

**GENERIC RISK ASSESSMENT – Area/Room: Accessible Toilet**

**SETTING:** Early Start and Family Services

**LOCATION:** Barnsley

**DATE:** 01 September 2020

**TIME:** 14:00

**LEADER:** Quality Improvement Officer

**STAFF INVOLVED:** To be shared with all staff

**GENERIC RISK ASSESSMENT.** Which other risk assessment(s) have you referred to?

**Building Risk Assessment, Emergency Evacuation Risk Assessment – please note: we positively support children (who choose to) to access experiences indoors and out, barefoot**

PROMPT	HAZARD	WHO	CONTROL MEASURE	Checklist D= Daily W = weekly M = Monthly
Safeguarding	Centre protocols, policies and procedures being breached  Visitors or unauthorised adults  Vulnerable adults – falls, medical needs	Children / Parents / Users / Staff / Visitors	Staff only toilet, staff vigilance, signage No lone working Alarm call cord available Door is able to be unlocked from the outside Room is accessible by other means if necessary	D
Doors / Locks / Mirrors	Trapped fingers / feet	Adults	Doors are sound Building Risk Assessment	D
	Locks failing and adults being locked in / out		Dynamic assessments Door is able to be unlocked from the outside Room is accessible by other means if necessary	D
	Mirrors – cuts and injuries		Mirrors intact First Aid Kit and a first aid trained member of staff to be available at all times in day care	D
	Accessibility for wheelchair/crutch users and those using other physical aides		Access is gained by flat thoroughfare and a large accessible toilet is available for those that cannot access the smaller toilet area	A
Evacuation	Fire, Flood, Gas escape etc	Children / Parents / Users / Staff	See Evacuation Risk Assessment updated annually	A
Hand-Dryer	Electric shock / fire Hot / burns / abrasion	Adults	Auto shut-off and fuse socket out of reach of children Safe temperature dryer provided	A D

Continue on page 3 if necessary

Signed: ..... Print Name: ..... Date: .....

Person completing the form

**ALTERNATIVE ACTIVITIES, PLAN B** – What are your arrangements if your planned activities or visit cannot proceed as anticipated due to a change in circumstances such as severe weather, illness or other significant environmental or other factor(s):

HAZARD	WHO IS AT RISK?	CONTROL MEASURES	WHAT FURTHER ACTION IS NEEDED?	TICK IF ALL IN PLACE
Flood, Insufficient Staff etc	All	Possibility of using other resources in school corridor Business Continuity Plans Emergency Evacuation Procedures Other centre staff availability to support session		

**ON-GOING RISK ASSESSMENT.** Remember to assess the risks during the activity, many factors can change. Have an alternative activity (plan B) available and risk assessed in case it is needed (see above). Do not hesitate to alter or abandon the activity if the risks on the day become unacceptable.

1. Use alternative toileting facilities
2. Use alternative premises

**EMERGENCY PLANNING.** What are your arrangements for dealing with an accident or serious incident?

*Centre Reporting Systems and through policies and procedures in place*

**SHARING RISK ASSESSMENT INFORMATION.** How will you share risk assessment information with staff and others involved?:

*Risk Assessment checklists displayed in the room for staff to complete. RA shared with day care staff and feedback requested*

PROMPT	HAZARD	WHO	CONTROL MEASURE	<b>Checklist</b> D= Daily W = weekly M = Monthly
Water	Slips, trips and falls	Children and Adults	Spillages to be cleaned in a timely manner Accident policy and procedure in place First Aid Kit and a first aid trained member of staff to be available at all times First Aid Kit and first aider available to all group attendees	D  D  D
	Children playing in/with water in toilets / sinks		Staff vigilance, modelling and supporting understanding	
Health & Hygiene	Bodily fluids – Cross contamination, illness (including potties)	Children / Adults	All bodily fluids to be cleaned following protocol and using the kits provided where appropriate	D
	Cleanliness – Resources, Cleaning products / fluids		Protocols to be followed at all times Area to be kept clean and hygienic Resources to be stocked and available COSHH assessments completed Cleaning fluids out of children’s reach Cleaning resources stored appropriately and out of children’s reach	D D D A D D
Sanitary Bins	Hygiene	Staff	Bins emptied regularly No children to access this toilet	W D