



Greenbrae Nursery

## Risk Benefit Assessment: Nursery



- Children feel safe and secure in the nursery environment.
- Children are encouraged to help prepare snack supporting a variety of skills and discussions.
- Independence is encouraged in dressing skills.
- Physical skills are developed through climbing, jumping balancing and pedalling.
- Fine motor skills are developed through various areas of the nursery.
- Open door allows free play and choice outdoors.
- Social and cooperative skills are developed as they problem solve, create and play.
- Language skills are developed through play, discussions, ideas and exploration.
- Loose parts play encourages science and engineering.
- Numeracy linked various activities with number lines, tools problem solving activities.
- Nursery rules applied to encourage fairness and inclusive play.
- Friendship stop builds resilience respect and kindness.
- Measures are in place to minimise risk of contracting COVID-19.

<b>Date:</b> September 2020 (updated February 2021 – S du Plessis)	<b>Review date:</b> April 2021
<b>Assessed by:</b> Suzanne Fairhurst (SEYP) Wendy Watt (SEYP)	<b>Line Manager:</b> Shona du Plessis (PT) <b>Signature:</b>

This Risk Assessment is specific to Greenbrae Nursery and is in addition to any school Risk Assessment documents.

What has the potential To cause harm (hazards) and what harm might result?	Who and how many people might be at risk?	What measures are already in place?	Severity	Likelihood	Risk rating	What further action (s) needs to be taken to reduce risk	By whom and by what date
Slip hazard from water spillage in the toilets	Pupils Staff	Staff regularly check the floor and wipe/ mop as necessary with <b>red bucket only</b> for toilet area Pupils report water on the floor	3	2	6	Ensure all staff know the location of a cleaners mop if required	All staff ongoing
Slip hazard from sand/ water spillage	Pupils Staff	Pupils/ staff mop ( <b>blue mop only</b> )/ sweep any sand and water on the floor. Pupils encouraged to keep the sand and water in the tray and help to clean spillages	3	2	6	Dust pans, brushes and mop available at sand pit	All staff ongoing
Slip hazard from paint	Pupils Staff	Staff/ pupils wipe paint when they see it on the floor ( <b>blue mop for messy area</b> )	3	2	6	Ensure paper towels are always stocked in messy areas and beside painting easels	All staff ongoing
Trip hazard on nursery floor, as it is often used as a play surface	Pupils Staff	Pupils encouraged to tidy games away they are not playing with Pupils are asked to walk when in nursery. Staff remind pupils to use walking feet	3	3	9		Staff/ Pupils ongoing
Injury from toys	Pupils	The condition of toys is checked regularly. Broken ones are fixed or discarded. Toys cleaned weekly, termly, yearly as required.	2	2	4	Glue, tape and screwdrivers are purchased/ replenished for fixing toys, replacing batteries etc. Toy cleaning rota to be updated on an	All staff ongoing

What has the potential To cause harm (hazards) and what harm might result?	Who and how many people might be at risk?	What measures are already in place?	Severity	Likelihood	Risk rating	What further action (s) needs to be taken to reduce risk	By whom and by what date
						ongoing basis.	
Injury from wooden blocks for building	Pupils	Children advised to only build to head height.	3	2	6	Staff to supervise	
Injury from accessing resources located in the nursery cupboard	Pupils Staff	Children must be accompanied by an adult when taking items out of the cupboard as required. Heavy items are stored low down where possible and only adults move these items.	2	3	6	Staff must ensure cupboard is tidy and safe to enter at all times	All staff ongoing
Injury from low down windows – bumping head when looking out	Pupils	Stickers/ wall activities placed on appropriate windows to alert pupils to a pane being there	2	3	6		
Injury from heavy doors opening and closing	Pupils Staff	Pupils only enter the changing room, laundry room and storage cupboard accompanied by an adult. Toilet door wedged open, butchers curtain in place to maintain privacy. Outdoor and cloakroom door (cloakroom is a designated play area during COVID-19 restrictions) have a sand bag to prevent injury Toilet door wedged open as it is too heavy for the children, butchers curtain being put in place to maintain privacy.	3	2	6	'Stop' signs placed on doors to show which rooms need a 'grown up' to enter Door stops used where appropriate.  Order and install butchers curtain over toilet door to maintain privacy – <b>actioned Nov 2020</b>	All staff ongoing  S du Plessis Oct 2020
Injury from tools e.g. scissors	Pupils	Age appropriate scissors are used Children are supported with cutting skills and how to use scissors safely. Younger children are supervised when using scissors where necessary	3	2	6	Adult always available in creative area to supervise where required	All staff ongoing
Injury from the guillotine	Pupils	The guillotine is stored in the nursery	3	1	3	Children must be	All staff

What has the potential To cause harm (hazards) and what harm might result?	Who and how many people might be at risk?	What measures are already in place?	Severity	Likelihood	Risk rating	What further action (s) needs to be taken to reduce risk	By whom and by what date
	Staff	cupboard and is only used by staff				accompanied by an adult in the cupboard, STOP sign on the door	Ongoing
Personnel entering the nursery to remove/ empty nappy bin or recycling boxes	Pupils	Office staff advise nursery staff if someone if coming through to the nursery and these people are accompanied by office staff. Nursery staff ensure no child is in the toilet/ changing room at this time.	3	2	6	Visitors restricted during COVID-19 restrictions and by appointment only via the school office. Track and Trace procedures followed by office staff and all visitors. All visitors must wear a face covering (unless exempt) and appropriate PPE where required. 2m distancing observed between visitors and Nursery staff/children.	All staff ongoing
Falling from a height – sink steps and gross motor skills play equipment, natural logs in some areas for seats and balance	Pupils	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.	3	2	6		All staff ongoing
Choking hazard – snack and small parts of toys/ games	Pupils	Children sit at a table when eating. Snack is supervised by an adult Activities are age appropriate.	4	2	8	Continue to follow snack guidance on appropriate foods. Ensure new activities are age appropriate and parts removed if necessary. Snack table and equipment sanitised by member of staff between groups and between sessions.	All staff – ongoing

What has the potential To cause harm (hazards) and what harm might result?	Who and how many people might be at risk?	What measures are already in place?	Severity	Likelihood	Risk rating	What further action (s) needs to be taken to reduce risk	By whom and by what date
Spillages at snack causing slip hazard	Pupils Staff	Staff and pupils responsible for cleaning all spillages immediately	3	2	6	Paper towels easily accessible.	Ongoing All staff
Burns/ scalding from the cooker and oven	Pupils Staff	Pupils are supervised when in the kitchen. Pupils only enter the kitchen to help with snack or receive medical attention.	4	2	8	'Stop' signs placed on the kitchen door to show children they need a 'grown up' to enter the kitchen. <b>*No children allowed in kitchen currently due to COVID-19 restrictions</b>	Ongoing All staff

What has the potential To cause harm (hazards) and what harm might result?	Who and how many people might be at risk?	What measures are already in place?	Severity	Likelihood	Risk rating	What further action (s) needs to be taken to reduce risk	By whom and by what date
Using kitchen utensils (sharp knives etc)	Staff Pupils	<p>Staff to take due care and attention when using sharp utensils. Sharp utensils kept in a container in high cupboard which cannot be reached by children. First aider always onsite.</p> <p>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.</p>	4	2	8	* <b>No children allowed in kitchen currently due to COVID-19 restrictions</b>	All staff Ongoing
Food poisoning/Cross contamination/food intolerances and allergic reactions	Staff Pupils	<p>Guidelines for food hygiene and COSHH systems followed by staff at all times while preparing and serving snack.</p> <p>Dietary/Allergy needs obtained from parents during induction visit and individual needs of children displayed in designated cupboard in kitchen, all staff made aware of these.</p>	4	2	8	All new staff to shadow a staff member on snack before carrying out on own	All staff Ongoing  SEYP Ongoing
Toilet door too heavy for the children to open. Danger of fingers being trapped or children hurting themselves whilst trying. (Children's dignity to be maintained and reducing spread of infection by door remaining closed)	Pupils	Tried door stopper around side of door to keep door closed and fingers safe but children still struggle to open the door. Door wedged open during session and adult in zone next to toilets to support as necessary. Butchers curtain being ordered and fitted to maintain privacy.	4	2	8	Door to be fully closed when children not in Nursery. Due to COVID-19 guidance the door is currently wedged open. Order and install butchers curtain to maintain privacy – <b>actioned November 2020</b>	All staff Ongoing  S du Plessis Oct 2020

## Additional measures in light of COVID-19

What has the potential To cause harm (hazards) and what harm might result?	Who and how many people might be at risk?	What measures are already in place?	Severity	Likelihood	Risk rating	What further action (s) needs to be taken to reduce risk	By whom and by what date
Contact with members of public, Risk of contracting COVID-19	Pupils Staff	Social distancing at drop off and pick up. Staff to maintain 2m social distance from parents/carers at all times. Time slots for drop off and pick up to avoid congestion. From November 2020, all parents/carers to wear face masks, unless exempt, when entering school grounds for drop-off and collection. Children collected from and leave by nursery garden steps with a member of staff. Children grouped into bubbles (no mixing/ crossing of bubble)	3	2	6	Continue to monitor  From November 2020 – all staff to wear face masks when within 2m of children, unless exempt. Staff members who are exempt to share exemption cards with SMT. Families advised that only one adult present per child for drop-off and collection times.  SEYP/SMT to monitor this	All staff Ongoing          SEYP/SMT Ongoing
Exposure to the virus from droplets left on surfaces	Pupils Staff	Enhanced cleaning in place and all staff aware (see cleaning schedules)  Regular hand washing (on arrival, before snack after snack before leaving, after coughing, sneezing and blowing nose, after visiting the toilet).  Resources separated and only used for 1 bubble at a time (washed or quarantined before being used by another group)  Room well ventilated at all times, windows/garden door open as much as	3	3	9	Ensure high cleaning standards are maintained and check cleaning schedules daily  All staff to ensure they use outdoor time as much as possible to minimise exposure. Encourage children to access outdoors when it is their group's slot for garden.	All staff Ongoing

		possible. USE OUTDOORS AS MUCH AS IS POSSIBLE as Exposure to droplets is significantly reduced outdoors.				Staff to explore additional means of accessing outdoors.	SMT Ongoing
<b>What has the potential To cause harm (hazards) and what harm might result?</b>	<b>Who and how many people might be at risk?</b>	<b>What measures are already in place?</b>	<b>Severity</b>	<b>Likelihood</b>	<b>Risk rating</b>	<b>What further action (s) needs to be taken to reduce risk</b>	<b>By whom and by what date</b>
Exposure to the virus from bodily fluids	Pupils Staff	PPE (face mask, gloves, apron) to be worn when providing intimate care and administering first aid where bodily fluids are present.	3	2	6		All staff Ongoing
Contamination of snack from children self serving	Pupils	Staff to serve snack and drink to children to ensure no cross contamination.	3	1	3	Each bubble attends snack as a whole group to allow staff to supervise closely.	All staff Ongoing
Use of hand sanitiser (Flammable due to high alcohol content)	Staff Pupils	Hand washing to be used as preferred method and sanitiser only used when hand washing not available.  To prevent burns ensure sanitiser has dried completely on skin before touching metals or electrical equipment.	4	2	8		All staff Ongoing
Children/staff displaying symptoms	Staff pupils	All staff/parents made aware of symptoms to look out for. At least 3 emergency contacts for each child to ensure that someone can be contacted in an emergency. Staff displaying symptoms should follow test and protect, all staff and parents made aware of T&P procedures.  Isolation room available for children to go to with a member of staff to wait to be collected if displaying symptoms. Staff member to wear full PPE when with a child in	3	3	9	Parents/carers reminded of symptoms and	All staff Ongoing



		isolation room. Follow test and protect procedures for any suspected cases.					
Fire evacuation	Staff Pupils	Follow same procedure for exiting building and meet at muster point. Ensure muster points are physically distanced from other classes.	4	2	8		Ongoing All staff
Children attending blended placements with other settings, potentially increasing exposure to the virus. Staff working in more than one setting.	Staff Pupils Parents/carers	Blended placements can only take place between two settings, as per local and national advice (i.e. Local Authority Nursery, Private Nursery or Childminder) . Each blended placement request will be individually risk assessed. SMT to have spoken with parents/carers of children requiring blended placements, and the manager of the other setting, to ensure appropriate arrangements are in place. Both parties to be in agreement regarding blended placement. Risk Assessments to be completed by SMT and shared between settings prior to the commencement of the blended placement, where appropriate. Parents/carers to be informed of rules for blended placements – no items to be taken between both settings (clothes, shoes, bags etc). Where possible, children attending the same additional childcare to be placed in the same bubble in both ELC settings, to reduce the risk of transmission. Staff will not attend more than one setting in any one day. Individual circumstances will be discussed with SMT and a risk assessment put in place.	5	2	10	Aberdeen City Council/Scottish Government guidelines to be implemented at all times. All staff to ensure enhanced hygiene and infection control practices are in place at all times. SEYPs to monitor.	S du Plessis – ongoing  All staff – ongoing  W Watt/ S Fairhurst – ongoing

Staff working with more than one bubble	Staff Pupils Parents/carers	<p>As far as possible, staff working with same bubbles (AM and PM) every day.</p> <p>Enhanced cleaning and hygiene practices in place between sessions. Staff will follow all policies and procedures in place regarding infection prevention and control.</p> <p>Staff and children who are unwell should not attend the setting, in line with usual procedures.</p> <p>Staff to maintain 2m distance from each other and from parents/carers during drop-off and collection times.</p> <p>As far as possible, resources will not be shared between bubbles at any time. Each bubble will have their own set of resources. All resources will be cleaned or quarantined for 72 hours before being used by another bubble. This includes outdoor resources.</p>	2	4	8	<p>Face coverings to be worn by all staff unless exempt.</p> <p>All adults entering school grounds to wear a face covering unless exempt.</p>	All staff - ongoing
COVID-19 Self-Test Kits	All in school building staff	<p>All in school staff members from 10 February will be offered at home COVID-19 Self-Test Kits.</p> <p>COVID-19 Self-Test Kits will be delivered by Brakes and stored in the locked girls changing room. This room must stay secure and the temperature between 2-30 degrees.</p> <p>Each kit will be checked and recorded by L Boyd or E Blaikie.</p> <p>Staff will be issued the consent form, privacy notice, letter to staff, Self-Test Guide and any other relevant documents/information prior to being given their self-test kit.</p> <p>Staff must sign for their self-test kit upon collection from E Blaikie or L Boyd who will ensure the correct record is kept.</p>	2	4	8		L Boyd - ongoing

		<p>L Boyd will monitor the safe storage of the kits and monitor stock levels and reorder when needed.</p> <p>Staff will test themselves on a Sunday and Wednesday following the correct procedures and protocols outlined in the 'Self-Test Guide'.</p> <p>Staff must record results of COVID-19 Self-Test Kits on-</p> <p><a href="https://www.gov.uk/report-covid19-result">https://www.gov.uk/report-covid19-result</a></p> <p>Following the 'Self-Test Guide' procedures regarding negative, positive or void results. If a staff member is harmed or experiences an allergic reaction whilst using the kit, they must report it on the Coronavirus Yellow Card Reporting Site.</p> <p><a href="https://coronavirus-yellowcard.mhra.gov.uk/">https://coronavirus-yellowcard.mhra.gov.uk/</a></p> <p>Staff must only use the COVID-19 Self-Test Kit for their own individual use.</p> <p>All staff must adhere to social distancing measures, wear appropriate PPE (face mask) and adhere to strict hand washing measures when collecting the COVID-19 Self-Test Kit from L Boyd or E Blaikie.</p>					
--	--	---	--	--	--	--	--