaders to know if any child has an EpiPen. Parents/Cares to take responsibility.	5
Trip/fall	Everyone , cuts/bruising/strain.	2	3	6	Ensure children are paying full care and attention and not getting over excited.	4
CD player	Everyone , electrical shock.	5	3	15	Ensure that this is out of reach of the toddlers at all times.	5