

Razzy's Daycare & Nursery

Risk Assessment Policy

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Introduction

This Risk Assessment outlines the procedures, control measures, and safety standards implemented within our Early Years setting, including both the indoor nursery environment and the external Forest School area located in a public park. The purpose of this document is to ensure the safety, welfare, and development of all children in our care by identifying potential hazards and providing clear preventive measures in accordance with the Early Years Foundation Stage (EYFS), Ofsted regulations, the Health and Safety at Work Act 1974, and Forest School Association guidelines.

The assessment covers daily operations, structured learning activities, free play, use of tools, movement between areas, staff responsibilities, and emergency preparedness. All staff members are required to read, understand, and adhere to the safety measures outlined in this document.

Legal & Regulatory Framework

This Risk Assessment is written in accordance with the following legislation and statutory guidance:

Early Years Foundation Stage (EYFS) Statutory Framework (2025)

- Safeguarding & Welfare Requirements
- Staff-to-Child Ratios
- Health, Safety & Security Standards
- Supervision Requirements

Health and Safety at Work Act (1974)

- Duty of care to children, staff, and visitors
- Requirement for identified and controlled risks

Management of Health and Safety at Work Regulations (1999)

- Requirement to assess risks, implement controls, maintain records

Children Act (1989 & 2004)

- Safeguarding and promoting the welfare of children

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

- Procedures for reporting serious incidents

Forest School Association (FSA) Standards

- Safe use of fire, tools, and natural materials
- Outdoor-first-aid competency
- Dynamic risk assessment procedures

This framework ensures the nursery delivers high-quality care and education while meeting all legal duties to protect children from foreseeable harm.

Risk Assessment Purpose & Methodology

The purpose of this risk assessment is to ensure that all foreseeable hazards within Razzy's Daycare and Nursery, including our indoor playroom and Forest School provision, are identified and managed effectively. Our approach is centred on maintaining a safe, nurturing and stimulating environment where children can explore, learn and play confidently. Risks are assessed by considering both the likelihood of an incident occurring and the potential harm it may cause. Once identified, appropriate control measures are implemented to reduce risks to the lowest reasonable level. Staff review risk assessments regularly throughout the year and whenever there are changes to the environment, equipment or activities. In addition to this formal process, all practitioners engage in continuous dynamic risk assessment by observing children and scanning the environment moment-to-moment. This ensures that hazards are recognised and responded to immediately, maintaining a safe space for all children in our care.

Detailed Risk Assessment

This section covers all risks associated with the indoor nursery environment, including the playroom, equipment, furnishings, storage, fire safety, hygiene systems, supervision practices, access control, and environmental hazards.

Hazard	People at Risk	Risk Level	Detailed Control Measures	Residual Risk
Access control / security	Children	High	<ul style="list-style-type: none"> • Monitored entry points. • Parents buzzed in; no tailgating. • ALR (Authorised List Register) used for pickups. • Gates fitted with top-level locks. • Fire exits alarmed to prevent unauthorised opening. 	Low
Behavioural risks (biting, running indoors)	Children	Medium	<ul style="list-style-type: none"> • Staff implement positive behaviour strategies. • Calming corner available. • Risk children on behaviour plans. • Indoor running discouraged by environment layout. 	Low
Choking hazards / small objects	Children	High	<ul style="list-style-type: none"> • No small toys accessible to under-3s. • Cleaning staff sweep corners daily. • Broken toy parts disposed immediately. • Staff complete daily small-parts check using 50mm tube test. • Snack time supervised 1:1 for high-risk children. 	Low
Doors & finger-trap injuries	Children	High	<ul style="list-style-type: none"> • Finger guards on all internal doors. • Soft-close hinges installed. • Children taught door-safety routines. • Staff supervise transitions closely. • External doors locked with child-proof mechanisms. 	Low
Electric outlets, cables, conduit	Children	Medium	<ul style="list-style-type: none"> • All sockets fitted with tamper-resistant covers. • High-level wiring inspected annually by qualified electrician. • PAT test log maintained for all portable appliances. • Damaged cable protocol: immediate removal from room. 	Low
Fire exit access / trip hazards	Everyone	High	<ul style="list-style-type: none"> • Minimum 1.1m clear evacuation route always maintained. • No storage permitted within 2m radius of exit door. • Fire exit tested daily to ensure it opens easily. • Emergency lighting checked weekly. • Staff trained to clear children quickly in emergencies. 	Low

Fire safety equipment	Everyone	Medium	<ul style="list-style-type: none"> • Fire extinguishers serviced annually. • Fire blanket located near preparation area. • Staff training • Fire alarm tested weekly with log. • Termly evacuation drill with follow-up review. 	Low
Food preparation area hazards	Children, staff	Medium	<ul style="list-style-type: none"> • Children restricted from kitchen area. • Allergies displayed on wall and registration system. • Staff hold Level 2 Food Hygiene certification. • Fridge/freezer temps logged twice daily. • All foods labelled with date and allergen info. 	Low
Freestanding foldable tables / panels	Children, staff	High	<ul style="list-style-type: none"> • Stored in locked cupboard or wall-mounted holder. • Never left leaning against walls where children play • Soft corner bumpers added if stored in room. • Only staff permitted to move/store tables. • Weekly inspection for damaged hinges. 	Low
Furniture edges / corners	Children	Medium	<ul style="list-style-type: none"> • Corner protectors on all low-level tables. • Lightweight Montessori-style furniture used where possible. • Broken furniture reported and removed same day. • Regular rotation and cleaning beneath furniture to remove hazards. 	Low
Garden Play- (including water trays)	Children	Medium	<ul style="list-style-type: none"> • Always supervise children; ensure first aid is available. • Encourage appropriate clothing (coats in cold, sun protection in hot weather); • Limit time outside in extreme temperatures • Check play area for obstacles, wet surfaces, or hazards • Remind children of safe play rules 	
Heating, ventilation & room temperature	Children	Medium	<ul style="list-style-type: none"> • Temperature maintained at 18–21 °C. • Windows fitted with restrictors (max opening 10cm). • Fans/heaters inaccessible to children. • CO₂ monitor used to prevent poor ventilation. • Daily ventilation routine followed. 	Low
Infection control / hygiene	Children, staff	Medium	<ul style="list-style-type: none"> • EYFS-compliant handwashing routine. • Toys sanitised daily; mouthed toys sterilised immediately • Color-coded cleaning equipment used. • Nappy-changing PPE worn at all times. • Exclusion periods followed (48hrs after vomiting/diarrhoea). 	Low

Sensory or creative media hazards (e.g., sand, paint)	Children	Low–Medium	<ul style="list-style-type: none"> • Non-toxic, CE-marked materials only. • Sand trays covered when not in use. • Aprons worn; spills cleaned immediately. • Staff ensure no ingestion of materials. 	Low
Slips, trips, and falls on flooring	Children	Medium	<ul style="list-style-type: none"> • Non-slip polish used as per COSHH standards. • Wet floor signs used immediately during spills. • Staff trained to monitor high-activity areas. • Rugs secured with anti-slip pads. • Daily sweep for toys obstructing walkways. 	Low
Stacked chairs / furniture stability	Children, staff	High	<ul style="list-style-type: none"> • All chairs stacked below manufacturer's limit. • Racks secured to wall studs with safety brackets. • No child access; stored in staff-only zone. • Daily physical shake-test for stability. • Weight evenly distributed across rack. • Staff trained in manual handling. 	Low
Storage of cleaning chemicals	Children	High	<ul style="list-style-type: none"> • Full COSHH compliance. • Chemicals locked in high-level cupboard. • Staff trained on safe handling. • All spray bottles labelled and stored upright. • No bleach permitted on site. 	Low
Supervision / ratios	Children	High	<ul style="list-style-type: none"> • EYFS ratios strictly followed:– Under 2s = 1:3– Age 2 = 1:4– Age 3–4 = 1:8 or 1:13 (qualified teacher) • Staff stationed at fixed sightline points. • No blind spots; mirrors used where needed • Walkie-talkies used for communication. (if necessary) 	Low
Water play risks	Children	Medium	<ul style="list-style-type: none"> • Constant direct supervision. • Water emptied after each session. • Anti-slip mats used. • No electrical items near water. 	Low

Detailed Forest School Risk Assessment

The Forest School environment presents different and more dynamic risks due to its open, natural, and public setting. This assessment applies to all outdoor learning delivered in the woodland area of the nearby public park.

Hazard	People at Risk	Risk Level	Control Measures	Residual Risk
Allergies (pollen, plants, bites)	Children	Medium	<ul style="list-style-type: none"> • All medical plans brought to site. • Epi-pen carrier assigned for allergy child. • Avoid allergen areas. • Antihistamines allowed if prescribed. 	Low
Children wandering out of area	Children	High	<ul style="list-style-type: none"> • 3:1 ratio for EYFS Forest School ideal. • Perimeter sweep prior to starting. • Use hi-vis vests for visibility. • Regular headcounts (every 3–5 minutes). • Whistle recall system taught and practiced. 	Low
Dog walkers & animals	Children	Medium	<ul style="list-style-type: none"> • Children taught “stand still, hands down”. • No feeding or approaching animals. • Staff intervene if unleashed dogs come close. • Check site for dog fouling before activity. 	Low
Fire circle / campfire	Children, staff	High	<ul style="list-style-type: none"> • Clear 1–2m radius circle marked. • Seats placed at safe distance. • Only Leader tends fire. • Fire bucket + fire blanket on-site. • Strict rules: no crossing the fire line. • Long hair tied back; no loose clothing. 	Medium
Litter, broken glass, sharp objects	Children	Medium–High	<ul style="list-style-type: none"> • Site sweep before session. • Gloves used by staff only to remove hazards • Dispose in sealed bag. • Children taught “don’t touch – tell an adult.” 	Low
Lost child	Children	High	<ul style="list-style-type: none"> • Missing child plan practiced. • Whistle recall system. • Immediate boundary lockdown by staff. • 999 if not located within minutes. • Staff carry mobile phone and maps. 	Low
Public access (strangers approaching children)	Children, staff	High	<ul style="list-style-type: none"> • Clear boundary markers (flags, ropes, cones). • Staff positioned at boundary points. • “Stop signal” taught to children. • High vigilance in dynamic risk assessing. • Safe Collection Protocol: no child leaves group without key worker. • Visitors recorded & supervised at all times. 	Medium–Low

River/pond/ standing water in park	Children	High	<ul style="list-style-type: none"> • Exclusion zone of minimum 5m unless part of planned activity. • Additional adult stationed near water. • Water safety rules taught. • Only Level 3 Leader to lead water-based learning. 	Medium–Low
Smoke from nearby park users / BBQs	Children	Medium	<ul style="list-style-type: none"> • Relocate group immediately. • Teach children to avoid unknown fires. • Report to park authorities if unsafe. 	Low
Stings, bites, plants (nettles, thorns, fungi)	Children	Medium	<ul style="list-style-type: none"> • Teach identification of harmful plants. • Exclusion zones around brambles or poisonous species. • First-aiders aware of allergy plans. • Gloves for handling natural materials. 	Low
Stranger photographing children	Children	High	<ul style="list-style-type: none"> • Staff challenge politely using safeguarding protocol. • Move group to another area. • Inform DSL and record incident. • Clear signage: “Forest School session in progress”. 	Medium–Low
Toileting in outdoor environment	Children	Medium	<ul style="list-style-type: none"> • Students to go toilet before outdoor activity • Staff supervise route back to indoor toilet (if staff ratio permits. If unable all children to return to nursery.) • Hygiene: handwashing with water/sanitiser. 	Low
Trees and falling branches	Children, staff	Medium	<ul style="list-style-type: none"> • Pre-session “canopy check”. • Move group away from areas with dead branches. • No climbing on unstable trees. • Climbing rules taught (3 points of contact). 	Low
Uneven ground, roots, slippery mud	Children, staff	Medium–High	<ul style="list-style-type: none"> • Teach safe walking/awareness. • Appropriate footwear required (boots). • Leaf-litter & path checked before session. • No running zone if terrain unsafe. • Staff carry first-aid kit for sprains/falls. 	Low
Use of tools (loppers, whittlers, saws)	Children, staff	High	<ul style="list-style-type: none"> • Only Forest School Leader issues tools. • 1:1 or 1:2 supervision depending on tool. • Designated tool-use area with kneeling position for stability. • Tools stored in locked box and checked daily. • Safety gloves where appropriate. 	Medium–Low
Weather (cold, heat, storms, high winds)	Children, staff	High	<ul style="list-style-type: none"> • Weather check 24 hrs and 1 hr before session. • Cancel sessions in winds above 32 mph. • Hot weather: shade, hydration, hats. • Cold weather: layers, gloves, time-limited exposure. • Emergency shelter/tarp available. 	Low

Movement Between Indoor and Outdoor Environments

Movement between the indoor nursery and the Forest School area is managed carefully to ensure children remain safe and always accounted for. Staff conduct thorough headcounts before leaving the building, on arrival at the outdoor site, and at frequent intervals during the session. Children are taught clear routines for lining up, walking together and staying within visual contact of adults. When travelling through public areas of the park, staff maintain close supervision and position themselves strategically to ensure no child drifts from the group. Children wear high-visibility vests to maximise visibility and safety in public spaces. Clothing and equipment checks are carried out before outdoor sessions to ensure children are protected from weather conditions. Staff remain vigilant during transitions, recognising that movement between areas increases the risk of distraction or separation and therefore requires heightened awareness.

Safeguarding and Access Control

Safeguarding procedures are integral to ensuring children's welfare in both the indoor nursery and the Forest School environment. Access to the indoor setting is strictly controlled, with only authorised adults permitted to enter or collect children. Outdoors, additional vigilance is required due to the public nature of the park, and staff remain alert to the presence of unknown individuals. All visitors are monitored closely and approached appropriately if necessary. Staff always maintain clear sight lines and position themselves to prevent blind spots, ensuring that children remain visible and within controlled boundaries. No child is ever left unattended or permitted to leave the group without adult supervision. Any safeguarding concern is reported immediately to the Designated Safeguarding Lead, following statutory procedures. These measures ensure that children remain secure, supported and protected in all areas of the provision.

Medical and First Aid Arrangements

The nursery maintains robust medical and first aid arrangements to protect children's well-being. Indoors, a fully stocked first aid kit is kept in an accessible location, and all staff hold appropriate paediatric first aid training. Medical information, including allergy and health-care plans, is readily available so that staff can respond swiftly to medical needs. When attending Forest School sessions, staff carry an outdoor first aid kit that contains supplies appropriate for woodland environments, along with any emergency medication

such as EpiPens or inhalers. A trained first aider is always present, and the Forest School Leader ensures that emergency routes, communication devices and shelter options are prepared before each session. All injuries are recorded accurately and shared with parents on the same day, ensuring transparency and continuity of care.

Staff Responsibilities

All staff share responsibility for maintaining a safe and well-supervised environment. Managers are responsible for ensuring that risk assessments are kept up to date, that safety procedures are followed, and that staff receive appropriate training. The Forest School Leader holds specific responsibility for assessing and managing risks in the outdoor environment, including evaluating weather conditions, monitoring terrain, supervising the use of tools and ensuring that emergency procedures are in place. All practitioners are expected to maintain appropriate staff-to-child ratios, supervise children closely and remain alert to potential hazards. Staff must report any concerns, defects or incidents immediately and follow the procedures set out in this document. Through their combined roles, staff work collaboratively to create a secure and enriching environment that supports children's holistic development.

Emergency Procedures

The setting has clear emergency procedures to ensure the safety of children in both indoor and outdoor environments. Indoors, fire evacuation drills are conducted regularly so that children and staff are familiar with the quickest and safest escape routes (see fire report for further information on procedures). Lockdown procedures are in place for circumstances where remaining inside the building is the safest option. Outdoors, the Forest School environment requires an adapted emergency approach that includes whistle recall signals, boundary lockdown and swift relocation to a safe area if weather conditions deteriorate or if a serious incident occurs. Should a child become lost or sustain a significant injury, staff follow a strict protocol that includes immediate action, communication with emergency services and clear reporting to parents and leadership. All emergencies, regardless of severity, are documented and reviewed to inform future practice and improve safety across the setting.