

St. Peter's Church of England Primary School

General Risk Assessment: Jelly Beans (Specific Activity)



FAO: Jelly Beans staff, volunteers and visitors

Risk Assessed By: Charlotte Pilkington Date First Assessed: 14.01.2022 Date Last Reviewed: 13.09.2023
 Date of Next scheduled review: September 2024

What are the hazards?	Who might be harmed and how?	What are you already doing? <i>List the control measures already in place</i>	What is the risk rating – H, M, L?	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed <i>State the date completed and sign.</i>	What is the risk rating now – H, M, L?
General Risks (All Areas and Activities)						
Children leaving setting without the awareness of adults in the room.	Children	<ul style="list-style-type: none"> External doors to Nursery building to be closed once session has started. External gate to be controlled by staff members and closed once session has started. Parents/carers responsible for the safety of their child whilst in setting. This is communicated through parent/carer agreement upon registration and regularly reinforced. As a result of parent/carer attendance at JB sessions the adult:child ratio is high. 	Low			
Trapping fingers in doors	Children + Adults Trapping hazard, physical injury	<ul style="list-style-type: none"> Finger guards in place on all doors across the settings. Integrity of finger guards checked daily as part of health and safety daily assessments. Adults to supervise children entering and exiting the room. 	Low	Checks completed on integrity of finger guards as part of daily checking.	Ongoing (daily).	Low
Fire	All on site, smoke inhalation, burns, death	<ul style="list-style-type: none"> Fire risk assessment in place. Reviewed annually and actions implemented. Fire action notices are displayed by the exit of the classroom. Fire exit routes and signage is clear and understood by all. Fire extinguishers, call points and emergency lighting are in place, regularly inspected internally (Mr Booth) and externally (Chubb/ Trinity). Fire alarm is tested weekly (Mr Booth, Friday's at 	High	In-session monitoring of fire exits to ensure they remain clear.	Ongoing (daily).	Med

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		<p>1.30pm).</p> <ul style="list-style-type: none"> All furniture (including blinds) is known to be fire resistant. Fire exits are regularly checked and kept clear at all times. Register of attendees is produced at the start of each session and Session Leader will take this out to perform roll call in the event of a fire. All parents/carers to be made aware of the Fire evacuation point. Parents/carers to evacuate own children to the evacuation point in the event of a fire. Session Leader designated as Fire Marshall for this session and will sweep the Nursery building in the event of a Fire before evacuating. <p>Related Docs: Site Fire RA, Internal Premises RA.</p>				
Faulty/ ill-used electrical equipment risk of fire.	All on site, smoke inhalation, burns, death	<ul style="list-style-type: none"> All electrical equipment in setting is PAT tested as part of the school's internal risk assessments. All electrical outlets in the setting fitted with plug guards. No extension leads are used within the setting. <p>Related Docs: Site Fire RA, Internal Premises RA.</p>	Med	All staff to be vigilant and proactive whilst using any equipment mentioned.	Ongoing (daily).	Low

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Tripping / slipping due to trailing wires, toys, bags, flooring mats, chairs, tables, spillages.	Children + adults physical injury.	<ul style="list-style-type: none"> • Parents/carers responsible for the safety of their child whilst in setting. This is communicated through parent/carer agreement upon registration and regularly reinforced. • Daily checks of flooring and issues. • Ensure no trailing cables, and any wires are safely secured and out of reach. • Flooring checked regularly and all spillages moped up immediately, with appropriate signage displayed. • All entry and exit points are clear at all times. • Parents/carers are encouraged to put toys they have been using away when they have finished with them and maintain a tidy space. • Parents/carers to remind children to walk inside and be careful as they travel around the room. 	Low	<p>Daily visual checks of surfaces and floor areas completed.</p> <p>All staff to visually check learning equipment before use.</p> <p>Defects reported to site manager for immediate remediation.</p>	<p>Ongoing (daily).</p> <p>Ongoing (daily).</p> <p>Ongoing (as necessary).</p>	Low
Falling ill as a result of poor cleaning/ hygiene processes.	Children and adults in setting.	<p>Cleaning Procedures:</p> <ul style="list-style-type: none"> • Setting is cleaned every day using contracted cleaners. • Soft furnishings are washed termly, or more often if required. • Nursery and pre-school rooms maintain high level of general cleanliness and tidiness at all times. • Nursery setting swept/ hoovered before each session to remove food debris after lunch session and any small bits which could be ingested. <p>Additional Regular Surface Cleaning:</p> <ul style="list-style-type: none"> • Surfaces are cleaned regularly and sprayed with anti-bacterial spray before all food activities (see food preparation below). • Different coloured cloths for food and other cleaning. (see food preparation below.) • If a child is ill on any furniture, this is immediately cleaned and sanitised and waste is disposed of correctly. 	Low			

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Cuts/ grazes from sharp edges within the setting.	Children and Staff	<ul style="list-style-type: none"> Parents/carers responsible for the safety of their child whilst in setting. This is communicated through parent/carer agreement upon registration and regularly reinforced. Daily checks made to identify potential hazards. Learning zones and activities designed with health and safety in mind. Children encouraged to move safely (walk) around the setting. Protective corners added to corners and protruding edges which could cause harm. 	Med	<p>Daily visual checks of surfaces and floor areas completed.</p> <p>All staff to visually check learning equipment before use.</p> <p>Defects reported to site manager for immediate remediation.</p>	<p>Ongoing (daily).</p> <p>Ongoing (daily).</p> <p>Ongoing (as necessary).</p>	Low
Poisoning, irritation and contamination as a result of ingesting hazardous substances.	Children + adults poisoning, eye contamination, skin irritation	<ul style="list-style-type: none"> Cleaning materials in school assessed for suitability before use. Cleaning materials used in setting are included on school's COSHH register. All cleaning materials stored in cupboards (up high) out of reach of children. Cleaning materials kept within gated/ locked areas. Staff to ensure that children are kept away from surfaces when they are being cleaned and to immediately return products to safe location once used. First Aid kit available within the setting includes eye wash and staff are trained in the use of this in the event of irritation to the eye. <p>Related Docs: Site Fire RA, COSHH</p>	Low	Ensure children are aware of hazards from cleaning products, and know not to touch but tell an adult if it is seen.	Ongoing (daily)	Low
Choking	Children during snack time.	<ul style="list-style-type: none"> Children supervised by parents/carers during snack time. Paediatric First aid training up to date for adults in setting. Small fruits/lunch items will be cut in half if required. E.g. grapes and cherry tomatoes. 	Low	<p>All staff to be vigilant and proactive whilst using any equipment mentioned.</p> <p>Parents made aware of the importance of sending correctly prepared fruit/snack/lunch items.</p>	<p>Ongoing (daily)</p> <p>Ongoing (daily)</p>	

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Slips, trips and falls as a result of untidy storage of equipment.	Children and adults, physical injury.	<ul style="list-style-type: none"> All equipment has specific storage space. Equipment is stored safely in boxes or cupboards and away from the central floor space at all times. Checks to make sure equipment is safely stored and at suitable height. 	Low	Storage cupboards closed and locked as necessary.	Ongoing (as necessary).	Low
Electrocution	Children + Adults, physical injury	<ul style="list-style-type: none"> All sockets fitted with socket covers and signage reminds staff to ensure they are refitted after use. Children to be made aware of the hazards of electrical sockets as part of curriculum planning. Daily visual checks to check socket covers in place and sockets are free of damage. <p>Related Docs: Site Fire RA.</p>	Med	<p>Regular reminders to staff through staff training/ staff briefing information.</p> <p>Daily visual checks to be completed.</p>	Ongoing Ongoing (daily).	Low
Objects falling from height if children access equipment within storage cupboards.	Children – physical injury, inc. head bumps.	<ul style="list-style-type: none"> Doors to large storage areas are shut when children are in setting. Children and parents know not to go into these areas. 	Low	High level bolts to be installed to securely close the cupboards during session time and allow for adult access only.	Immediately.	Low
Strangulation by bling cords.	Children – risk of physical injury, strangulation and death.	<ul style="list-style-type: none"> All blinds within Nursery room have safety fasteners installed. Blind cord fasteners visually checked regularly as part of health and safety checklists. Staff to open and close blinds and children reminded to not access/ operate these mechanisms. 	Medium			Medium
Photographs of children shared via social media without parental consent.	Children	<ul style="list-style-type: none"> Mobile phones not permitted to be used in setting. Designated mobile phone zone (entrance hall) available for adults who need to make/ receive a call during session times. Parents/carers not permitted to take photographs of children within setting. Staff to take photographs of children and adults engaging in the group, and use in line with parental consent information gained on registration. 	Medium	<p>Staff to reinforce expectations regarding Mobile Phones.</p> <p>No mobile phones posters to be created and added to the Nursery room door as a reminder.</p>	Before first session	Low

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Toilet Areas						
Slip hazard as a result of spillages/ children soiling.	Children + adults slipping hazard , physical injury, disease/illness.	<ul style="list-style-type: none"> Parents/carers responsible for the safety of their child whilst in setting. This is communicated through parent/carer agreement upon registration and regularly reinforced. Children supervised when accessing toilet areas independently. Toilet area and sinks checked regularly throughout each session and cleaned as necessary. Parents/carers aware of the need to report spillages immediately. Signage available in toilet areas for identifying spills before cleaning. 	Low			
Illness as a result of cleaning human waste following children soiling themselves.	Staff become ill.	<ul style="list-style-type: none"> All human waste is cleaned immediately and disposed of in hazardous waste bags, using hazardous waste disposable bin (Family Room in main school and disabled toilet in Nursery annexe). Staff provided with PPE for cleaning human waste (apron, gloves and face masks). Cleaning products kept in safe location, but close to toilet areas to enable quick clean up. Children encouraged to clean themselves as much as possible. Nappies are bagged immediately and removed to outside buns as soon as possible after nappy changing. <p>Related Docs: COSHH.</p>	Low			
Outdoor Area and Outdoor Play Equipment						

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Children absconding from setting when playing in outdoor areas.	Children lost, inadequately supervised.	<ul style="list-style-type: none"> Parents/carers responsible for the safety of their child whilst in setting. This is communicated through parent/carer agreement upon registration and regularly reinforced. Children supervised by parent/carer when accessing outdoor area at all times. Gates, hinges and locks checked daily by site manager regularly. Gate in outdoor area is secured by pressure plates and accessed via staff key fob and bolt. 	Low			
Cuts/grazes as a result of foreign objects within outdoor area. Illness as a result of animal faeces within outdoor area.	Children + Adults Tripping hazard, illness or physical injury	<ul style="list-style-type: none"> Daily visual checks of outdoor area completed. Weekly checks of outdoor area completed by site supervisor. Foreign objects to be removed immediately. PPE available for removal of faeces within outdoor area. Children to be supervised outside at all times and flooring maintained in good condition. 	Low			Low
Physical injury as a result of defects in outdoor flooring, fixtures and furniture.	Children + Adults Physical injury	<ul style="list-style-type: none"> Outdoor play equipment checks completed monthly by site supervisor. Daily visual checks of outdoor play equipment and furniture before use. Defects reported immediately to site manager and area/activity decommissioned until defect has been appropriately assessed. Furniture position checked by Early Years lead regularly. <p>Related Docs: External Premises RA.</p>	Low	Removal of defective fixtures and fittings as soon as possible from setting. Daily checks completed and actioned at time of use.	Ongoing (daily) Ongoing (daily)	Low
Injury as a result of moving portable play equipment.	Staff and children physical injury.	<ul style="list-style-type: none"> Staff to move the larger items of outdoor equipment. E.g. slide and playhouse. Adults to get equipment out of shed and place items back in shed. <p>Related Docs: External Premises RA.</p>	Low	Staff manual handling training is up to date.	December 2021	Low

Food Preparation

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Illness as a result of poor hand hygiene when preparing food.	Children, Parents and Staff - illness	<ul style="list-style-type: none"> • Staff with responsibility for food preparation have Level 2 certificate in food hygiene and this is renewed as directed. • Staff to wash hands prior to preparing food and after use. • Parents/carers to support children to wash hands before eating. • Staff to clean down surfaces before and after preparation using anti-viral spray. • Whilst the setting does not frequently include meat/ fish products within daily snack, separate chopping boards are designated for this purpose. • Specific cloths are available for food preparation. 				
Illness and death as a result of pupils eating food which they are allergic to.	Children Parents	<ul style="list-style-type: none"> • Parents/carers responsible for the safety of their child whilst in setting. This is communicated through parent/carer agreement upon registration and regularly reinforced. • Allergies and dietary requirements to be noted on registration forms for JB's and these reviewed when shopping for appropriate snacks. 	Low			
Slips, trips and falls as a result of spillage in kitchen area.	Staff	<ul style="list-style-type: none"> • Pupils do not enter the kitchen area. • Staff to respond quickly and effectively to spillages, leaving the area dry and clean if possible or highlighting the hazard with a wet floor sign if this is not immediately able to be achieved. 	Low			Low

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Burns/Scalding as a result of spilling hot drink in setting.	Staff Parents Children	<ul style="list-style-type: none"> Parents/carers responsible for the safety of their child whilst in setting. This is communicated through parent/carer agreement upon registration and regularly reinforced. Specific space designated for drinking hot drinks (away from children’s play). Drinks are not over-filled, they are placed in insulated cups with lids securely fastened. Parents/carers made aware that contents is hot and to keep drinks away from children. Parents/carers encouraged to sit whilst drinking in setting. 	Med	<p>Regular reminders from JB staff to sit when drinking hot drinks.</p> <p>Drinks served at set point within the session.</p>		
Play Activities						
Illness as a result of ingesting malleable products (eg. play doh).	Children - Possible allergic reactions to materials. Consumption of materials.	<ul style="list-style-type: none"> Parents/carers responsible for the safety of their child whilst in setting. This is communicated through parent/carer agreement upon registration and regularly reinforced. Check all information on allergies and avoid allergens when purchasing new products. Products purchased are toxic free and suitable for the intended purpose. Make sure all other materials are hypo-allergenic and are diluted according to the instructions. Children supervised by parents/carers when exploring messy play activities to ensure that the no consumption rule is followed. Natural/ food stuff products are used whenever possible. When products are not used for their intended purpose (eg. shaving foam) a COSHH assessment is completed prior to use. Children follow the no consumption rule in this area. <p>Related Docs: COSHH</p>	Medium	<p>Vigilance maintained in setting around these activities, and discussion around health and safety of activities included within planning meetings.</p> <p>Potentially hazardous substances, or substances which are being used not for their intended purpose to be checked by CP and COSHH assessed before classroom use.</p>	Ongoing Ongoing	Low

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Cuts and grazes from unsafe use of scissors and other sharp tools (eg. sellotape dispenser).	Children and adults physical injury	<ul style="list-style-type: none"> Parents/carers responsible for the safety of their child whilst in setting. This is communicated through parent/carer agreement upon registration and regularly reinforced. Children are shown safe ways to handle, pass and store tools. Scissors purchased for use in setting are school scissors with rounded ends. Scissors to be used whilst seated and supervised by parents/carers. First Aid Box in room and first aider available. 	Low			
Tripping over edges of rugs in book corner.	Children and adults.	<ul style="list-style-type: none"> Rugs used in setting are for educational purposes only and encourage reading and sitting together for social exploration. Rugs are in good state of repair and checked for defects and curled corners which could cause a trip hazard on a daily basis. Parents and children made aware of rug areas. Expectation that all children and staff walk when in setting. 	Low	Daily checks	Ongoing (daily).	Low
Choking and illness as a result of putting natural objects, from investigation station, in mouths.	Children	<ul style="list-style-type: none"> Parents/carers responsible for the safety of their child whilst in setting. This is communicated through parent/carer agreement upon registration and regularly reinforced. Health and safety considerations reviewed when selecting items for investigation, no small objects. 	Low	Direct supervision	Ongoing (daily).	Low
Illness as a result of ingesting glue, paint and other creative resources.	Children	<ul style="list-style-type: none"> Parents/carers responsible for the safety of their child whilst in setting. This is communicated through parent/carer agreement upon registration and regularly reinforced. Glue and Paint purchased are non-toxic and suitable for use in school with 2 year olds. COSHH assessment completed for any item which is not labelled non-toxic or safe for children of nursery age. Expectation not to put creative items in their mouth. 	Low	Direct supervision	Ongoing (daily).	Low

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		<ul style="list-style-type: none"> Children to be encouraged to wash hands after painting and sticking activities to avoid accidental ingestion. 				
Fall from height as a result of climbing on chairs/ tables/ role play equipment.	Children	<ul style="list-style-type: none"> Parents/carers responsible for the safety of their child whilst in setting. This is communicated through parent/carer agreement upon registration and regularly reinforced. Safety discussions with parents and children as necessary by JB staff. Clear and regular reinforcement of rules and boundaries for all children. Calm and orderly environment maintained. 	Low			Low

This Risk Assessment should be read in conjunction with the following specific RA areas:

Manual Handling	DSE	Hazardous Substances	Fire	Work Equipment	Stress	Individual RA	Covid-19 RA
X		X	X				X

Assessment

Signature of Assessor(s):	<i>Mrs Terri Coe</i>	Previous Versions: v1: 14.01.2022 – Terri Coe v1.1: 15.02.2023 – Charlotte Pilkington v1.2: 13.09.2023 – Charlotte Pilkington
Print Name:	Terri Coe	
Role:	Jelly Beans Leader	
Date Assessed:	14.01.2022 Last Assessed: 13.09.2023	

Review: RA to be reviewed at least every 12 months and communicated to staff, volunteers and visitors. Any major incidents, significant changes to hazards will require a new risk assessment to be completed earlier than scheduled.