

Childcare Risk Assessment Audit For Childminders and Group Childcare Settings

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It is your legal responsibility to risk assess the environment and activities to protect the health and welfare of staff, children and visitors

This form will help you carry out a formal risk assessment to work alongside your daily safety checks. The following statutory requirements and regulations support your duty to risk assess regularly:

- 1. Statutory Framework for the Early Years Foundation Stage**
 - Section 3 – The Safeguarding and Welfare Requirements**
 - 3.63 – Risk Assessment
 - 3.64 – Outings
 - 3.65 - Vehicles
- 2. Health and Safety at Work Act 1974**
- 3. The Management of Health and Safety At Work Reg 1999 (Reg 3. Risk Assessment)**
- 4. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)**
- 5. Fire Safety Legislation 2006 / The Regulatory Reform (Fire Safety) Order 2005**
- 6. Control of Substances Hazardous to Health (CoSHH) Regulations 2002**
- 7. Food Hygiene (England) Reg 2006**

Disclaimer: This risk assessment has been issued as a guideline only and should not be considered as an exhaustive list. It is your responsibility to assess and manage risk according to your own particular setting.

For Further Information:

www.hse.gov.uk (Health & Safety Executive), www.food.gov.uk (Food Standards Agency), www.rospa.com (Royal Society for the Prevention of Accidents)

Childcare Risk Assessment Audit

Name of Childminder/Setting:

Address where assessment has taken place:

Date audited: Dates reviewed:

All Areas						
What are the hazards?	Who could this cause harm to and how?	N/A	What is already in place?	Identify any further action needed	Putting the assessment into action	
					By whom and when?	Date completed
Adults have access to personal mobile phones /cameras	Adults distracted. Photographs of children shared outside setting					
Smoke detectors not tested or functioning effectively and tests not dated	All – death in case of fire or smoke inhalation					
Fireguards not in place and not fitted securely on all fires and portable heaters	Child – burning or falling, fireguard falling on them					
Radiators or room thermostat not set at safe temperature below or above (19-21°C). No radiator guards	Children too cold or too hot. Radiator too hot to touch – risk of burns					
No protectors on door hinges	Children - trapped fingers					
No window locks and not secured properly where necessary	Children opening the window and falling, or trapping fingers. Outside access from strangers					
No safety glass/film where necessary (e.g. patio doors, cabinets, windows, glass panel at bottom of stairs)	Child at risk of breaking glass and being cut. Significant harm to child/adult					

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Overloaded electrical sockets	All – fire hazard					
Electrical cables trailing	All – tripping, strangulation and electrocution. Pulling heavy objects down					
Cupboards accessible to children. No safety catches where necessary. Access to dangerous substance including medication, toiletries, cosmetics, alcohol, tobacco, matches, plastic bags etc.	Children - poisoning/ choking/trapped fingers					
Access to stick on/plug in air fresheners	Children - choking hazard/poisoning /allergic reaction					
Cords trailing from curtains/blinds	Children - possibility of being hanged					
Floor/stair coverings not securely fitted and clean	All - slipping, tripping, falling, unhygienic					
Equipment on floor	All - tripping, slips and falls					
Sharp corners	All - head bangs/cuts/bruises					
Potentially harmful plants in reach of children	Children - skin rash or poisoning if eaten/allergies/choking babies					
Table cloths hanging within reach of small children	Children - heavy or hot objects falling/head injuries/cuts					
Gate/barrier not fitted securely where appropriate	Children - falling or gaining access to inappropriate areas					
Objects and substances left in rooms by other users/family members	Children - chocking/ poisoning/cuts					

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Living Room/Dining Room/General Play Areas						
What are the hazards?	Who could this cause harm to and how?	N/A	What is already in place?	Identify any further action needed	Putting the assessment into action	
					By whom and when?	Date completed
Access to computer /game console/general trailing leads	All - electrocution/tripping/strangulation					
Play materials for older children too small for babies, e.g. threading beads	Children - choking - putting objects up nose/in ears					
Play materials for older children too sharp for babies e.g. scissors	Children - cuts and piercings					
Babies' clothing, bedding or toys with holes, loose parts, ribbons, etc	Children – choking, fingers getting entangled					
Access to steps/stairs within room	Children - falling					
Furniture which encourages climbing	Children - falls or access to materials stored at height					

Kitchen/Food Preparation Areas						
What are the hazards?	Who could this cause harm to and how?	N/A	What is already in place?	Identify any further action needed	Putting the assessment into action	
					By whom and when?	Date completed
Work surfaces/tables not clean/broken	All - unhygienic, all at risk of germs and ill health					
Sterilising equipment not in use where appropriate	Children - at risk of germs and ill health					
Electrical equipment including leads in reach of small children	Children - electrocuting themselves or heavy items falling on them					
Food preparation equipment not maintained in clean states (especially chopping boards)	All - unhygienic, all at risk of germs and ill health					
Fridge not kept at 4-5°C and freezer not at -18°C	All - food not stored adequately could lead to ill health					
Lunchboxes not stored in an appropriate place/temp	Children – food poisoning					
Food not covered in fridge and raw meat not kept in the bottom	All - cross contamination of food - risk of ill health					

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Fire blanket not wall mounted and sited appropriately	All - fire risk					
Dangerous/sharp cooking utensils not stored safely	All - cuts					
Waste bins not securely closed and maintained in clean conditions	All - health risk and children able to access inappropriate objects					
Washing machine /dryer/freezer not securely closed	Children - trapped possible death					
Bottles not cleaned and sterilised fully	Babies - introducing bacteria to gut					
Formula milk guidelines not followed – too much powder	Babies - dehydration					
Formula milk guidelines not followed – boiled water not cooled	Babies - nutrients destroyed					
Formula feeds not made freshly each time	Babies - introducing bacteria to gut					
Allergies not posted and accounted for	All - allergic reactions - may be severe					
Unhygienic dishcloths, mops and tea towels	All - illness					
Access through the kitchen to the garage	Children – access to inappropriate areas & equipment. Poisoned by chemicals. Falling or getting trapped					

Hall and Stairs

What are the hazards?	Who could this cause harm to and how?	N/A	What is already in place?	Identify any further action needed	Putting the assessment into action	
					By whom and when?	Date completed
Doors not securely fastened as appropriate to age of children	Children - escaping outside or shutting adults out. Allowing intruders in					
Banisters and handrails not secure – not boarded in	Children - falling, serious accident or death					

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Access through the hall to inappropriate rooms i.e. garage, office	Children - access to inappropriate areas & equipment, poisoned by chemicals, falling or getting trapped					
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Bedrooms/Rest Areas

What are the hazards?	Who could this cause harm to and how?	N/A	What is already in place?	Identify any further action needed	Putting the assessment into action	
					By whom and when?	Date completed
No clean, separate linen and bedding	Children - cross contamination & unhygienic					
Access to rooms to which children are not permitted – access not secured	Children - at risk of inappropriate access					
Sleep checklists not kept or maintained	Children - Sudden Infant Death Syndrome (SID)					
Intercoms not operational - power cuts/batteries empty	Children - Sudden Infant Death Syndrome (SID)					
Cots do not meet safety regulations	Babies - heads trapped					
Old mattresses	Children - Sudden Infant Death Syndrome (SID)					
Soft toys/clothes with loose ribbons/buttons /holes	Children - choking/ trapped fingers					

Outside

What are the hazards?	Who could this cause harm to and how?	N/A	What is already in place?	Identify any further action needed	Putting the assessment into action	
					By whom and when?	Date completed
Where necessary asbestos not removed (should seek advise from district council)	All - poisoning					
Doors to cellar or balcony not secured	All - falling					
Drain and manhole covers not secured	All - falling, tripping, trapped legs etc					
Patios, paving stones and steps not securely laid	All - falling, tripping etc					

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Wall/gates not securely closed and not maintained in clean condition	Children - escaping to inappropriate area, splinters from wooden gates, choking and toxins from peeling paint					
Stray dogs which have access to property	All - dog attack/bites					
Waste bins not securely closed and not maintained in clean condition	All - health risk and children able to access inappropriate objects. Risk of child climbing in to the bin and becoming trapped					
Access to the garage, garden shed and outhouses	Children - access to inappropriate areas & equipment. Poisoned by chemicals, falling or getting trapped					
Garden, car maintenance, DIY equipment and materials and sporting equipment, e.g. fishing tackle not secured & out of reach	Children - access to inappropriate areas, materials & equipment. Poisoned by chemicals, hanging on fishing line and hooks embedded in fingers					
Outside play equipment inappropriately positioned, not clean, in good repair and not securely anchored as necessary	Children - falling head injuries, internal injuries, broken bones					
Garden not checked before play and not free of animal waste	Children - inappropriate access, ill health, blindness (Toxicara)					
Sandpits not covered when not in use	Children - inappropriate access, ill health.					
Potentially harmful plants in reach of children	Children - skin rash or poisoning if eaten. Allergies. Cuts from thorns. Choking babies					
Washing lines hanging in reach of children	Children - risk of strangulation					

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Building work e.g. extension of conservatories. Any changes to your premises must be notified to Ofsted	All - access to inappropriate materials and equipment, tripping, falling					
Garden restoration e.g. landscaping or building walls/replacing fences	All - access to inappropriate materials and equipment, tripping, falling					
Lanterns and candles not out of reach. Outside sockets and garden lights	Children - poisoning or burns if lit - electrocution					
Trampolines - located inappropriately, not regularly maintained, not supervised use, sage guidelines not adhered to	Children - tripping falling, hurting body parts if strings are too loose/too tight					
Paddling pools/hot tubs/ ponds/water features/ water butts/collection of rain water i.e. in sand pit tarpaulin	Children - slipping or drowning					
Flood damage. This could mean drains overflowing, rain water or river overflowing. NB If the water has entered your home/ premises you should complete a full risk assessment of the whole property.	All - Infections, drowning					
Signs of vermin present, i.e. faeces	All - biting and illness					
Summerhouse and glass windows/panels	All - child getting shut/locked in. Broken glass, cuts and grazes					
Stones and gravel	children - choking hazard					
Steps and rockeries	Children - falling hazard					
Wet steps/decking	All – slipping					

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Cars/Mini Buses

What are the hazards?	Who could this cause harm to and how?	N/A	What is already in place?	Identify any further action needed	Putting the assessment into action	
					By whom and when?	Date completed
No current car insurance, not checked renewal date. Not checked with car insurance company that business cover is included and stated on policy	All - accident and not being insured or appropriately insured, being sued, criminal record					
Car seats/booster seats/restraints not meeting current British standards or European regulation marks and not securely anchored	Children - injury if accidents occurred					
No current driving licence if transporting children by car	All - not being insured, being sued, criminal record					
No current valid MOT certificate if transporting children by car	All - vehicle may not be fit for purpose. Insurance invalid. Being sued					
No child proof locks	Children - risk of falling out whilst travelling					
Carrying shopping or other items which are not secured	All - head/body injuries					
General maintenance before use. i.e. water, oil, petrol etc.	All – accident/stranded					
No rescue cover	All - being stranded					
No mobile phone, or battery/credit low	All - being stranded					
No pram/buggy in the vehicle	Carrying child affects supervision					

Equipment

What are the hazards?	Who could this cause harm to and how?	N/A	What is already in place?	Identify any further action needed	Putting the assessment into action	
					By whom and when?	Date completed
Toys/play and learning equipment not in good state of repair and clean	Children - germs, unhygienic & cuts/ infections					

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Non appropriate age related DVDs and or electronic or computer games	Children - risk of harmful material/abuse/safeguarding					
Toxic pens used	Children - poisoning					
High chairs, prams and buggies not fitted with 5 point harnesses	Children - falling, head injuries, escaping					
Electrical appliance not in good work order	All - fire risk, electrocution, burns					
Equipment on floors	All - tripping, slips and falls					
Scissors	All - cuts					
Small pieces	Children - choking					
Spillages	All - trips, slips and falls					
Non Nursery equipment i.e. garden equipment	All - injuries					
First Aid box out of date, incomplete, with inappropriate supplies, (eg non hypoallergenic plastics/non-prescribed medication). Not clearly labelled	All - ineffective medical assistance					
Policies and procedures in place – medicine form not completed	All - ineffective medical assistance					

Pets

What are the hazards?	Who could this cause harm to and how?	N/A	What is already in place?	Identify any further action needed	Putting the assessment into action	
					By whom and when?	Date completed
Immunisations not up-to-date	All - ill health					
Food and water bowls and litter trays not kept clean and out of reach of children	Children - ill health, germs, unhygienic					
Animal waste	All - unhygienic, ill health, blindness (Toxicara)					

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Precautions not taken to control worms and fleas	All - unhygienic, ill health, blindness (Toxicara)					
Cages and enclosures not secure	Children - unhygienic, ill health, animal escaping					
Animals who share the environment with children are not under control and not well disciplined	Children - unhygienic, ill health, animal escaping, biting					
Animal reacting badly to strangers	All - potential bites and emotional distress					
Pets allowed on tables and work surfaces	All - illness and spread of infection					
General lack of hygiene hand-washing etc	All - infections					

Weapons/Dangerous Objects

What are the hazards?	Who could this cause harm to and how?	N/A	What is already in place?	Identify any further action needed	Putting the assessment into action	
					By whom and when?	Date completed
Non licensed firearms held	All – death					
All guns, knives, and other weapons such as bows and arrows and ammunitions not securely locked away out of children's sight & reach	All - death and serious injury					

Adult Material

What are the hazards?	Who could this cause harm to and how?	N/A	What is already in place?	Identify any further action needed	Putting the assessment into action	
					By whom and when?	Date completed
All adult material not stored securely away from children to include magazines and DVDs or any other adult accessories	Children - risk of harmful material/abuse					
Computers, laptops, console games (access to the Internet)	Children - risk of harmful material/abuse Adults may be distracted					

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Outings/Trips

Type of Outing:		Date assessment took place: Dates of reviews:			
What are the hazards	Who could this cause harm to and how	What is already in place	Identify any further action needed	Putting the assessment in to action	
				By whom and when?	Date completed
Not having policies in place e.g. Trips and outings, lost child, emergency procedure, not updated	All – confusion as to what will/should happen. Criminal record				
No knowledge of trip venue.	All - accidents, infections				
No insurance	All – criminal record				
Not Correct Ratios	All - risk of complaint/ allegation/breach of registration				
No First Aider, No first aid kit available	All - unable to administer basic first aid				
Volunteers no DBS Check/not supervised	All - safeguarding/ allegations of abuse				
Mobile phone not charged or no credit	All - no emergency contact				
Not carrying emergency contact numbers (parents/children). Information incorrect	All - confusion as to who should be informed				
Knowledge of children not taken into consideration i.e. behaviour	All - safeguarding. Not enough staff to supervise children adequately				
Not having consents in place i.e. parents permission	All - risk of complaints/ safeguarding issues				
Not having an emergency plan. Not having financial backup, i.e. emergency funds	Children - panic and confusion				
No safety features in trip transport	All - accidents				
No insurance or additional insurance	All - criminal prosecution/record				

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No post trip/outing evaluation/accident recording	All - making same mistakes Criminal prosecution				
Coach Trips - restraints not in place	All				
Use of ill fitting car seats	Children				
No outdoor play policy in place	Children				
No garden risk assessment in place	Children				
No quick means of identifying children on walks and trips etc. i.e. high visibility clothing	Children				

Staffing and Assistants

What are the hazards?	Who could this cause harm to and how?	N/A	What is already in place?	Identify any further action needed	Putting the assessment into action	
					By whom and when?	Date completed
No permanent documentation in place i.e. job description/ interview questions/recruitment/ interview procedures in place	All - child at risk of harm, abuse, allegations against members of staff					
No enhanced DBS check in place	All - child at risk of harm, abuse, allegations against members of staff					
No reference checked	All - child at risk of harm, abuse, allegations against members of staff					
No induction in place	All - child at risk of harm, abuse, allegations against members of staff					
No safer recruitment policy in place	All - child at risk of harm, abuse, allegations against members of staff					
No appraisals undertaken	All - child at risk of harm, abuse, allegations against members of staff					
No disciplinary procedures in place	All - child at risk of harm, abuse, allegations against members of staff					

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No Pregnancy individual risk assessment in place	Pregnant members of staff					
Managers/Supervisors not health checked	All					

Fire						
What are the hazards?	Who could this cause harm to and how?	N/A	What is already in place?	Identify any further action needed	Putting the assessment into action	
					By whom and when?	Date completed
Not carrying out regular fire drills nor recording details. Fire risk assessment	All - death in case of fire or smoke inhalation, unaware of what to do if fire broke out. Criminal record					
Not having policies in place	All - confusion as to what will/should happen. Criminal record					
Smoke detectors not working	All - risk of fire, injury					
Fire evacuation procedures and drills	All - confusion as to what will/should happen, injury. Criminal record					
Equipment tests, blankets, smoke detectors, fire extinguishers,	All - injury					
Expiry dates of equipment						

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Blank Template

What are the hazards?	Who could this cause harm to and how?	N/A	What is already in place?	Identify any further action needed	Putting the assessment into action	
					By whom and when?	Date completed

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