

Seedlings Nursery & Pre-School Risk Assessment

Activity being Risk Assessed:	Seedlings Nursery & Pre-School This document should be read in conjunction with the Great Horwood School Premises, Job Role & Pupil Activity Risk Assessments Nursery pupils includes all children aged 2 years to 4 years who are in nursery & pre-school								
What are the hazards?	Who might be harmed and how?	What are you already doing?	Existing risk control measures (LCR)			Do you need to do anything else to manage this risk? Additional controls	New risk rating	Action monitored by whom?	Action monitored by when?

Safeguarding & Supervision											
Safer Recruitment does not adequately protect the pupils.	Nursery Pupils Nursery Staff	Safer Recruitment procedures are robustly followed. Staff are recruited who have a qualification at least Level 3. References are sought from at least 2 employers. Safer recruitment trained staff on the interview panel.	3	3	9	Level 3 Apprentice has been assigned a learning mentor who is very experienced. All qualifications are considered and checked during the recruitment process. Disqualification from childcare completed. Prohibition from teaching checked for nursery staff.	1	1	1	Current nursery manager and/or P Shaw	termly
Nursery children absent for prolonged periods	Nursery Pupils	Attendance policy procedures followed. All non- notified absence is followed up on the day the pupil is expected at nursery.	3	3	9	Absences are recorded on FAMILY when indicated by parents that they are away on holiday or off sick. Phone calls made to parents if their child is away for more than 3 days due to illness	1	1	1	Current nursery manager and/or P Shaw	termly
Staffing Ratio to pupils Supervision	Nursery Pupils Staff	Supervision is in line with EYFS Framework 2025. 1:5 for 2 year olds and 1:8 for 3 year olds. Staff rota's breaks, lunch time and CPD training sessions are planned to ensure supervision of nursery pupils is compliant. Staff qualifications have been taken into consideration when planning the staff rotas.	2	2	4	All sessions at nursery are booked through FAMILY. This gives an indication of how many staff need to be present at any given session. If the need arises teaching or support staff from the main school can move to the nursery to ensure supervision ratios are compliant.	1	1	1	Current nursery manager and/or P Shaw	termly

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Not enough staff paediatric first aid trained	Nursery Pupils Staff	All Nursery & EYFS staff are trained in Paediatric First Aid	2	2	4	Most main school staff are Paediatric first aid trained (some are first aid at work trained.)	1	1	1	Current nursery manager and/or P Shaw	termly
No DSL's in Nursery	Nursery Pupils	Nursery manager is a DSL. There are three DSL's in Seedlings Nursery There are 3 DSL's in the main school. Two members of SLT are always available either onsite or close by. All DSL's and nursery and school staff receive regular training that is renewed and updated.	2	4	8	Headteachers (DSL's) can be contacted in an emergency. Safeguarding executive from ODBST is available in an emergency if no other DSL can be contacted.	2	2	4	Current nursery manager and/or P Shaw	termly
Online Safety / Digital Safeguarding Exposure to inappropriate content or online risks during use of tablets, computers, or smart devices.	Pupils.	Supervised use, restricted access, age-appropriate content, staff training.	2	4	8	E-safety policy, parental consent for device use, regular review of devices and apps.	2	2	4		
Violent or Aggressive Behaviour Aggression from parents, visitors, or children.	Staff, pupils.	Behaviour policy, staff training, incident reporting. Managing abusive visitors policy	2	4	8	Access control, support from SLT, de-escalation procedures.	2	2	4		
Nursery open during school holidays Nursery does not have school back up resources available	Staff Pupils	Nursery staff have access to main school keys Admin officer works some days during school closure DSL's available for emergency contact. Designated SLT member to be on call for emergencies. Nursery staff made aware of SLT member on call for selected days	3	3	9	SLT to check-in with nursery staff daily by phone or Seedlings WhatsApp.	2	2	4		
Security											

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Poor Access & Security	Nursery Pupils Staff Parents Visitors	Arrive and leave via front main Victorian door to ensure safe collection and arrival. Use of video camera and buzzer. Use of emergency green exit button.	2	2	4	Nursery staff ask parents for the expected time for collection.	1	2	2	Current nursery manager and/or P Shaw	termly
Pupils leaving school unsupervised through the main school front gate	Nursery Pupils Staff Parents Visitors	Nursery staff to check the main front gate is closed after 8.45am and is checked regularly during the day.	4	4	16	Reminder of weekly SWAY to ask parents to close the main gate when they arrive and leave.	2	3	6	Current nursery manager and/or P Shaw	termly
Nursery children not collected	Nursery Pupils Parents	Procedures for non-collection of children followed (see staff handbook).	2	4	8	If pupils are not collected by 6.00pm both staff members will remain with the pupil until collected and the headteacher or deputy headteacher will be informed.	2	2	4	Current nursery manager and/or P Shaw	termly
No communication to main school puts pupils and staff at risk	Pupils Staff visitors	School phone available for calls to main office Walkie Talkies available for communicating to each other during the day. TEAMS calls available for messages.	4	3	12	SLT make regular checks during the school day to the nursery.	2	2	4	Current nursery manager and/or P Shaw	termly
Data Protection / Confidentiality Breach Loss or inappropriate sharing of personal data (e.g., pupil records, medical information).	Pupils, staff, parents.	GDPR policy, secure storage, staff training.	2	4	8	Regular audits, incident reporting procedures.	2	2	6	Current nursery manager and/or P Shaw	Annual
Risk of harm from violence and aggression from: Pupils towards staff;	Staff Pupils	Implement behaviour policies and processes to manage violent / aggressive behaviour. Behaviour policies & procedures communicated to staff, pupils, parents / carers etc. Staff informed of violent individuals, triggers, behavioural assessments.	2	4	8	Identify if specialist behavioural assistance is required to assess and implement individual pupil behaviour plans. Ensure SEND support plans are current and reflect pupil needs.	2	2	4	P Shaw Headteacher A Nicholls Nursery Manager	Termly

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pupils towards other pupils; and other third parties.		Implement code of conduct for staff. Code of conduct communicated to all staff and new starters as part of the induction process. Read and sign document on Smartlog. Expectations of behaviour for parents, carers and visitors outlined within the Dealing with Abusive visitors to school' policy and displayed in Seedlings nursery.				Contact ODBST SI and Ops teams for advice. Record all incidents in Smartlog. Follow up with a risk assessment review and share outcomes with all staff. Seek support from Bucks Council SEND or PRU. Staff can speak to their union for advice. HT to talk to H&S school representative about issues and involve them in finding solutions. At cases where physical handling of pupils is used must be recorded in CPOMS and shared with the parents. External Conflict management training completed on Smartlog					
Emergencies											
Poor fire safety	Pupils Staff visitors	Emergency exit door green button Door not bolted during opening hours and when staff are on site Fire evacuation procedures practised termly. External fire assessment completed (Sept 2025) Health & Safety Policy in place. All fire doors are closed when no one is inside the rooms.	2	4	8	Additional advice available from Handsam consultants.	2	2	4	Current nursery manager and/or P Shaw	termly
Lockdown	Pupils Staff visitors	School Lockdown policy followed. Due to the age of the children the word lockdown is not used Children will be taken to the smaller of the sunflower classrooms for a quiet story or quiet games. (Intruders cannot see into the room through windows) Room divider closed and blinds to be closed where possible. Victorian front door to be bolted for additional security. (Fire exit remains the back door) Current lockdown policy	2	2	4	Additional advice available from Handsam consultants.	1	2	2	Current nursery manager and/or P Shaw	termly

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		Lockdown practiced termly									
Risk of choking (food)	Nursery Pupils	In line with EYFS framework 2025 all children are seated together when eating breakfast, snacks and dinner. A staff member sits with the children and can see all the children eating. Staff are trained to deal with choking as part of the paediatric first aid training.	2	3	6	Emergency ambulance called in an emergency	2	2	4	Current nursery manager and/or P Shaw	termly
Risk of choking due to swallowing equipment	Nursery Pupils	Planning activities and equipment in use Checking labels for recommended ages All children are supervised during play. Individual pupils are risk assessed for putting items in their mouths. Caution taken when activities (ie craft) require smaller pieces.	4	3	12	Parents are asked when enrolling if their child puts items in their mouth.	3	2	6	Current nursery manager and/or P Shaw	termly
Breathing during sleeping	Nursery Pupils	Pupils are always supervised and monitored when sleeping. They are checked every 10 minutes.	2	3	6	The time a pupil goes to sleep, when they are checked and when they wake up is recorded for staff and parents using FAMLY	1	2	2	Current nursery manager and/or P Shaw	termly
Risk of Drowning	Nursery Pupils	Pupils are never unsupervised around water	2	3	6	Tuff trays and water tray is covered with a lid when not in use.	1	2	2	Current nursery manager and/or P Shaw	termly
Access to harmful substances or chemicals	Pupils Staff visitors	COSHH health and safety policy Paint/glue kept locked in Sunflower classroom cupboards. Cleaning cupboard in staff kitchen locked when not in use. Chemicals are placed out of reach in the cleaning cupboard. Cleaners clean after nursery has closed for the day	1	4	4	Data safety sheets, online cleaning cupboard through Purgo cleaning.	1	1	1	Current nursery manager and/or P Shaw	termly
Environmental Hazards Poor air quality, exposure to mould, damp, or hazardous materials (e.g.,	Pupils, staff.	Regular premises inspections, ventilation, reporting procedures.	2	3	6	Air quality monitoring, prompt response to damp/mould, annual premises audit.	1	3	3	Current nursery manager and/or P Shaw	Annual

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asbestos, cleaning chemicals not already covered).											
Extreme Weather Events Flooding, storms, heatwaves, snow/ice.	Pupils, staff, visitors.	Adverse weather policy, emergency procedures, communication with parents. School premises risk assessment	2	3	6	Regular review of site safety, ensure safe access/egress, contingency plans for closures.	1	2	2	Current nursery manager and/or P Shaw	Annual
Transport and Offsite Visits Injury or incident during trips, walks, or transport to/from nursery.	Pupils, staff.	Offsite visit risk assessments, staff ratios, parental permissions, first aid kits. Event specific plans recorded on Evolve Permission from Events Visits Coordinator (EVC) EVC policy in place	2	3	6	Emergency contact details, trip leader training, review of transport providers.	2	1	2	Current nursery manager and/or P Shaw	Annual
Failure of Critical Systems Power outage, heating failure, water supply issues.	Pupils, staff.	Emergency procedures, regular maintenance.	3	4	12	Backup systems, communication plan	2	3	6	Current nursery manager and/or P Shaw	Annual
Allergies & Illness											
Risk of allergic reaction (anaphylaxis)	Pupils Staff visitors	Staff wear disposable gloves during food preparation Food storage is in line with guidelines. Open food is labelled with date of opening. Allergy alert signs are displayed All staff and pupils wash hands before and after eating Coloured plates, cups and cutlery are used to identify pupils with allergies. Staff are trained to recognise signs and symptoms of anaphylaxis. What and how much is eaten by all pupils is recorded on FAMLY so parents can see if there is	3	4	12	Health care plans in place Allergy alert signs displayed Photo's of child with allergies displayed in staff kitchen Pupils with allergies added to main school medical list Chartwells caters prepare food according to strict guidelines for pupils with allergies. Parents complete individual health care plans for pupils with allergies which are displayed in the nursery kitchen.	2	4	8	Current nursery manager and/or P Shaw	termly

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		anything that may have caused an unknown allergic reaction. Training given in how to use an EpiPen. Parents are asked to provide piriton where required. Staff are trained in administering medicines.				Emergency EpiPen is available where children require an auto injector.					
Risk of stomach upsets/diarrhoea	Nursery pupils Staff	Regular hand washing to support good hygiene. Dirty toys and surfaces cleaned using antibacterial wipes as required during the day.	4	2	8	Requests made to Purgo cleaning for items that require deeper cleaning if there is an outbreak of sickness or diarrhoea.	2	2	4	Current nursery manager and/or P Shaw	termly
Infectious Disease Outbreaks Spread of infectious diseases (e.g., COVID-19, norovirus, measles, chickenpox).	Pupils, staff, visitors.	Enhanced cleaning, hand hygiene, exclusion periods for sick children, staff training on symptoms, communication with parents, following public health guidance.	2	2	9	Regular review of government guidance, maintain records of outbreaks, ensure PPE is available.	2	2	4	All nursery staff	Daily
Risk of infectious disease from bedding (sleep sacks and sleep mats) used by children	Pupils	Sleep sacks are kept in named individual plastic zippy bags so that pupils have their own sleep sack. Sleep sacks washed at 60 degrees or using an in-wash cleanser to move bacteria after the child's last session of the week. Sleep mats are sprayed with antibacterial cleaner and left to air dry after each use.	2	2	4	Skin sensitive products used	1	2	2	Nursery Manager	Weekly
Injuries											
Risk of injury from unsafe equipment	Nursery pupils	Regular maintenance and checking of equipment by staff before it is put out to use by children. Check equipment is suitable for the age group	2	2	4	Use of FAMILY to inform parents of any accidents or injuries. Parents contacted if there are any concerns following an injury.	2	2	4	Current nursery manager and/or P Shaw	termly
Risk of injury from burns	Nursery pupils	No hot drinks around young children Rear hotplates used before front hotplates on the cooker.	1	1	2	Use of FAMILY to inform parents of any accidents or injuries.	1	1	2	Current nursery manager and/or P Shaw	termly

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		<p>Cooker is not switched on/is cool if children are eating in the kitchen room.</p> <p>No children are allowed in the kitchen if the cooker is in use.</p> <p>Kitchen door is kept closed if the cooker is on.</p> <p>Kettle is out of reach</p> <p>TMV's checked regularly</p> <p>Heaters are set to a sensible temperature 18% and not turned up.</p>				Parents contacted if there are any concerns following an injury.					
Risk of injury from playing or on the climbing tower or ride-ons/trikes	Nursery Pupils	<p>Regular inspection of play equipment recorded on smartlog</p> <p>Regular maintenance & checking of equipment.</p> <p>Ride-ons and trikes are not allowed on the black soft pour to support safe getting on and off of the climbing towers.</p> <p>All pupils are closely supervised on the climbing tower. Individual children are risked assessed according to their age, development and ability on the climbing tower. Support given by staff members where required.</p> <p>Paediatric first aiders on site</p> <p>First aid policy is followed</p>	2	3	6	Use of FAMLY to inform parents of any accidents or injuries.	2	3	6	Current nursery manager and/or P Shaw	termly
Injury due to uneven playground within the nursery outdoor area	Nursery Pupils Staff Parents Visitors	Staff made aware that the playground is uneven through this risk assessment.	2	2	4	Use of FAMLY to inform parents of any accidents or injuries.	2	2	4	Current nursery manager and/or P Shaw	termly
Injury during activities outside of the nursery setting i.e. school hall, field or forest school	Nursery Pupils	<p>First aid kits are available to take on walks and trips around the school site.</p> <p>Walkie Talkies to be taken to the woodland area</p> <p>Main school office informed if the whole of nursery are going to the woodland area and the Victorian building is empty.</p> <p>Woodland area/forest school risk assessment in place.</p>	3	1	3	Use of FAMLY to inform parents of any accidents or injuries.	3	1	3	Current nursery manager and/or P Shaw	termly

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Manual Handling Staff injury from lifting children, equipment, or furniture.	Staff.	Manual handling training completed on Smartlog, use of appropriate equipment, risk assessment for lifting tasks.	2	2	4		1	2	2	All nursery staffll nur	Annual
Pupil Care											
Lack of intimate care	Nursery Pupils	Equipment and spare supplied provided in the nursery. Staff will involve the pupil in their own intimate care. Time & type Intimate care is recorded on FAMLY. In line with EYFS framework 2025 the changing station is situated in a separate cubicle from the toilets to support privacy & dignity.	1	1	1		1	1	1	Current nursery manager and/or P Shaw	termly
Pupils unable to participate due to a SEND	Nursery pupils	Liaise with SENDO for support in making any reasonable adjustments for activities. Adjustments required considered when planning curriculum activities.	1	3	3	External agencies contacted for additional support where required.	1	1	1	Current nursery manager and/or P Shaw	termly
Pupil suffering from extreme heat or cold (heat stroke or hypothermia)	Nursery pupils	Awareness of this covered in paediatric first aid training Adverse weather policy implemented Sun cream kept in the nursery for emergencies. Shade provided in hot weather or pupils remain inside to stay cool.	2	2	4	Space blankets available as part of first aid kit Pupils are kept in the shade in hot conditions Regular water provided for drinking during hot weather.	1	1	1	Current nursery manager and/or P Shaw	termly
Medication Errors Incorrect administration of medication (e.g., wrong dose, missed dose, wrong child).	Pupils.	Medication policy, staff training, double-checking procedures, secure storage. Emergency services contacted if necessary	2	3	6	Parental consent forms, medication logs, regular audits.	1	2	2	Current nursery manager and/or P Shaw	3 years training

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Risk Assessment Completed by:	Paula Shaw	Job Title: Headteacher	Date: September 2025 Reviewed 27.10.25
Authorised by Line Manager:	Paula Shaw	Job Title: Headteacher	Date: September 2025 Reviewed 27.10.25
Reviewed by:	Paula Shaw	Job Title: Headteacher	Date: September 2025 Reviewed 27.10.25
Distribution List:	Sue Sutton	Chelsea Dumbarton	Date: September 2025 Emailed and read/sign on Smartlog 27.10.25
	Gemma Mccluskey	Sasha Dalwood	
	Angelika Jansizek	Ashleigh Nicholls	

(LCR: Likelihood Consequence Risk Rating)

<h2>Risk Rating</h2>						
Standard Risk Matrix for any Business						
Impact	5	Medium / High	Medium / High	High	High	High
	4	Low / Medium	Medium / High	Medium / High	High	High
	3	Low / Medium	Low / Medium	Medium / High	Medium / High	High
	2	Low	Low	Low / Medium	Low / Medium	Medium / High
	1	Low	Low	Low	Low / Medium	Low / Medium
		1	2	3	4	5
Likelihood						

So the likelihood could be ranked as:

- 1) Very unlikely – there’s a 1 in a million chance of the hazardous event happening
- 2) Unlikely – there’s a 1 in 100,000 chance of the hazardous event happening
- 3) Fairly likely – there’s a 1 in 10,000 chance of the hazardous event happening
- 4) Likely – there’s a 1 in 1,000 chance of the hazardous event happening
- 5) Very likely – there’s a 1 in 100 chance of the hazardous event happening.

Consequence would be ranked as:

- 1) Insignificant – no injury
- 2) Minor – minor injuries needing first aid
- 3) Moderate – up to three days’ absence
- 4) Major – more than seven days’ absence
- 5) Catastrophic – death.