



Risk Assessment Form – Managing Health and Safety

Ref. No:

Directorate and Team: Bentilee Nursery School	Completed by: Lesley McCleary / Di Sharp	Manager: Juliet Levingstone
Activity and workplace: 2 year old room <i>in the large main room</i>		Date: 5/4/19

What are the hazards? (i.e. what might cause harm)	Who is affected and how?	What are you already doing to control the hazards?	Risk		Further action required?	By whom	By when	Done
			No.	L/M/H				
Staff hot drinks may spill	Children- scalded	Staff to put hot drinks in travel flasks and put out of reach of children	2	2	Staff to use kitchen area in main room as much as possible			
Children may pull open the literacy room door and trap fingers as it is a heavy door	Children's fingers	Door safety hand to be on constantly to keep door ajar	2	2	Children reminded about safety regularly			
Large bin in child changing toilet used for human waste – children using it to put paper towels in when washing hands	Children could get germs/ infections	Small bin purchased specifically for human waste, located to the left of the changing station, away from wash basins/ continuous roll towels	1	3	Human waste bin labeled clearly. Cleaner made aware			
Scissors could cut fingers	Children/ cutting skin/ hair/ clothes	Child safety scissors put out for children to use	2	2	Staff to constantly supervise/ check			
Staff plastic drawers could be opened by children	Dangerous items may be got hold of- e.g scissors/ staple guns/ staplers etc	Cupboard in 2 year old room on wall to be used to house dangerous items	2	2				

Injury Severity

- 1. Minor injury (first aid only)
- 2. Serious injury (medical attention, time off work)
- 3. Major injury (broken bones etc)
- 4. Death

X Likelihood

- 1. Rare
- 2. Unlikely
- 3. Likely
- 4. Very likely

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Risk rating

- 1-3. Low : no further action needed – keep under review
- 4-8. Medium: implement reasonable measures as per action plan
- 9-16. High: work cannot start until risk has been reduced

Review annually, or after an incident, or if there are changes to the task, environment, equipment or the people affected.

Review 1	Review 2	Review 3	Review 4	Review 5
Date & Initial April 20-JL	Date & Initial April 21-JL	Date & Initial	Date & Initial	Date & Initial



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Children may pull open door – very heavy		Hook attached at adult height			DIY man to attach this securely	JL	Easter 19	
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