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| **HAZARD** | **RISK** | **CONTROL MEASURES** | **WHO WILL DO THIS** | **WHEN WILL IT BE DONE** |
| **Children’s registers**  **FRONT DOOR**  **KITCHEN**  **First Aid Box**  **Fire emergency**  **Cooker and other heat sources such as breadmaker, microwave and toaster.**  **WASHING MACHINE**  **Sharp objects**  **CHEMICALS**  **WALL HEATER**  **BLINDS**  **FRIDGE** | **To ensure all children are accounted for in the setting and when out on a school run for example**  **Children may escape, run into road or go missing.**  **Risk connected to strangers entering building.**  **Insufficient items and contamination. No sharp objects.**  **Risk of contamination of items if touched**  **Burns, injury, hygiene**  **Children at risk from burns and scalds.**  **Injury.**  **Injury**  **Poison and chemical burns.**  **Burns**  **Hanging.**  **Food poisoning** | **A main diary /register and a small pockets size one to take out of the setting**  **1. Door locked at al times. Key on hook by door.**  **2. Check I.D. of visitors.**  **3. ENSURE POLICIES**  **Keep up to date, check use by dates- keep out of reach**  **See emergency plans AND POLICIES. In event of a small fire children will assemble in the back garden. We will put out the fire or call emergency services. We will evacuate the house into the front garden in event of a more serious fire and call contacts as necessary. Contact numbers and mobile to be available at all times.**  **I try not to use cooker when children present. If I do I use back rings only and exclude children from that part of the kitchen. The other heat sources are out of reach. Children are never left unsupervised in the kitchen. Appliances switched off at the wall when not in use.**  **Appliance is switched off on the wall when not in use.**  **Out of reach.**  **Kept out of reach. Kept behind child locked cupboard.**  **Never very hot as night storage hearer. Only on in the winter.**  **Cords rolled up out of reach.**  **Temperature checked by using the fridges own read out.** | **Erika and Mike**  **Erika and Mike...my children are supervised when entering and leaving the house.**  **Mike and Erika**  **Mike and Erika**  **Erika and Mike**  **Mike & Erika**  **Mike and Erika**  **Mike and Erika**  **Mike and Erika**  **Mike and Erika**  **Mike and Erika** | **All the time**  **Checked all the time.**  **Out of reach and checked weekly, items replaced as necessary**  **Fire drills at least once a term, see register. Smoke detectors checked weekly an replaced every 6 months .**  **Checked all the time.**  **Checked all the time.**  **Checked all the time.**  **Checked all the time.**  **Checked through the day. Settings checked each night in case children have altered settings.**  **Rolled up each morning.**  **Checked each day**  **In place ongoing.** |

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| **HAZARD** | **RISK** | **CONTROL MEASURES** | **WHO WILL DO THIS** | **WHEN WILL IT BE DONE** |
| **FOOD**  **SOCKETS**  **LIVING ROOM/PLAY ROOM**  **STAIRS/GATE**  **PLUGS AND WALL HEATER**  **SMALL OBJECTS AND ROOM GENERALLY**  **TOYS AND RESOURCES** | **food poisoning, chocking, allergies**  **Electric shock and hanging from any flexes.**  **Falls**  **AS KITCHEN**  **Chocking and injury**  **Chocking and injury** | **Lunch box items in fridge as appropriate, boxes out of reach or supervised. Hands are washed and dried on paper towels.**  **SEE POLICIES.**  **Kept out of sight when not in use. Ensure flexes are not accessible or clipped.**  **Shut at the beginning of the day. Supervised through the day. Only one child at a time to the bathroom upstairs.**  **AS KITCHEN**  **Checked at the beginning of the day, choking hazards and broken toys removed.**  **Checked at the beginning of the day, choking hazards and broken toys removed. Washed as required. SEE POLICIES** | **Erika and Mike**  **Mike and Erika.**  **Mike and Erika. Older children are aware of the routine but supervised.**  **Erika and Mike**  **Erika and Mike**  **Erika and Mike** | **All day**  **Checked at the beginning of the day and monitored throughout the day.**  **Checked at the beginning of the day and monitored throughout the day.**  **AS KITCHEN Checked at the beginning of the day and monitored throughout the day.**  **Checked at the beginning of the day and throughout the day.**  **Checked at the beginning of the day and throughout the day.** |

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| **HAZARD** | | **RISK** | **CONTROL MEASURES** | | **WHO WILL DO THIS** | **WHEN WILL IT BE DONE** |
| **STAIRS**  **BATHROOM**  **Crush from loo seat**  **Bathroom Hygiene**  **Chemicals**  **hand washing and nappies**  **BEDROOMS**  **WINDOWS**  **HOUSE GENERALLY**  **Backdoor and internal doors** | | **Injury**  **injury**  **germs**  **Poisoning and chemical burns.**  **Germs and cross contamination.**  **Out of bounds for under 8's. Doors are locked when appropriate.**  **falls and injury**  **CLEANLINESS**  **injury** | **Stair gates in use at top and bottom of the stairs. Children who use stairs are supervised and only allowed one at a time.**  **supervise and instruct**  **SEE POLICIES**  **Cleaned and checked at the beginning of the day and throughout the day and between each use**  **Kept out of reach on high shelf above the bath.**  **Children supervised and use paper towels to prevent cross contamination.**  **Gloves used for nappies which are disposed of safely. Adult hygiene essential. SEE POLICIES**  **Out of bounds for under 8's. Doors are locked when appropriate.**  **window latches used.**  **cleaned at the end of each day and as necessary through the day,**  **any spills, sickness etc, cleaned and disinfected. Steam cleaned most weekends. SEE POLICIES**  **pinned back when children outside/inside and supervised** | | **Erika and Mike**  **Mike and Erika**  **Mike and Erika**  **Mike and Erika**  **Mike and Erika,**  **Erika responsible for nappy changing**  **Mike and Erika**  **Latches are part of fitting and checked by Mike and Erika**  **Mike and Erika**  **Mike and Erika** | **Monitored throughout the day.**  **through day**  **Checked at the beginning of the day. Monitored throughout the day.**  **Checked at the beginning of the day. Monitored throughout the day.**  **In place throughout the day.**  **In place through day**  **In place throughout the day**  **Cleaned at the end of each day and as necessary through the day, any spills, sickness etc, cleaned and disinfected. Steam cleaned most weekends.**  **As required** |
| **HAZARD** | **RISK** | **CONTROL MEASURES** | **WHO WILL DO THIS** | | **WHEN WILL IT BE DONE** |
| **GARDEN**  **Steps and levels**  **Drains**  **General hygiene i.e. fasces, animals**  **Plants**  **Play equipment**  **The Building and Garden area Generally**  **Car** | **Injury**  **Hygiene and injury**  **Hygiene**  **Poisoning and allergies.**  **Injury and hygiene**  **Injury and appearance.**  **injury** | **Children supervised on the steps and in the upper garden. Though careful planting and the fact that steps are deep means that children cannot fall far. A gate can be used at the bottom of the steps to create a safe patio area for ball games, running and sit on cars.**  **Checked and repair if necessary**  **Cats wander into the garden, check each morning and through day. Ensure children wash hands when they come in**  **Plant books and web consulted against plants and not aware of any problems but check for ivy, laurel and honeysuckle berries which are removed. Fence used to limit access to upper garden which must be supervised.**  **Checked each day, damaged toys are removed, repaired or replaced. Supervised. Washed when needed.**  **Checked all the time.**  **SEE Policies**  **Appropriate insurance maintained.**  **Maintained, serviced every 6 months. Seats checked for safety and use by date.**  **Serviced every 6 months. Insured and taxed, clean driving license.**  **SEE Policies.** | **Erika and Mike**  **Mike and Erika**  **Mike and Erika**  **Mike and Erika**  **Mike and Erika**  **Mike and Erika**  **Mike** | | **Checked at the beginning of teh day, gate used as necessary through the day.**  **On going**  **all the time**  **At weekends, start of day and through the day.**  **Checked each day.**  **Checked all the time as we live here.**  **Checked every day, repaired as soon as problem arises.** |

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| **HAZARD**  **ACTIVITIES**  **School/preschool run, walks or visit to local park for example**  **Park continued:**  **Check park for rubbish, fasces, dogs, strangers**  **Swings and slides**  **The shop**  **Mark making and**  **scissors**  **Small worlds**  **HAZARD**  **Construction- including Duplo sets, mega blocks, a large chest of wooden blocks, small wooden blocks, stickle bricks and large waffle blocks.**  **Books**  **SOFT TOYS and Dolls**  **Dressing up.**  **Play dough**  **HAZARD**  **ICT toys**  **Large toys such as free standing activity centre, wooden garage and dolls house and other wooden and heavy toys such as toy cooker and register.**  **Large outside play equipments such as ride on cars**  **Soft furnishings and blankets**  **Musical instruments**  **Hazard**  **Posters and wall hangings such as weather chart and ABC**  **Carpets, flooring and floor play tiles-**  **The floor generally**  **Utensils**  **Shoes and children’s bags**  **Hazard**  **Risk Assessment**  **Mixed ages and**  **Babies**  **Limited ratio**  **Exceptions.**  **To make use of the exception on the occasions that Mike is on a school run (20-40mins) to Colyton in the car and Erika will care for a maximum of 4 under 5’s alone**  **(Before and after school on Monday and occasional on Thursday afternoon if a parent is late for a 3pm collection.**  **Limited ratio exceptions may also occur if Mike is called away on a family emergency (son at uni)**  **It may also occur during the school run to Musbury during bad weather when the road is hazardous. Mike or Erika may care for 4 under fives for a short period of time to avoid exposing a young child to unnecessary risk.** | **RISK**  **injury and lost child, traffic hazard.**  **Falls, hygiene and lost child. Stanger danger.**  **Injury**  **Lost child, traffic hazard, STRANGER DANGER and injury**  **Small objects, injury and choking, especially younger children. Risk of toxic substances.**  **Small objects, injury and choking, especially younger children.**  **RISK**  **Choking and injury. The larger wooden blocks can cause injury and need to be closely monitored with special attention when babies are present -when these blocks may not be available. Waffle block can cause bruises if stacked too high.**  **Blows and choking**  **Choking AND SUFFOCATION. Hidden sharp objects. Contamination from batteries.**  **Choking, sharp objects and strangulation.**  **Choking, sharp objects and hygiene.**  **RISK**  **Choking, sharp objects and contamination from batteries.**  **Injury from misuse of these heavy items and possible splinters contamination from batteries.**  **Injury and hygiene**  **Suffocation and choking. Hygiene.**  **Injury as many are heavy**  **Risk**  **Choking**  **Hygiene and injury from tripping**  **Hygiene and injury**  **Hygiene and injury**  **Risk**  **Danger of injury to babies and toddlers from the normal play of older children-**  **Injury to babies from toddlers**  **To Preserve continuity of care and to prevent unnecessary risk to young children on a school run.**  **There are no pavements on this school run and the roads are exceptionally busy.**  **Or if there are hazardous road conditions due to bad weather.** | **CONTROL MEASURES**  **Appropriate adult child ratios, safety harnesses if required. High-vis sash or vests for adults and children. SEE POLICIES. Take mini register, phone and contacts.**  **Check park, supervise.**  **Take mini register, phone and contacts. SEE POLICIES**  **Supervise and teach children to use equipment safely**  **Supervise and teach children how not to touch things in shop. Hold onto children, never loose sight of them. Take mini register, phone and contacts.**  **Supervise. Sharp and small objects out of reach of younger children at other times. Ensure all products are safe and children learn how to use them correct**  **Supervise. Sharp and small objects out of reach of younger children at other times. Duplo figures the smallest objects on play room. Match box cars available only when supervised or when younger children are not present**  **CONTROL MEASURES**  **The smallest and largest construction pieces are closely supervised and used appropriately depending on age and stage.**  **Supervise and ensure damaged items such a ‘squeaker books’ are repaired or removed.**  **Ensure good quality products and in good repair. Damaged items such as a popped seem repaired or removed. Check for sharp objects such as eyes. Ensure fresh batteries and compartments secure.**  **Ensure items in good repair. Check for sharp or loose items such as buttons, beads and zips. Ensure scarves and saris are supervised.**  **Ensure items are not damaged, eliminate very small objects. Ensure items are clean and the dough fresh. Discourage children from eating dough and remove dough if it has been chewed.**  **CONTROL MEASURES**  **Remove broken items, replace old batteries that especially leak, ensure battery covers are secure.**  **Ensure used appropriately and move by adults safely. Teach children how to use them safely- check for splinters remove or repair. Ensure fresh batteries and compartments secure.**  **Supervise and ensure used appropriately. Ensure in good repair and damages items removed or repaired. Keep clean as exposed to elements and occasional cats.**  **Supervise and ensure used appropriately. Ensure in good repair and damages items removed or repaired. Keep clean and ensure children use own blankets.**  **Supervise and teach children how to use appropriately, remove broken items.**  **Control Measures**  **Teach children how to use appropriately, remove broken items. Ensure small items are secure when not in use.**  **Keep clean. I have a no shoes policy for play room. Messy play takes place in the kitchen. Ensure floors are not so crowded with toys or that toys are not so covered that accidents occur. Allow space for babies to crawl or begin to walk without disturbing older children’s play and activities. See policies**  **Keep utensils clean and encourage correct use subject to age and stage. Generally do not use sharp objects such as steel forks use plastic versions. Do not use glass ware and remove broken items. The delicate balance between encouraging independence and safety of all.**  **Shoes stored on rack or safely to prevent tripping and hygiene issues. Bags on hook and out of reach, cords tidies away to prevent hanging.**  **Control Measures**  **To closely supervise very young babies at all times and teach older children to respect their space, to be gentle and not allow babies to have some toys because of choking hazards.**  **These toys will be closely supervised and even removed on some occasions.**  **To closely supervise very young babies and toddlers at all times and teach older children to respect their space**  **Erika /Mike will closely supervise very young children in the play room only until Mike returns for this short period of time.**  **Parent are informed and asked to sign that they are aware and agree to this arrangement in the permissions section of contract. It is recorded in the register.** | **WHO WILL DO THIS**  **Mike and Erika**  **Erika and Mike**  **Mike and Erika**  **Mike and Erika**  **Mike and Erika**  **Mike and Erika**  **WHO WILL DO THIS**  **Mike and Erika**  **Mike and Erika**  **Mike and Erika**  **Mike and Erika**  **Mike and Erika**  **WHO WILL DO THIS**  **Mike and Erika**  **Mike and Erika**  **Mike and Erika**  **Mike and Erika**  **Mike and Erika**  **Who will do this**  **Mike and Erika**  **Mike and Erika**  **Mike and Erika**  **Mike and Erika**  **Who will do this**  **Mike and Erika**  **Mike and Erika**  **Mike and Erika** | **WHEN WILL IT BE DONE**  **Checked each time.**  **Each visit**  **Each visit**  **On going**  **On going - DRA**  **On going- DRA**  **WHEN WILL IT BE DONE**  **On going- DRA**  **On going- DRA**  **On going- DRA**  **On going- DRA**  **Choking, sharp objects**  **WHEN WILL IT BE DONE**  **DRA and on going**  **DRA and on going**  **DRA and on going**  **DRA and on going**  **DRA and on going**  **When will it be done**  **DRA and on going**  **DRA and on going**  **DRA and on going**  **DRA and on going**  **When will it be done**  **DRA and on going**  **DRA and on going**  **DRA and on going** |

**For covid, illness, food and hygiene see Health and safety policy and illness policy**

**FIRE SAFETY POLICY**

**To prevent fire and minimise risk we:**

**Practice and review annually or as required the Fire and emergency evacuation plan below, ensuring the participation of each child. This is carried out in a sensitive manner so as not to frighten or upset the child. This is then recorded in a fire drill record.**

**Have a separate fire risk assessment which is also carried out and reviewed regularly.**

**Have a general risk assessment of my home and keep children away from hazards. This is reviewed on a regular basis.**

**Make a safety check/daily risk assessment at the beginning of the day. Identify unsafe areas.**

**Have regular fire drills, at least every term (with an additional surprise fire drill organised by my childminding network) to help children to recognise and respond to an alarm**

**Have installed smoke/heat detectors, which are tested on a regular basis (every week and during each fire drill). Two optical smoke detectors are wired to the mains with battery backups. We also use an ionisation smoke detector.**

**Have a fire blanket in the kitchen for a small fire or, if necessary, to wrap someone in. Checked annually and replaced as required.**

**Use dry powder extinguishers which are kept in the kitchen and on the upper floor landing. Checked annually, replaced as required.**

**Minimise risk. This is a no smoking zone (see no smoking policy). We do not have gas or naked flames. I seldom cook with the oven or stove when minded children are present. Our heating consists of night storage heaters that are not active during the day. These are never so hot that they might cause burns. The vents are not covered.**

**FIRE and EMERGENCY EVACUATION PLAN**

**In the case of a fire/emergency I/we will supervise the children and leave the premises by the safest, nearest exit calmly and as quickly as possible.**

**I/we will take my mobile phone/emergency contact list/register before I leave, as long as this does not compromise the safe evacuation of the premises.**

**ONCE OUT, STAY OUT**

**On arrival at the designated safe place I/we will contact the Emergency services and the parents. See other scenarios and assembly place below**

**Specific Situations**

**\* If there are children upstairs.**

**If it is possible to get them safely and quickly, collect them. Raise the alarm. Call parents.**

**\* If one cannot use the stairs.**

**Gather everyone to a room/place from which it is easiest to escape. Lower to the ground at arms length.**

**\* If one needs to break a window. Aim for the bottom corner with a sharp object. Make glass safe by covering.**

**If one can’t escape from a window. Call the fire brigade if possible or call for help. Block up gaps around the door.**

**\* If one has to pass through a smoke layer. Smoke layers start at the top of the room so go along the ground.**

**\* If anyone catches fire. Put them on the floor and roll in natural fabric/fire blanket. Pat out fire, and then apply cold water or a wrapped ice bag from freezer. Do not remove clothing as this cause further injury.**

**\* We will assemble in a safe part of the garden or gardens near the property in Yonder Mount where I or Mike will supervise the children until you can collect them. If the fire/emergency is serious and there is risk from exploding glass and/or emergency vehicles you can find us by the land next to the turning circle at the end of Yonder Mount.**

**GENRAL EMERGENCY PLAN**

**If I am unable to care for your child due to an emergency situation (e.g. fire, flood at the premises, an injury to myself or a member of my family, an injury to another child) I will contact you immediately to collect your child.**

As a registered childminder, I am legally required to have a valid paediatric first-aid certificate. Mike and Erika both date these certificates every three years.

We can administer basic first-aid treatment, and my first-aid box is clearly labelled and easily accessible. It is stored on the shelf in my kitchen. Parent contact numbers are kept securely in the daily register nearby.

I hold written permission from parents *to* seek emergency treatment for their child if it is needed.

**In the case of an emergency I will contact all parents and carers as soon as possible.**

**I also have an arrangement with Mike Pollard who is a registered childminder to provide emergency back-up cover if necessary.**

If there is an accident to a minded child or our own children:

* First, we reassure the injured child while making sure that the other children in my care are safe. This may mean sitting children somewhere safe where we can see them.
* Then, if the accident is a minor one and requires only basic first aid, we deal with it ourselves. If I manage to deal with the accident myself, then I will tell the affected child’s parents immediately.
* If a child needs medical treatment parents will be advised immediately and asked to meet their child at hospital.
* If a child needs emergency treatment, I will ring 999 or 112 for help. I will call parents as soon as possible.
* **Should Mike or Erika have to attend a casualty department with any of the children, we will endeavor to contact you before one of us leaves and arrange for you to meet us at the hospital. Mike or Erika will stay with the other children as appropriate.**
* If Erika is childminding alone and a child needs to go to hospital and other children are present, and the parent cannot come straight away, I must hand the care of the sick or injured child over to the paramedic and inform the parents to meet their child at the hospital- the paramedic will be given all the child’s relevant details.
* Please note in a medical emergency **Devon Air Ambulance Service operates in this area. The air ambulance can take no passengers other than the causality. It may be the case that I/we cannot travel with your child to hospital because of this or because I must care for the other children still with me. In such a case the responsibility for the child passes to the emergency services and you will be informed of where your child will be taken as soon as possible.**
* I will call the parents of all the children in my care as soon as I can to advise them of the situation and to have all the children collected if necessary.
* If any of our own children needs to have emergency treatment, the same plan as above applies. We will call all the parents to ask them to collect their children as soon as possible. This also applies if either Mike or myself need emergency treatment.
* **There may be an occasion when the needs of the injured or ill child in my care will prevent me from contacting parents immediately. Should this be the case I will either contact you at the earliest possible opportunity during or after the event or someone else may contact you using the details on your child’s record form.**
* I will do my best at all times to make sure the children in my care are safe, reassured and kept calm.
* In all cases I will keep a written account of the emergency as soon as I am able.
* **Accidents, or sudden serious illness off site:**
* I will carry parents’ contact details with me when I am away from my home, in order to follow procedures above should an accident occur off site. I also carry a mobile phone with emergency contact numbers when I am out with minded children.

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**Signed Date**

**Erika Pollard 1.9.22 Mike Pollard 1.9.22**