

Service: Education & Learning	ELC Setting Risk Assessment			Compiled by: <i>ELC Team</i>
HC Area (Select): South	Area to assess: Arrivals and Departures			Date/s of assessment: UPDATE 19/08/2026
Name of Establishment: Cawdor ELC	Click here for Highland Council's guidance notes re risk assessments. For training call 01463 703099	All RA's should be reviewed/updated when changes are made.		Date of review: Annual 19/08/2026
STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
List potential Hazards here:	List groups of people at risk from hazards. Including those most vulnerable: <i>(please also describe children with individual risk needs)</i>	List existing control measures or note where information may be found:	Calculate the residual risk taking the presence and effectiveness of existing measures into account: Severity x Likelihood = Risk Rating	List further control measures necessary to reduce risk to an acceptable level <i>and</i> date of their proposed introduction:
Injury caused by vehicles outside the school.	All children registered and booked in with provision. Parents/carers.	Safer Routes to Schools in place. 20 mile an hour signs near school entrances. 5 mile an hour sign in school car park. Children taught about road safety with regular reminders. Parents aware it is their responsibility to supervise their children to and from the ELC door.	3	
Injury caused by vehicle in school car park	All children registered and booked in with provision. Parents/carers.	Children access setting using side gate with parents/carers. Member of staff supervises the setting door during arrivals/departures. Speed limits in place and visible. One way system in place for the whole carpark.	2	

Child abducted/lost due to ineffective registration or collection procedures.	All children registered and booked in with provision.	All children brought to and collected from setting by a responsible parent/carer. Member of staff supervises the setting door during arrivals/departures. Staff sign children in/out daily. Staff must be informed about any changes to who is collecting. Authorised collectors forms in place and updated. Staff phone parents/carers if any uninformed change to the designated adult, before allowing the child to leave. Children leave individually with designated, responsible adult. Security door closed and alarmed when children in ELC. Only staff open/close the door. All children have passwords in place.	3	
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Note – Risk Ratings of 4 or more are significant and require further action to control risk

Severity: **1=Slight** (all injuries not defined as major or serious); **2=Serious** (injuries that are not major but are likely to prevent someone working normally for more than 3 days); **3=Major** (death or major injury e.g. fracture of a bone, amputation, serious damage to an eye etc)

Likelihood: **1=Low** (unlikely to happen); **2=Medium** (could well happen); **3=High** (certain or near certain to happen)

	ELC Setting Risk Assessment			
	Area to assess: Premises General			
	Click here for Highland Council's guidance notes re risk assessments. For training call 01463 703099	All RA's should be reviewed/updated when changes are made.		Reviewd: 19/08/2026
STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
List potential Hazards here:	List groups of people at risk from hazards. Including those most vulnerable: <i>(please also describe children with individual risk needs)</i>	List existing control measures or note where information may be found:	Calculate the residual risk taking the presence and effectiveness of existing measures into account: Severity x Likelihood = Risk Rating	List further control measures necessary to reduce risk to an acceptable level <i>and</i> date of their proposed introduction:
Fingers being trapped in doors	All children registered and booked in with provision. Staff and visitors.	Doors fitted with finger protectors. Children encouraged not to play with doors. Doors left open during free flow play. Staff exercise care and encourage the children to do so when opening/closing doors. Staff hold external door open when taking children in or out of building. Door stop in place for internal doors to cloakroom.	2	
Child abducted or lost due to inadequate security measures	All children registered and booked in with provision.	Security fob necessary to open internal and external setting door. Outside door alarmed. External gate kept locked.	3	

		Children supervised outside. Rules for speaking to adults over fence discussed regularly. Any identified children who need additional supervision near exits, see Individual Risk Assessment and Child's Plan. Strong communication between staff for deployment around outdoors and indoors.		
Harm caused by an intruder gaining access	All children registered and booked in with provision. Staff and visitors.	Security fob necessary to open internal/outer front door. External door alarmed. External gate locked. No access to building unless allowed by a member of staff. Children supervised in outdoor area. Staff to phone for assistance if necessary.	3	
Injury caused by children placing fingers/implements into sockets	All children registered and booked in with provision.	Children taught not to touch sockets/switches and supervised.	3	
Injury from faulty electrical equipment not PAT tested/properly used/properly maintained	All children registered and booked in with provision. Staff and visitors.	All electrical equipment is PAT tested and stamped yearly. Electrical equipment properly used. Children supervised.	3	
Injury caused by poor lighting/visibility	All children registered and booked in with provision. Staff and visitors.	Good lighting throughout ELC. Bulbs/sensors changed as necessary. Large windows in playroom & Cloakroom for natural lighting.	1	
Tripping on cables/wires	All children registered and booked in with provision. Staff and visitors.	Staff ensure that cables / wires do not trail where anyone could trip over them. Computer and smart board wires are stored behind desk across against the wall.	1	
Injury from loose sockets or wires	All children registered and booked in with provision. Staff and visitors.	All electrical equipment is PAT tested annually. Any loose sockets or wires arising are notified to FM.	3	

Children becoming ill/uncomfortable due to lack of temperature control	All children registered and booked in with provision.	Staff sensitive to children's play conditions, staff monitor room temp. School temperature controlled automatically. Adjustments can be made manually by FM if required. Drinking water freely available.	1	
Children falling out of open windows	All children registered and booked in with provision.	Windows are fitted with safety catches, restricting opening.	2	
Injury caused by walking into glass window/door	All children registered and booked in with provision. Staff and visitors.	Windows/doors are made of safety glass. Doors to outside are fobbed and have push bar from inside.	1	
Injury caused by broken glass/crockery	All children registered and booked in with provision. Staff and visitors.	Children supervised and taught to handle items with care. If any glass broken children will be removed from the immediate vicinity. Glass safely cleared away immediately and disposed of safely.	2	
Tripping or falling up/down stairs due to loose, frayed or wet flooring or lack of supervision	All children registered and booked in with provision. Staff and visitors.	Any loose, frayed flooring would be reported and repaired. Wet flooring mopped immediately and thoroughly.	1	
Injury due to loose/frayed carpets or mats	All children registered and booked in with provision. Staff and visitors.	Carpets/mats checked regularly. Any damage reported for repair/removal.	1	
Slippery floor surfaces due to sand/water etc on floor	All children registered and booked in with provision. Staff and visitors.	Staff ensure sand/water spillage is swept or mopped promptly and thoroughly, sectioning off the area until dry as required.	2	
Illness due to poor cleaning practice	All children registered and booked in with provision. Staff and visitors.	Premises is cleaned daily. Staff ensure all food spillages etc are thoroughly cleaned and toilets are kept clean/tidy.	2	
Injury due to climbing or reaching for inaccessible items e.g. stored at a height	All children registered and booked in with provision. Staff.	Staff use steps to access out of reach items. Children encouraged to ask for things stored out of reach. Children supervised closely in setting. Children	2	

		supervised to use small steps to reach notice boards.		
Injury due to poor handling practice for heavy objects	Staff	HC <i>Manual Handling Policy</i> followed. Two staff to lift the sand pit/water tray Staff to seek FM assistance if assistance with heavy items required.	2	
Presence of mice rats or other pests	All children registered and booked in with provision. Staff and visitors.	Premises cleaned daily. Staff are vigilant. Any sign of pests in nursery would be reported and recommended procedures followed.	1	
Bites/scratches from pets or visiting animals	All children registered and booked in with provision. Staff and visitors.	Appropriate pets selected. Careful handling discussed and modelled. Close supervision. Permission from parents given.	2	
Illness caused by presence of damp, mould or mildew	All children registered and booked in with provision. Staff and visitors.	Appropriate ventilation and heating. Staff are vigilant. Any sign would be reported and the recommended procedures followed.	1	
Injury caused by fire doors being wedged/blocked/locked which they should never be	All children registered and booked in with provision. Staff and visitors.	Fire doors are not allowed to be wedged, blocked or locked. Staff ensure all fire doors are kept clear at all times. Termly whole school fire drills. HC <i>Fire Safety Policy</i> followed.	1	
Injury caused by poorly maintained or absence of relevant fire equipment	All children registered and booked in with provision. Staff and visitors.	Fire equipment is checked regularly and this is recorded in the Fire Risk Assessment Register. HC <i>Fire Safety Policy</i> followed.	2	
Injury caused by failure to follow fire evacuation procedures.	All children registered and booked in with provision. Staff and visitors.	Fire evacuation procedures shared with team and displayed. Termly whole school fire drills. Children taught safe evacuation procedures. In event of fire, staff to evacuate the children and themselves. HC <i>Fire Safety Policy</i> followed.	3	
Injury due to improper use or storage of matches/lighters /cigarettes etc	All children registered and booked in with provision. Staff and visitors.	Staff and visitor bags and personal items stored high up out of reach of children. Matches kept in cupboard out of reach of children and used	2	

		safely by staff. The school is a no smoking premises. No naked flames allowed on premises.		
Illness caused by dirty equipment, surfaces, clothing or poor personal hygiene	All children registered and booked in with provision. Staff and visitors.	All equipment and resources are cleaned regularly or when dirty /soiled. The nursery is cleaned daily and staff carry out additional cleaning of any area contaminated by food spillage etc. Staff and children follow hygiene procedures.	2	
Illness due to poor hand washing within setting	All children registered and booked in with provision. Staff	Children taught the importance of caring for themselves. Health Protection in Children and Young People Settings Is followed. The staff and children wash their hands when they are dirty, after visiting the toilet, after being outside and before handling food. Visuals to support. Foot step available for children unable to reach sinks in the main playroom.	2	
Cross-contamination due to improper procedures for dealing with body fluids in setting	All children registered and booked in with provision. Staff	Health Protection in Children and Young People Settings and Intimate Care Policy followed. Hygiene procedures displayed. FM called for Spill Kit for any body fluid spillages.	3	
Infection from illness – airborne, communicable & bodily fluids or poor adherence to infection control guidance	All children registered and booked in with provision. Staff and visitors.	Health Protection in Children and Young People Settings guidelines followed. Health and Safety Policy in place and followed. Hygiene procedures displayed. Control guidance (kept with H & S policy) followed. Parents/carers regularly reminded of 48 hrs until return after last episode of sickness/ diarrhoea.	2	
Incorrect administration or failure to administer medicines.	All children registered and booked in with provision.	HC <i>Administration of Medication in Early Learning and Childcare Settings</i> guidance and <i>Care Inspectorate</i>	2	

		<i>Management of Medication in Daycare of Children and Childminding Services</i> followed. Communication book used by all staff to share daily information and a sign to show updates, children initials are used.		
Ingestion of medicines/poisonous/hazardous substances not stored or labelled correctly	All children registered and booked in with provision. Staff and visitors.	Storage guidance for medicines followed as above. Guidance on storage of staff medicine followed. Staff and visitor bags and personal items stored out of reach of children. All other potentially hazardous materials stored in locked cupboard or at height out of the reach of the children in their original containers. Children taught about not eating found items.	3	
Abuse of children when in setting	All children registered and booked in with provision.	HC safer recruitment procedures followed, in line with CI guidance. All staff have PVG. Child Protection policy followed and all staff trained. Volunteer Policy and vetting followed. Visitors and students supervised by staff in setting. Intimate Care policy followed. Records kept of all intimate care, including nature of care, time, date and staff member and countersigned by team member.	3	
Harassment of staff by other adults e.g. verbal aggression	Staff	Staff work as a team and treat others with respect and equality. Staff support one another with visiting adults and seek assistance from SMT if required. Any harassment would be reported to SMT. Zero Tolerance Policy in place.	2	

Job related stress	Staff	Staff support one another. Good relationship between staff and management to discuss any problems. Open door to SMT. Highland Council Health & Safety policy and procedures followed with support including Employee Assistance Programme in place.	2	
Poorly maintained equipment or toys.	All children registered and booked in with provision. Staff and visitors.	Equipment and toys in poor repair put away or thrown away. Regular inspection / review.	2	
Danger from toys and equipment inappropriate for the age or stage of the children.	All children registered and booked in with provision.	Equipment is planned carefully to ensure it is appropriate to age and stage.	2	
Injury from thrown toys or physical aggression.	All children registered and booked in with provision. Staff and visitors.	Promoting Positive Behaviour policy in place and followed. Setting rules created with children and displayed in child friendly way using SHANARRI indicators to support understanding. Use of positive praise. Additional support in place for identified children. See Child's Plan and Form 1s.	2	

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Likelihood: **1=Low** (unlikely to happen); **2=Medium** (could well happen); **3=High** (certain or near certain to happen)

	ELC Setting Risk Assessment				
	Area to assess: Kitchen				
	Click here for Highland Council's guidance notes re risk assessments. For training call 01463 703099	All RA's should be reviewed/updated when changes are made.			Updated 19/08/2026
STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	
List potential Hazards here:	List groups of people at risk from hazards. Including those most vulnerable: <i>(please also describe children with individual risk needs)</i>	List existing control measures or note where information may be found:	Calculate the residual risk taking the presence and effectiveness of existing measures into account: Severity x Likelihood = Risk Rating	List further control measures necessary to reduce risk to an acceptable level <i>and</i> date of their proposed introduction:	
Infection due to spread of microbes due to incorrect procedures for hand washing, cleaning of preparation surfaces unclean cloths	All children registered and booked in with provision. Staff and visitors.	Current guidelines Health Protection in Children and Young People Settings are in place with visuals and signage to support. Rigorous hand washing procedures following. Food preparation surfaces are cleaned thoroughly. Different coloured cloths used for tables/food preparation and changed daily. Staff have food hygiene certificates. Infection control guidelines followed.	3		
Contamination by blood due to poor hygiene after injury	All children registered and booked in with provision. Staff and visitors.	First Aid Policy and Health Protection in Children and Young People Settings followed. All staff aware of procedures when dealing with and disposing of blood. All staff first aid trained.	2		

Ingestion of poisonous/hazardous kitchen substances not stored or labelled correctly	All children registered and booked in with provision. Staff and visitors.	All potentially hazardous materials stored in locked cupboard or at height out of the reach of the children in their original containers. Children taught about safety in kitchen and safe access to kitchen area. Guidance on storage of staff medicine issued to all staff.	3	
Shock/burns due to misused or poorly maintained equipment or equipment coming into contact with water	All children registered and booked in with provision. Staff and visitors.	All portable electrical appliances undergo statutory PAT testing. No electrical equipment used near water. Staff ensure hands are dry before touching electrical equipment. Children are supervised by staff.	3	
Injury caused by sharp objects e.g. knives	All children registered and booked in with provision. Staff.	Sharp objects stored out of children's reach. Children use child safe knives during food preparation and are supported until they have mastered using these independently.	3	
Fire caused by unsupervised cooking	All children registered and booked in with provision. Staff.	Cooking is supervised on hob, only back rings used. Food in the oven is timed and monitored so it cannot overcook and burn. Adults present in kitchen when oven is on. Oven switched off at the wall when not in use. Children taught about safety in kitchen and safe access to kitchen area. Oven cleaned regularly. Chubb fire blanket and fire extinguisher in kitchen.	3	
Injury while using electrical cooking equipment e.g. mixer, shredder, food processor etc	Staff. All children registered and booked in with provision.	Staff use appropriately, on safe surface and with care. Children do not operate the equipment. Staff ensure children are not able to touch it. First Aid kit accessible.	3	
Lacerating injuries due to use of sharp utensils e.g. knives, graters etc	All children registered and booked in with provision. Staff and visitors.	Staff use sharp knives appropriately and carefully. Children only use when shown how and with supervision and support as required. Small groups only.	3	

Burns/scalds from cooking activities	All children registered and booked in with provision. Staff and visitors.	Cooking supervised and supported. Small groups only. Staff ensure care taken at all times. Staff use oven gloves when removing hot dishes from the oven and ensure the children are not able to touch hot dishes.	3	
Illness or allergy caused by contact with certain foods	All children registered and booked in with provision.	All food intolerances /allergies recorded in PPRs and displayed on inside of cupboard door in kitchen area with child photograph. All staff made aware. Guidance regarding key allergens implemented and displayed for parents. Heat treating flour for use in play-doh. Medical updates ongoing and recorded in Care Plan.	2	
Burns or scalds caused by the mishandling of hot liquids or food	All children registered and booked in with provision. Staff and visitors.	Hot drinks and hot water from the kettle are not taken outside the kitchen area. All staff use care & attention when using hot liquids/food. Temperature of hot tap water is regulated. Oven and kettle positioned in an area that is not accessed by children without staff present.	3	
Slip or fall due to uncleaned spillage of food or liquids	All children registered and booked in with provision. Staff and visitors.	All spills are cleaned appropriately, effectively and promptly following approved guidelines and procedures.	2	
Illness due to poor hygiene / maintenance	All children registered and booked in with provision. Staff and visitors.	Daily cleaning of setting. Any issues reported and dealt with as required.	2	
Food poisoning as a result of poor practice e.g. raw/cooked food cross contamination, poor washing, incorrect storage/cooking temps.	All children registered and booked in with provision. Staff.	Staff have Food Hygiene training. Food handling guidelines and procedures including Health Protection in children and young people settings and Food hygiene procedures displayed in kitchen. Food requiring refrigeration is kept at the correct temperature. Fridge thermometer checked daily and recorded. The date	3	

		stamp on food items is checked regularly. No out of date food is ever used.		
Contamination of food by pests e.g. mice, weevils etc.	All children registered and booked in with provision. Staff.	Packaged food is stored in high cupboards in sealed containers or packets. Food checked for any sign of contamination before use. Setting cleaned daily. Food stored appropriately.	2	
Injury to children not under supervision in kitchen	All children registered and booked in with provision.	Children are supervised. Children taught about safety in kitchen and safe access to kitchen area. Staff present when cooker is on. Only back rings used.	3	
Choking on food	All children registered and booked in provision.	Practitioners to always supervise children while they are eating. Practitioners to sit beside children and position themselves so they can visually see all children in their care.	3	
Burns/scalds from eating food that is too hot.	All children registered and booked in provision.	Hot food items that contain liquid such as soup, curries, custard etc should be allowed time to cool. Allow 5-10 minutes for these items to cool.	3	

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Likelihood: **1=Low** (unlikely to happen); **2=Medium** (could well happen); **3=High** (certain or near certain to happen)

	ELC Setting Risk Assessment				
	Area to assess: Indoor Play				
	Click here for Highland Council's guidance notes re risk assessments. For training call 01463 703099	All RA's should be reviewed/updated when changes are made.			Updated 19/08/2026
STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	
List potential Hazards here:	List groups of people at risk from hazards. Including those most vulnerable: <i>(please also describe children with individual risk needs)</i>	List existing control measures or note where information may be found:	Calculate the residual risk taking the presence and effectiveness of existing measures into account: Severity x Likelihood = Risk Rating	List further control measures necessary to reduce risk to an acceptable level <i>and</i> date of their proposed introduction:	
Injury from slipping on spillages from water tray	All children registered and booked in with provision. Staff and visitors.	Children supervised and encouraged to use water carefully Staff ensure any liquid spilled is mopped promptly and thoroughly, sectioning off the area until dry as required.	2		
Injury from sand in eyes	All children registered and booked in with provision. Staff and visitors.	Sand in anyone's eyes would be dealt with promptly and effectively Children supervised and encouraged to use sand carefully. First aid kit easily accessible.	2		
Drowning from child falling in water resources	All children registered and booked in with provision.	Children supervised. Water tray at stand height. Children not allowed to climb on a surface that would allow them to fall into the water tray.	3		
Injury from moving water/sand trays, lifting,	Staff	Staff carry manageable amounts using a bucket/bag when filling/emptying the	2		

pouring when filling/emptying		water/sand trays. 2 staff to lift trays and seek assistance from FM as required.		
Infection due to dirty water/sand. Allergic reaction to products added to water e.g. soap, colouring etc	All children registered and booked in with provision. Staff and visitors.	Water changed daily or as needed when soiled. Sand cleaned and changed daily/ quarantined, or as required following guidance. Spilled sand binned. Allergies noted and monitored. Any product added is checked against allergy list.	2	
Water tray/tap water too hot/cold	All children registered and booked in with provision. Staff and visitors.	Adults fill water tray carefully with warm water. Highland council guidance on thermostatic control of water followed.	1	
Inhalation or ingestion of glue, paint etc	All children registered and booked in with provision.	Art materials all non-toxic and suitable for age of the children and non-toxic. Children supervised.	2	
Injury while using scissors or other sharp objects	All children registered and booked in with provision. Staff and visitors.	Children are observed to assess their ability to use scissors and other tools. Staff provide the appropriate level of support for each child until they can use them independently with care. Adults use tools carefully. Scissor policy in place.	2	
Injury while using real tools e.g. hammers, saws	All children registered and booked in with provision. Staff	Children are observed to assess their ability to use tools. Staff provide the appropriate level of support for each child until they can use them independently with care. Adults use tools carefully. Tool bench risk assessment in place if and when tools are used.	3	
Allergic reaction to paint, playdough etc	All children registered and booked in with provision. Staff and visitors.	Allergies displayed inside kitchen so all staff aware. Ingredients monitored and checked. Gluten free products used. Flour is heat treated.	2	
Danger of choking on pen lids or other small items	All children registered and booked in with provision. Staff and visitors.	Appropriate pens with safety lids used. Children regularly reminded how to use pens safely. Resources used in the ELC are appropriate for children aged 3-5 yrs. Children are taught not to put small items	3	

		in their mouths. Developmentally appropriate resources.		
Infection from dirty/soiled cushion covers, rugs or other soft furnishings	All children registered and booked in with provision. Staff and visitors.	Any spillages or accidents are cleaned up/washed. All soft furnishings in setting are regularly checked and cleaned.	2	
Injury from unsecured bookcase, folding bookcase or other heavy furniture	All children registered and booked in with provision. Staff and visitors.	Only low furniture used. Furniture brakes applied. The bookcase is designed for use in ELC setting.	2	
Trapping fingers in electronic items – e.g. printer	All children registered and booked in with provision. Staff and visitors.	Children shown how to use ICT equipment properly and supervised. Staff use equipment appropriately.	2	
Injury caused by children placing fingers/implements into sockets	All children registered and booked in with provision.	Children taught not to touch/place fingers/implements into sockets. Children supervised.	3	
Injury from lifting electronic items e.g. monitor/tower	All children registered and booked in with provision. Staff and visitors.	Children taught not to lift electrical items and are supervised. Any movement of static ICT equipment has to be logged with Wipro. <i>HC Manual Handling Policy</i> in place and followed.	1	
Access to unsuitable software/Internet etc	All children registered and booked in with provision. Staff and visitors.	Software installed on the PC/tablet is appropriate for ELC children aged 3-5 years. OSC children use own Chromebooks with age appropriate software. ICT policy in place and followed. Children only have controlled and supervised access to approved sites on the Internet. HC filter in place.	1	
Injury from falls from gym equipment e.g. climbing frame, trampoline, balancing beams etc.	All children registered and booked in with provision. Staff	PE equipment inspected. Children are observed to assess ability to use equipment. Children supported to identify own safe height. Staff offer appropriate level of support for each individual child.	3	
Injury from misused gym equipment e.g. bats balls etc.	All children registered and booked in with provision. Staff	Children are taught and encouraged positively to use all equipment and resources safely. Staff offer the	1	

		appropriate level of support for each individual child.		
Injury from lifting/carrying/moving large equipment	All children registered and booked in with provision. Staff.	Staff work in 2s/3s to lift larger equipment where appropriate. FM support sought where required. The children are taught not to lift the large items and are supervised. HC <i>Manual Handling Policy</i> in place and followed.	2	
Trapping/entanglement on equipment e.g. due to clothing, hair	All children registered and booked in with provision. Staff and visitors.	Staff ensure children are suitably dressed including footwear. Long hair tied back.	2	
Injury caused by lack of appropriate adult supervision during physical play e.g. somersaults	All children registered and booked in with provision.	Children supervised. Safety rules discussed. Staff offer the appropriate level of support for each individual child.	2	

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Likelihood: **1=Low** (unlikely to happen); **2=Medium** (could well happen); **3=High** (certain or near certain to happen)

ELC Setting Risk Assessment				
Area to assess:				
Intimate Care				
Click here for Highland Council's guidance notes re risk assessments. For training call 01463 703099		All RA's should be reviewed/updated when changes are made.		Reviewed: 19/08/2026
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List potential Hazards here:	List groups of people at risk from hazards. Including those most vulnerable: <i>(please also describe children with individual risk needs)</i>	List existing control measures or note where information may be found:	Calculate the residual risk taking the presence and effectiveness of existing measures into account: Severity x Likelihood = Risk Rating	List further control measures necessary to reduce risk to an acceptable level <i>and</i> date of their proposed introduction:
Illness due to poor hand washing in toilets or when providing intimate care	All children registered and booked in with provision. Staff	Children taught the importance of caring for themselves. <i>Infection Prevention and Control in Childcare Settings</i> followed. The staff and children wash their hands when they are dirty, after visiting the toilet, after being outside and before handling food. Visuals to support.	2	
Cross-contamination due to improper procedures for dealing with body fluids when providing intimate care	All children registered and booked in with provision. Staff	<i>Infection Prevention and Control in Childcare Settings</i> and <i>Intimate Care Policy</i> followed. Hygiene procedures displayed. FM called for Bodily Fluids Spills Kit to deal with body fluid spillages.	2	
Injury to child due to falling from height/changing table	All children registered and booked in with provision.	Toilets appropriate size and height for children. Step for changing table.	2	

Injury due to improper lifting technique	All children registered and booked in with provision. Staff	Any child requiring lifting has a moving and handling protocol and staff have been trained.	2	
Injury due to incorrect water temperatures	All children registered and booked in with provision. Staff and visitors	The temperature of the water is regulated by thermostat. Staff are vigilant.	2	
Injury due to wet surfaces in toilets	All children registered and booked in with provision. Staff and visitors	Staff are vigilant, checking toilets regularly. Any wet surface in the toilet area would be dried promptly and thoroughly. Non slip lino in toilet area.	2	
Drowning	All children registered and booked in with provision.	Staff are vigilant, checking toilets regularly. Children are taught not to play in toilets or sinks. Basins are not large enough for the children to put their heads into.	3	
Injury to child due to falling from toileting aids	All children registered and booked in with provision.	Staff are vigilant, checking toilets regularly. Movable toilet step is designed to be used by very young children and has a non-slip surface.	2	
Injury caused by cubicle doors e.g. trapped fingers	All children registered and booked in with provision.	Children encouraged not to play with cubicle doors/locks. The staff exercise care and encourage the children to do so when opening/ closing doors.	2	
Entrapment in cubicle	All children registered and booked in with provision.	Low cubicle doors can be unlocked by staff. Staff are vigilant, checking toilets regularly.	2	
Illness due to poor hygiene/maintenance	All children registered and booked in with provision. Staff	The toilets, sinks and floor area are cleaned daily and checked regularly during the day. Any maintenance issues reported to FM and dealt with.	2	
Injury due to falls against basins etc.	All children registered and booked in with provision. Staff and visitors	Staff are vigilant, checking behaviour in toilets regularly. Staff dry the toilet floor if it becomes wet. Children encouraged to walk in toilets and take care of self and others.	2	

Allegations against a member of staff	Staff	HC policies and procedures to be followed by staff.	1	
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	ELC Setting Risk Assessment			
	Area to assess: Outdoor Play			
	Click here for Highland Council's guidance notes re risk assessments. For training call 01463 703099	All RA's should be reviewed/updated when changes are made.		Reviewed: 03/09/2026
STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
List potential Hazards here:	List groups of people at risk from hazards. Including those most vulnerable: <i>(please also describe children with individual risk needs)</i>	List existing control measures or note where information may be found:	Calculate the residual risk taking the presence and effectiveness of existing measures into account: Severity x Likelihood = Risk Rating	List further control measures necessary to reduce risk to an acceptable level <i>and</i> date of their proposed introduction:
Injury from poorly maintained/damaged fences, walls or gates/surfacing	All children registered and booked in with provision. Staff	All the fences, wall, gates and surfaces are in good condition and properly maintained. Any issues reported to FM. Children supervised and taught to use area safely e.g. not climb fences/walls.	2	
Child abducted/lost due to unsecured gates/entrances/exits	All children registered and booked in with provision.	All the gates are closed when children go outside. External gate kept locked after children admitted. Children supervised. Children taught the dangers of walking through open gates/exits without a member of staff. Safe, strong and free workshops for children.	3	
Falls/slips caused by wet, muddy or icy walkways	All children registered and booked in with provision. Staff and visitors	Path to the setting door is gritted when required. Parents supervision when child arrives & departs. Children verbally warned of hazards. Daily risk assessment of outdoor space. Children	2	

		taught where to safely play with water resources. Children supervised.		
Falls/slips whilst climbing up/down external steps or uneven surfaces	All children registered and booked in with provision. Staff and visitors.	Children supervised. Children taught to walk, using handrail when using steps. Individuals supported as required.	2	
Lacerating injuries caused by falling onto sharp objects.	All children registered and booked in with provision.	'Risk Assessor' children support staff with checks for hazards inc glass and record on picture based Risk Assessment. Any glass removed safely.	2	
Children falling onto dogs (or other animal) dirt	All children registered and booked in with provision.	Dogs not allowed in the playground or field. 'Risk Assessor' children check as above. Any animal dirt removed safely.	1	
Ingestion of poisonous substances eg berries, fungi etc	All children registered and booked in with provision.	Dangers of eating or drinking anything found outdoors regularly discussed with children. 'Risk Assessor' children check as above. Children supervised. Children follow handwashing procedures when going indoors or before eating/drinking outdoors.	2	
Ingestion or skin irritation from soil in garden/mud kitchen	All children registered and booked in with provision. Staff and visitors	Children supervised. Children follow handwashing procedures when going indoors or before eating/drinking outdoors.	2	
Bites/stings from bees, wasps or other insects	All children registered and booked in with provision. Staff and visitors	Children taught to respect insects and how to be safe around them. Allergies to insects recorded and displayed inside kitchen door. First aid given in event of incident. See Medical Protocol for identified individual child.	2	
Children suffering sunburn or heatstroke if exposed to sun for too long	All children registered and booked in with provision.	Permission given by parents to apply Highland Council specified sunscreen or to apply own provided. UV level checked. Use of shaded areas. Drinking water freely available. Children's skin, amount of time spent outside and hydration monitored by staff.	2	

Children exposed to cold and wet in bad weather conditions.	All children registered and booked in with provision.	Children dressed appropriately for weather. Spare waterproofs etc if required. Children's temperature and amount of time spent outside monitored by staff.	2	
Attacks by animals, causing injury	All children registered and booked in with provision. Staff	Dogs not allowed in the playground or field. Garden fenced in. If any stray dog etc. to appear children would be removed from area. Children taught to respect animals and how to be safe around them.	2	
Falls whilst using outdoor equipment e.g. climbing frame	All children registered and booked in with provision. Staff	Climbing and balancing equipment is placed on appropriate safety surfaces. Children are supervised. Children are taught how to use equipment safely and assess risks. Staff offer the appropriate level of support to individuals until they have mastered independent skills.	2	
Injury from running into fixed or stationary objects e.g. climbing frame	All children registered and booked in with provision.	Climbing equipment area is an identified no running area. Visuals to support. Children encouraged to look where they are going and play safely. Children supervised. Any identified children requiring additional supervision, see separate risk assessment/ Child's Plan.	2	
Injury from misused outdoor equipment e.g. footballs, bats etc.	All children registered and booked in with provision. Staff and visitors.	The children are positively encouraged to use all equipment and resources safely. Staff offer the appropriate level of support for each individual child.	2	
Injury from broken/poorly maintained outdoor equipment	All children registered and booked in with provision. Staff and visitors	Outdoor equipment checked before use. Daily risk assessment undertaken by both staff and children.	2	
Injury while using real tools outdoors e.g. hammers, nails, gardening tools	All children registered and booked in with provision. Staff and garden volunteers	Children are observed to assess their ability to use tools. Staff provide the appropriate level of support for each child until they can use them independently with care. Adults use tools carefully. Volunteers bring own tools.	2	

		Tool bench risk assessment adhered to when tools are used.		
Injury from inappropriate use of loose parts or inappropriate loose parts	All children registered and booked in with provision. Staff and visitors	Loose parts are carefully selected for age and stage. They are used on appropriate surfaces and regularly checked for repair issues. Children are carefully supervised and taught how to access use and tidy equipment safely. Children risk assess how to play with loose parts along with staff.	2	
Injury due to children falling from bikes/scooters or running into others	All children registered and booked in with provision. Staff and visitors	Bikes/scooters are carefully selected for age and stage. They are used on appropriate surfaces and regularly checked for repair issues. When using bikes, helmets are worn. Children are carefully supervised and taught how to access, use and replace them safely. Staff offer the appropriate level of support to individuals until they have mastered independent skills.	2	
Injury from building with play equipment	All children registered and booked in with provision. Staff and visitors	Plastic green play crates: Protocol agree with children and staff where children can stack the crates for building. Children can ONLY step on crates of single crate height. Children will be supported when stacking crates to ensure that they are stable. All children shown how to use crates safely and reminders connected to the wellbeing indicator of safe.	2	

Note – Risk Ratings of 4 or more are significant and require further action to control risk

Severity: **1=Slight** (all injuries not defined as major or serious); **2=Serious** (injuries that are not major but are likely to prevent someone working normally for more than 3 days); **3=Major** (death or major injury e.g. fracture of a bone, amputation, serious damage to an eye etc)

Likelihood: **1=Low** (unlikely to happen); **2=Medium** (could well happen); **3=High** (certain or near certain to happen)

	ELC Setting Risk Assessment			
	Area to assess: Outings Away From Setting * Link with Evolve *			
	Click here for Highland Council's guidance notes re risk assessments. For training call 01463 703099	All RA's should be reviewed/updated when changes are made.		Reviewed: 19/08/20206
STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
List potential Hazards here:	List groups of people at risk from hazards. Including those most vulnerable: <i>(please also describe children with individual risk needs)</i>	List existing control measures or note where information may be found:	Calculate the residual risk taking the presence and effectiveness of existing measures into account: Severity x Likelihood = Risk Rating	List further control measures necessary to reduce risk to an acceptable level <i>and</i> date of their proposed introduction:
Person struck by traffic whilst on outing or visit	All children on outing. Staff and helpers	Road safety discussed with children. EVOLVE RA completed for specific destination and route. Appropriate adult/child ratios in place this is dependent on children's needs and abilities. Children hold adult's hand near road. Children and staff wear hi-vis.	3	
Child lost or abducted whilst outdoors	All children on outing. Staff and helpers	Safety discussed with children. Children closely supervised. Head counts carried out regularly against register. Appropriate adult/child ratios are followed. EVOLVE RA of location completed.	3	
Drowning	All children on outing. Staff and helpers	Safety near water discussed with children. Appropriate ratio assessed. All children hold an adult's hand if they are	3	

		near water. EVOLVE RA of location completed.		
Ingestion of poisonous/hazardous object or substance	All children on outing. Staff and helpers	Dangers of eating or drinking anything found outdoors discussed with children. Children supervised on all walks and visits. Children follow handwashing procedures when returning indoors and before eating/drinking outdoors.	2	
Injury caused by misuse of machinery during a visit	All children on outing. Staff and helpers	Close supervision. Safety and rules discussed with children beforehand. EVOLVE RA of location completed.	3	
Injury caused by collision of vehicle	All children on outing. Staff and helpers	Permission given by parents to travel. Safe behaviour in vehicle discussed with children. Seat belts worn until vehicle is parked. Appropriate adult/child ratios followed to facilitate safe driving. EVOLVE RA completed for specific destination and route.	3	
Infection or infestation due to contact with others/animals	All children on outing. Staff and helpers	Discussion of hygiene with children. Close supervision near animals. Appropriate use of hand washing facilities or wipes. EVOLVE RA of location completed. Parents informed of planned animal contact.	2	
Illness due to incorrect administration or failure to administer medication during trip	All children on outing. Staff and helpers	All required medication to be taken on trip. HC <i>Administration of Medication in Early Learning and Childcare Settings</i> guidance and <i>Care Inspectorate Management of Medication in Daycare of Children and Childminding Services</i> followed.	3	
Injury or illness due to lack of access to first aid when required during outing	All children on outing. Staff and helpers	First aid kit taken on all outings. Staff have first aid training. EVOLVE RA of location completed inc first aiders who will be available.	2	
Abuse of children during outing	All children on outing.	All staff have PVG. Child Protection policy followed. Volunteer Policy and vetting followed. Helpers and students	2	

		supervised by staff when outwith setting. Appropriate adult/child ratios followed to allow supervision. EVOLVE RA of location completed.		
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Severity: **1=Slight** (all injuries not defined as major or serious); **2=Serious** (injuries that are not major but are likely to prevent someone working normally for more than 3 days); **3=Major** (death or major injury e.g. fracture of a bone, amputation, serious damage to an eye etc)

Likelihood: **1=Low** (unlikely to happen); **2=Medium** (could well happen); **3=High** (certain or near certain to happen)

	ELC Setting Risk Assessment			
	Area to assess: Travelling In A Vehicle * Link with Evolve *			
	Click here for Highland Council's guidance notes re risk assessments. For training call 01463 703099	All RA's should be reviewed/updated when changes are made.		Reviewed: 19/08/2026
STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
List potential Hazards here:	List groups of people at risk from hazards. Including those most vulnerable: <i>(please also describe children with individual risk needs)</i>	List existing control measures or note where information may be found:	Calculate the residual risk taking the presence and effectiveness of existing measures into account: Severity x Likelihood = Risk Rating	List further control measures necessary to reduce risk to an acceptable level <i>and</i> date of their proposed introduction:
Injury caused by vehicle collision	All children travelling in vehicle. Staff and helpers	Permission given by parents to travel. Safe behaviour in vehicle discussed with children. Seat belts worn until vehicle is parked. Car seats/boosters used when required, fitted correctly and checked by staff. Appropriate adult/child ratios followed to facilitate safe driving. EVOLVE RA completed for specific destination and route. Staff complete HC Transporting Children in Car form if using own vehicle, driver must hold business insurance.	3	
Injury caused by vehicle doors e.g. trapped fingers	All children travelling in vehicle. Staff and helpers	Child door safety locks used. Children encouraged not to play with vehicle doors/locks. Staff only to open/close doors and exercise care to do so.	3	

Injury as a result of lack of or incorrectly fitted car seat/booster	All children travelling in vehicle	Car seats/boosters used when required, fitted correctly and checked by staff.	3	
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Likelihood: **1=Low** (unlikely to happen); **2=Medium** (could well happen); **3=High** (certain or near certain to happen)

ELC Setting Risk Assessment

Area to assess: **Mealtime Experience**

Click [here](#) for Highland Council's guidance notes re risk assessments. For training call 01463 703099

All RA's should be reviewed/updated when changes are made.

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List potential Hazards here:	List groups of people at risk from hazards. Including those most vulnerable: <i>(please also describe children with individual risk needs)</i>	List existing control measures or note where information may be found:	Calculate the residual risk taking the presence and effectiveness of existing measures into account: Severity x Likelihood = Risk Rating	List further control measures necessary to reduce risk to an acceptable level <i>and</i> date of their proposed introduction:
Infection	All in setting	Handwashing of children and adults prior to eating and touching food. All surfaces cleaned for food preparation, service, and eating.	3	
Burns and Scalds	All in setting	Catering Staff - As per Food Safety Legislation and our House Rules, hot food must be cooked to at least 75 kept °C and hot food must be kept and served at 63oC or above. - In Early Years settings the point of service is when food is served from the kitchen, or within the ELC playroom, with a member of Early Years staff present. - Food cannot be plated up and allowed to cool in the kitchen. Early Years Staff - Hot food items that contain liquid such as soup, curries, custard etc should be allowed time to cool. - Allow 5-10 minutes for these items to cool. - Where possible ensure that children have other items to eat whilst waiting, for example sandwiches whilst soup is cooling. - Ensure pupils have no access to the hot food during the cooling period. - Avoid taste testing food for temperature, there are food safety concerns regarding taste testing multiple plates/bowls of food. - Hot food will be cooked to 75 degrees in ELC for snack	3	
Choking	All in setting	Follow Care Inspectorate Guidance and Practice notes: Good practice guidance: prevention and management of choking episodes in babies and children	3	

		Guidance shared with families to support children taking lunch from home.		
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Likelihood: **1=Low** (unlikely to happen); **2=Medium** (could well happen); **3=High** (certain or near certain to happen)

ELC Setting Risk Assessment

Area to assess: **Outdoors: Using Power Washer**

Click [here](#) for Highland Council's guidance notes re risk assessments. For training call 01463 703099

All Ras should be reviewed/updated when changes are made.

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List potential Hazards here:	List groups of people at risk from hazards. Including those most vulnerable: <i>(please also describe children with individual risk needs)</i>	List existing control measures or note where information may be found:	Calculate the residual risk taking the presence and effectiveness of existing measures into account: Severity x Likelihood = Risk Rating	List further control measures necessary to reduce risk to an acceptable level <i>and</i> date of their proposed introduction:
Electric shock	All in setting	The power washer should have had portable appliance testing (PAT) prior to use. This is completed annually. The power washer should be checked for damage prior to use. Avoid contact with power sources when using the power washer. Disconnect the power when not in use. Unplug the power washer when not spraying. In case of electric shock, disconnect power supply and seek medical help.	3	
Eye or skin injuries from high pressure water and flying debris	All in setting	The power washer should only be used when there are no children or members of the public in the ELC garden. PPE (eye goggles and gloves) should be worn when operating the power washer. Use the manufacturer's instructions, maintaining a firm grip and stable stance to control recoil. In case of injury, seek first aid immediately and report the incident.	3	
Slippery surfaces	All in setting	The power washer should be used at a designated area, adjacent to a drainage facility outdoors. Staff to wear non-slip footwear when operating the power washer.	3	

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