

**Ringrose Kindergarten Chelsea
Risk Register as at 7th September 2021**

Scoring Matrix:

LIKELIHOOD	% Chance	Description
1. Highly unlikely	0 - 20%	The event may occur only in exceptional circumstances
2. Unlikely	21 - 40%	The event could occur at some time
3. Moderate	41 - 60%	The event will occur at some time
4. Likely	61 - 80%	The event could occur in most circumstances
5. Very likely	81 - 100%	The event will occur in most circumstances

SEVERITY	Description. Mental health related in purple
1. Negligible	Minor first aid treatment causing minimum work interruption. Apprehension/ Alarm on one off occasion or of short duration requiring no treatment.
2. Minor	Injury requiring first aid treatment. Minor concern or worry being displayed over a period of time, but responding to local support from manager and colleagues, and not requiring time off work.
3. Serious	Injury requiring medical treatment, causing inability to continue work for more than 7 days (excluding day of accident). RIDDOR. Significant trauma displayed after event or over considerable period of time, causing health issues requiring GP or counselling.
4. Major	Permanent or life changing Major trauma related illness resulting in self-harm and long term incapacity requiring medical treatment and/or counselling.
5. Fatalities	Single or multiple deaths. Extreme mental health issues leading to suicide.

LIKELIHOOD	SEVERITY				
	Negligible	Minor	Serious	Major	Fatalities
Highly Unlikely	1	2	3	4	5
Unlikely	2	4	6	8	10
Moderate	3	6	9	12	15
Likely	4	8	12	16	20
Very Likely	5	10	15	20	25

TOTAL RISK RANKING	
1 - 5	Low risk - acceptable, monitor
6 - 15	Medium risk - acceptable, subject to guidance
16 - 25	High risk - unacceptable, activity must not proceed

EXTERNAL RISK ASSESMENT

Level of Risk.			Generic Risk	Risk Description	Who is at Risk	Control Measure and person(s) responsible	Timescales	Responsibility
L	S	R						
1	5	5	Physical security	Appropriate supervision for accompanying children to play ground	Children	Pupils are in small groups, usually eight or less. Remain in pairs. Maintain appropriate teacher child ratio when accompanying children to and from the playground. Close supervision and head counts during walk to and from playground. Careful supervision in crowded areas.	Daily	All Teachers
1	5	5	Physical Security Child absconding / leaving Playground	Unsupervised contact with adults/ abduction, assault, child protection issues Unauthorised Adult gaining entry to the premises.	Children People on premises and those most vulnerable	Rented Playground: Gates closed/ secured during outside activities - entrance 'manned' when in use to prevent unauthorised exit/entry. Maintained, un-breached fencing (no holes or gaps) Any observed damage to the playground fencing to be reported to the Headmistress on return. Supervision levels appropriate for layout of the site, especially in the vicinity of the gate.	Daily	All Teachers
2	2	4	Physical Security	Hazards (bottles, glass, wrappings, drink cans)	People on premises and those most vulnerable	Rented Playground: Playground to be checked for unsafe items before play / All activities to be supervised at all times	Daily	
2	2	4	Weather	Inappropriate clothing	Children / Teachers	Parents advised of suitable outdoor clothing (sunhats/wet weather wear) Sunscreen to be applied before session by parents Teachers must bring suitable clothing for outside playtime	Termly / weekly	Parents / Teachers
3	2	6	Weather	Slippery Surfaces	Children / Teacher	Path and Playground to be checked for Ice and Snow	As appropriate	All Teachers
1	2	2	Play Equipment Playground	Injury (slips, trips, falls, minor injuries)	Children	All outdoor play equipment to be checked and replaced where necessary. Areas identified as higher risk made "out of bounds"	As appropriate	Teachers / Headmistress

Level of Risk.			Generic Risk	Risk Description	Who is at Risk	Control Measure and person(s) responsible	Timescales	Responsibility
L	S	R						
2	3	6	Physical Security - Outings		As above	Refer to Outings Policy	As appropriate	As appropriate
3	2	6	Fighting/Rough Games	Injury	Children	Teachers aware of schools rules on appropriate behaviour Teachers trained in how to deal with this type of situation Prohibit inappropriate games from school.	As appropriate	As appropriate
1	5	5	Physical Security Outside play area	Appropriate supervision for accompanying children to outside learning space	Children	Maintain appropriate teacher child ratio when accompanying children outside. Close supervision and head counts during outside activity		
2	2	4	Physical Security	Hazards (bottles, glass, wrappings, drink cans)	People on premises and those most vulnerable	Outside play area to be checked for unsafe items before play / All activities to be supervised at all times		
1	2	2	Physical Security Play Equipment outside play area	Injury (slips, trips, falls, minor injuries)	Children	All outdoor play equipment to be checked and replaced where necessary. Areas identified as higher risk made "out of bounds"	As appropriate	Teachers / Headmistress

**Ringrose Kindergarten Chelsea
Risk Register as at 27th May 2020**

INTERNAL RISK ASSESSMENT

Risk Level			Generic Risk	Risk Description	Who is at Risk	Control Measure and person(s) responsible		
L	S	R						
1	5	5	Physical Security	Child gaining exit from the premises.	Children	Outside doors to be 'manned' by nominated staff member during periods of use. All outside doors to be locked when not in use (except fire exits) Exit via Clare's class room to be locked at each session Procedures in place for the arrival and departure of children (including when children leave early) Avoid children playing in areas out of sight of adults. Areas identified as higher risk made 'out of bounds'. Fire door exits to be checked daily.	Daily	As instructed
1	5	5	Physical Security	Unauthorised Adult gaining entry to the premises.	Children / Teacher	Outside doors to be 'manned' by nominated staff member during periods of use. All outside doors to be locked when not in use (except fire exits) Window stops to be used if windows are opened during summer months. All visitors to sign visitor book. Entry permitted by appointment only. No entry permitted during working hours of nursery for non approved adults.	Daily	As instructed Class Teachers
1	2	2	Physical security	Supervision / Class sizes	Children	A ratio of 1-4 for the under threes and 1-8 for the over threes must be maintained at all times	Daily	As instructed
1	1	1	First Aid		Children / Teacher	First Aider name displayed First Aid Box to be regularly checked. First Aid Box located in Kitchen. Trained First Aiders on site and available at all times Adequate numbers of supervision to account for emergency situations.	Weekly	First Aider

Risk Level			Generic Risk	Risk Description	Who is at Risk	Control Measure and person(s) responsible		
L	S	R						
1	4	4	Medication	Wrong Dosage	Children	<p>The schools health and hygiene Policy makes reference to/includes the schools arrangements for managing the admission of medications.</p> <p>No medication permitted into school unless there is written parental consent stating the name of the pupil, the medication, and the frequency and dosage to be administered.</p> <p>A log is kept of all medication administered.</p> <p>Medicines to be provided in the original container/labelled with the name of the appropriate child.</p> <p>Stored in a secure place.</p> <p>Pupils must not be given any medicines unless by written parental request</p> <p>Any specific training required by staff on administration of medication e.g. epi-pen will be provided.</p> <p>All emergency medicines (asthma inhalers, Epi-Pens etc.) are not locked away.</p> <p>Any written agreements between the parents and the school must be reviewed periodically to ensure it remains accurate.</p>	As appropriate	First Aider / class teacher
2	2	4	Internal Play Equipment	Injury from equipment Trips, slips and injury	Children	<p>All equipment purchased/loaned to be checked to ensure they are safe for all ages and stages of children attending activity</p> <p>Layout of equipment to allow adults and children to move freely between activities.</p> <p>All equipment checked regularly for cleanliness, state of repair etc</p> <p>All glues, paints etc are non-toxic</p> <p>Supervision is constant during physical play</p> <p>Children taught how to use play equipment correctly.</p>	Daily	Class Teachers

Risk Level			Generic Risk	Risk Description	Who is at Risk	Control Measure and person(s) responsible		
L	S	R						
2	2	4	Sandpit	Injury/Hygiene Eyes	Children / Teachers	Sandpit checked for unsafe items before play and covered after use Clean sand regularly Ensure appropriate sand is being used All activities supervised at all times Appropriate supervision at all times	As appropriate	Class teacher
2	2	4	Toilets	Injury/Hygiene	Children / Teachers	Children are encouraged where appropriate to be responsible for their own personal hygiene. Children are shown appropriate personal hygiene routines. It will be explained to the children that the toilets are not play areas. That we do not take food or play equipment into the toilets. Teachers will monitor toilet attendance.	Daily	All members of staff
2	2	4	Hand washing	Hygiene/contamination	Children / Teachers	All staff members / children must wash hands after attending the toilet. All staff members must wash hands prior to preparing food. Children must wash hands after playing outside Children must wash hands before snack time.	Daily	All members of staff and children
1	2	2	Nappy changing	Hygiene/contamination	Children / Teachers	The schools nappy changing policy makes reference to/includes the schools arrangements for changing nappies.	Daily	All Members of staff
1	2	2	Food and Drink	Hygiene	Children / Teachers	Staff to follow appropriate food hygiene procedures. Clean surfaces prior to snack preparation. Wash hands before snack preparation. All surfaces to be cleaned prior to snack time. Children to wash hands with soap. Children not allowed to walk about with food and drinks - Adults do not carry hot drinks through play areas.	Daily	All members of staff

Risk Level			Generic Risk	Risk Description	Who is at Risk	Control Measure and person(s) responsible		
L	S	R						
1	3	3	Climbing Apparatus	Injury/Falls from climbing apparatus	Children	Restrict and control numbers on apparatus at one time Ensure that the equipment is appropriate for the age of the pupils using it. Supervision of use required at all times. Children to wear appropriate footwear. Ensure that impact adsorbing surfaces are present where there is a significant risk of a fall.	As appropriate	Teachers
1	3	3	Fighting/Rough Games	Injury	Children	Teachers aware of schools rules on appropriate behaviour. Prohibit inappropriate games from school.	As appropriate.	Teachers
1	3	3	Doors	Child getting little fingers trapped in the doors	Children	All internal doors to be fitted with Child Hinge Protectors and Stops.	Checked before each session	Class Teachers
1	3	3	Stage	Children/adults climbing and falling from the stage area	Children / Teacher	No children allowed on stage. Games not to be played on steps. Ensure that the children know that this area is 'out of bounds'.	Daily	Class Teachers
1	3	3	Furniture	Stacked furniture on the stage area falling on child	Children / Teacher	No children allowed on stage. Equipment to be stored and stacked carefully.	Daily	Class Teachers
1	3	3	Kitchen Area	Children injury caused from touching hot cooker/drinks	Children	No children allowed in Kitchen area. No hot drinks to be allowed in classrooms.	Daily	Class Teachers
1	3	3	Storage Cupboard	Children injury caused from cleaning agents etc	Children	Storage Cupboard secured after each time of use. No cleaning products to be left unattended during use. Cleaning products to be stored out of reach.	Daily	Class Teachers
2	3	6	Sharp Instruments	Items such as scissors to be appropriate child versions	Children / Teacher	Equipment checked. Adult scissors to be stored out of reach	As appropriate	Class Teachers
1	3	3	Cross Contamination (Hygiene)	Cloths	Children	Blue cloths (tables only) Red cloths (toilets only) White dish cloth (washing dishes only)	Must be adhered to daily.	Class Teachers
1	2	2	Cross Contamination (Hygiene)	Washing up dishes/arts and crafts.	Children	Left hand sink to be used for washing up after arts and crafts. Sink facing hatch to be used for washing dishes only. Paint is not to be prepared over by the snack preparation area. Hatch to be kept clear for snacks/water and first aid boxes only.	Must be adhered to daily	Class Teachers