



Glaschieburn Early Learning and Childcare Risk Assessment

This risk assessment relates to our indoor provision. Please also refer to our outdoor play risk assessment.

Familiarisation with the space is part of the settling in process for new children. Section 1 - Classroom Area:

Care Inspectorate Health and Social Care Standards - *I have confidence in the organisation providing my care and support*

What has the potential to cause harm or be a hazard?	Who is at risk?	What control measures are already in place?	Assessment - further measures to reduce risk	Risk Rating
Drop off/ pick up time. The main Nursery door is unlocked during this period of time.	Children	<ul style="list-style-type: none"> Children are brought to the Nursery by a responsible adult. Age 16 years + Entry and exit is via a one way system in the main door and exit through the playground gate, both of these doors are manned by a member of staff during the drop off and pick up times. SEYP is present to take questions/information. Children are not allowed to leave the premises without an adult collecting them. Appropriate number of staff available to support with welcoming/settling children at drop off and also to support and observe children during pick up time. 	<ul style="list-style-type: none"> Nursery handbook shares drop off and pick up procedures. Gates have handles at adult height. Daily rota details the member of staff assigned to drop off and pick up. Unfamiliar adults to the setting must provide a form of ID upon collection of a child if assigned as the person collecting. If unexpected the child will not be released until the school makes contact with the parents. 	Low

Reviewed: August 2023



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		<ul style="list-style-type: none">• A paper register is used, This details who will be collecting the child. Adults unfamiliar to staff at will be asked who they are collecting and checked alongside name on the register, staff to ask unfamiliar people for ID to ensure name matches.• If person collecting does not match the person stated on register, SEYP to phone parent/carer for permission.• Main door is alarmed when closed after pick up/drop off window.• Internal door at entrance is fitted with hook and lock and is secured once all children are present.		
Children are settled into their environment and staff are aware of where children are within the setting.	Children	<ul style="list-style-type: none">• Staff duty rota ensures staff are available in both class areas and outdoors. This allows for safe supervision.• Children present and not attending are recorded in Seemis by the school administrator.• Timings of children and pick up are noted on a Google Sheet and also on the Nursery whiteboard.	<ul style="list-style-type: none">• Large whiteboard for staff to update and be aware of numbers.	Low

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		<ul style="list-style-type: none"> Staff update the Red Fire Evacuation lanyard with number of children present. 		
Outside doors can be opened from the inside by children.	Children	<ul style="list-style-type: none"> Alarm system is in place if an outdoor door is opened by a child in the main entrance, to the outside pen and also the third fire exit. Staff vigilant at all times. 	<ul style="list-style-type: none"> When outside is not available due to adult supervision being unavailable the door is closed and alarmed. 	Medium
Outside door leading to garden can be opened and is heavy. Once opened needs to be secured. Children's fingers may become trapped in any door.	Children	<ul style="list-style-type: none"> This must be secured open by an adult with a chain and hook. Staff vigilant of children in this area. First Aid on site Children are encouraged to move around Nursery responsibly and this includes when opening and closing doors. For example, not standing behind doors; where our fingers should touch doors Staff to supervise as children move between areas and outside. 	<ul style="list-style-type: none"> Staff to make children aware of keeping themselves safe in this area. Fortnightly check of the hook by staff to ensure nothing has come loose. Adults hold doors open as children enter new areas. E.g. gym hall.' 	Medium

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Peg Area - Children may have fingers, legs stepped on by other children; a member of staff may trip over or stand on a child changing into shoes/boots etc. Pegs are moveable and can move or tip if stood on.	Children Staff	<ul style="list-style-type: none"> • A suitable space is given for children to organise themselves. • Children encouraged to use the floor/benches to sit on to remove clothing and shoes rather than lean on pegs. • Regular checking of this area to ensure any trip hazards like coats, shoes are hung up or put away correctly. • First Aid on site 	<ul style="list-style-type: none"> • Children are encouraged to assess for themselves where a suitable changing spot may be. • Names on pegs and boxes show children where to place their belongings. 	Medium
Accident - Slip hazard from water spillage in the toilets and on nursery class floor	Children Staff	<ul style="list-style-type: none"> • Staff regularly check the floor and wipe/ mop as necessary • First Aid on site • A yellow hazard sign would be placed on the floor if wet 		Low
Accident - Slip hazard from sand/ water/ paint/snack spillage	Children Staff	<ul style="list-style-type: none"> • Pupils/ staff mop or sweep any sand, water, paint or snack on the floor throughout the day. Pupils encouraged to keep the sand and water in the tray and help to clean spillages. • First Aid on site 	<ul style="list-style-type: none"> • Dust pans, brushes and mop available at the sand pit. • Paper towels available for high volumes of water spillage. 	Low

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Accident - Trip hazard on nursery floor, as it is often used as a play surface	Children Staff	<ul style="list-style-type: none"> Pupils are asked to walk when in nursery. Staff remind pupils to use walking feet. Staff encourage children to pick up any items on the floor ie: toys and not play in a clear walkway. First Aider on site 		Low
Accident - Trip hazard on whiteboard wires	Children Staff	<ul style="list-style-type: none"> Pupils spoken through safety around these wires and not touching these. Desk placed in location to cover these wires and wire tidies used. 		Low
Accident - Injury from wooden blocks for building	Children Staff	<ul style="list-style-type: none"> First aid on site Children assess risk when building, assessing how high is a safe height to build up to. 		Low
Accident - Injury from toys	Children Staff	<ul style="list-style-type: none"> The condition of toys is checked regularly. Broken ones are fixed or discarded. Toys cleaned daily in line with guidelines First Aid on site 	<ul style="list-style-type: none"> Toy cleaning rota to be updated on an ongoing basis 	Low
Accident - Choking, ingesting – small resources in area that children may place in their mouth	Children	<ul style="list-style-type: none"> All children spoken to about not putting items in their mouth All adults first aid trained – including methods for dealing with a choking incident. 		Medium

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		<ul style="list-style-type: none"> • COSHH assessments in place. • Children with PICA are made aware to staff and observed more carefully. • Ensure no solvents in paint • No small items (choking hazards) left unsupervised with children. 		
Accident - Injury from tools e.g. scissors and real life tools in woodwork area. Paint rack and vice in workbench.	Children	<ul style="list-style-type: none"> • Age appropriate scissors are used • Children are supported with cutting skills and how to use scissors safely. • Children are supported with using these tools correctly and safely • Younger children are supervised when using tools. • Risk Benefit to be completed with children so they are aware of the risk and how to deal with this. • First Aid on site 		Medium
Accident - Falling from a height – sink steps and gross motor skills play equipment, natural logs in some areas for seats and balance	Children	<ul style="list-style-type: none"> • Children are shown how to use equipment safely. • Gross motor skills equipment placed in an area that is easily viewable by staff at all times • Consider developmental ability to meet Gross Motor Needs. • Children are encouraged to assess own risk and climb to a height they feel comfortable and are able to get back down. • First aid on site 		Medium

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Accident –danger from real life objects e.g, crockery in role play.	Children	<ul style="list-style-type: none"> Children are shown how to play with this safely. Staff to dispose of glass by removing, placing in a plastic bag and call the school janitor to dispose of this. First aid on site 	<ul style="list-style-type: none"> Check condition of these objects daily for safety. Risk Benefit to be completed when real life objects are in place. 	Medium
Fire Spread of fire People unaware of fire	Children Staff Visitors	<ul style="list-style-type: none"> Clear emergency procedures in place - School Emergency Response and Business Continuity Plan (V10 August 2020) Fire Detector and alarms – regularly checked Fire Extinguisher in kitchen – clearly visible and available for trained staff. Fire Exits and fire doors clearly signposted and used appropriately. Regular fire drills (termly) and alarm tests (Tuesday at 9.30am) Fire Drill/Evacuation 	<ul style="list-style-type: none"> Ensure new staff know emergency procedures 	Medium
Hazardous Substances	Children	<ul style="list-style-type: none"> Only non toxic materials used by pupils. Pupils always supervised using substances, such as, glue, foam etc. Cleaning materials kept in a lockable cupboard in RM 5 Adults using hazardous resources read instructions carefully (COSHH Assessment read) and use appropriately and safely. Instruction procedures must be followed. 		Medium

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		<ul style="list-style-type: none">Protective gloves and clothing must be worn when using substances.		
Child presenting with symptoms of illness which is impacting them participating in the Nursery day, spread of infection	Children Staff	<p>Child displaying symptoms of illness during session</p> <p>If a child starts to display symptoms of illness the following procedure should be followed.</p> <p>Escort Child to quiet space and supervise.</p> <p>Staff member to wear appropriate PPE</p> <p>Request that a member of staff make contact with Emergency Contacts and then inform the office that this child is going home. Admin staff to inform SLT if they do not already know.</p> <p>Emergency Contacts</p> <p>At least 2 Emergency contacts for each child should be held on file.</p> <p>Emergency contact list should be easily accessible</p> <p>Emergency Contact information should be checked termly and updated if required.</p>		Medium

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		Emergency contact informed and asked to immediately to come to collect child Staff member to safely remove PPE and dispose of correctly		
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Section 2 - Snack and Lunch

Care Inspectorate Health and Social Care Standards - *I have confidence in the people who support and care for me.*

What has the potential to cause harm or be a hazard?	Who is at risk?	What control measures are already in place?	Assessment - further measures to reduce risk	Risk Rating
Food intolerances and allergic reactions	Children	<ul style="list-style-type: none"> Guidelines for food hygiene and COSHH systems followed by staff at all times while preparing and serving snack, lunch and afternoon tea. Dietary/Allergy needs obtained from parents during induction visit and individual needs of children detailed in medical folder in RM 5 and all staff made aware of these. These are also shared with catering staff. 	<ul style="list-style-type: none"> All new staff to shadow a staff member on snack, lunch serving and afternoon tea. Staff preparing snack have Elementary Food Hygiene training which is refreshed every 3 years. 	Medium

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		<ul style="list-style-type: none"> On display in the kitchen is child's photo and allergy. 		
Cross contamination and food poisoning	Children	<ul style="list-style-type: none"> Guidelines for food hygiene, Cook Safe guidelines followed by staff at all times while preparing and serving snack and lunches. Staff monitor use by dates and freshness of food When food is open date stickers are placed on this to say when it was opened. Hot lunch food is transported and served at the correct temperature and within the allocated 45 minutes time window. All crockery and cutlery washed at 70 degrees by kitchen staff Handwashing with soap and warm water before and after eating. 	<ul style="list-style-type: none"> Fruit is usually stored in a cool area of the kitchen. Fresh fruit ordered weekly Fridge temperature checked weekly Thermometer probes used for hot food - ELC staff given training from school catering staff. These are recorded on appropriate paperwork 	Medium
Multi- cultural and religious beliefs.	Specific children	<ul style="list-style-type: none"> Information is recorded in the child's Personal Plan and shared with all staff. Parents choose the lunch option most suitable for their child. This is shared with the school kitchen staff. 		Low

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		<ul style="list-style-type: none"> Parents provide a sandwich if children are unable to eat from the menu. 		
Accident - Using kitchen utensils (sharp knives etc)	Children Staff	<ul style="list-style-type: none"> Staff to take due care and attention when using sharp utensils. Sharp utensils kept in a container which cannot be reached by children. First aider is always onsite. Children who are deemed capable and responsible will be allowed to use sharp utensils with CLOSE SUPERVISION from staff. Safety precautions will be fully explained and close guidance given. Snack Helper Risk Benefit Form in place. 		Medium
Choking	Children	<ul style="list-style-type: none"> All pips and stones to be removed before serving Small fruits e.g. cherry tomatoes, grapes to be cut in quarters vertically Large fruits e.g. melon to be cut into slices rather than small chunks Children to sit at the designated snack table when eating Adults first aid trained – including methods for dealing with a choking incident. 		Low

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Fire or burning equipment in the kitchen.	Children Staff	<ul style="list-style-type: none"> • All work tops and stove top to be always clear of any unnecessary items. Kitchen to be kept clear of flammable items. • Oven and stove top to be switched off when not in use. Mains switch on the wall to be checked. • Regular fire drills to be in place, normally once per term. 		
Electrical Faults/ Hazards	Children Staff	<ul style="list-style-type: none"> • All sockets to be switched off and empty when not in use. • All electrical apparatus, both fixed and portable, to be checked periodically by a competent person in accordance with Health and Safety Executive guidelines. PAT testing occurs annually. • All electrical equipment to be visually checked before it is used each time – ALL STAFF • Suspect or faulty equipment to be taken out of service and labelled DO NOT USE until inspected or repaired by a competent person. 		Medium
Kitchen - slips and trips; burns and scalds; cuts. All hazard to personal safety		<ul style="list-style-type: none"> • Children have access to the kitchen area when safe and supervised. • No more than two staff members in the kitchen at any one time. 		Medium

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		<ul style="list-style-type: none"> All knives and other sharp kitchen implements to be kept in the high cupboards in the second kitchen and taken through only for usage and returned out of reach. Toasters and kettles - on secure and safe surfaces. Hot drinks only in Room 5 for staff and parents. Dishwasher drawer to be kept closed and knives placed in the rack; blade down. Surfaces to be kept clear of paper; miscellaneous items. First Aid on site. 		
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Section 3 - Visitors and specialist personnel

Care Inspectorate Health and Social Care Standards - *I have confidence in the people who support and care for me.*

What has the potential to cause harm or be a hazard?	Who is at risk?	What control measures are already in place?	Assessment - further measures to reduce risk	Risk Rating
Personnel entering the nursery to remove/ empty nappy bin	Children	<ul style="list-style-type: none"> Office staff advise nursery staff if someone is coming through to the nursery and these people are usually accompanied by office staff. All staff will be wearing a badge and uniform. Nursery staff ensure no child is in the toilet/ changing room at this time FACTS followed at all times 	ACC approved company carries out this role.	Low

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Contractors and General Visitors	Children Staff	<ul style="list-style-type: none">• Office staff or SLT advise nursery staff if someone is coming through to the nursery and these people are usually accompanied by office staff.• Contractors will be wearing an ID badge.• Children are not left unaccompanied and are supervised at all times when in the building.• FACTS followed at all times	ACC approved contractors SLT have regular contact and access to phone numbers and email	Low
Personal Plan and settling in meetings and visits with parents	Children Staff	<ul style="list-style-type: none">• Separate risk assessment completed Parental Meetings and Induction Risk Assessment		Low
Deliveries		Deliveries to be left in the foyer area at the front of the school and janitor to be asked to move items to nursery.		Low

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