



## Risk Assessment Form – Managing Health and Safety

Ref. No:

<b>Directorate and Team:</b>	<b>Completed by:</b> Nicole Forrest / Lottie Watts	<b>Manager:</b> JL
<b>Activity and workplace:</b> Bentilee Nursery-2 yr old quiet room		<b>Date:</b> 22/4/20

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				
Resources on the floor- trip hazards  lap top may fall/ plug and wires- trip hazard and plug may get stuck in socket  Cd player- plug and wire- trip hazard  Door access to outside with turn lock on  Interactive white board could be left on.  High door handle on inside door – risk of children locking themselves in/out of the room.	Children and          staff	Tidied and sorted to ensure resources used and stored appropriately  Lap top secured by security wire. Wires kept together on small table. Children not in without an adult as room for teacher directed activities  Adult to open door only when welcome and goodbye times-. Blind down when teaching to stop distraction. Outside gate locked by adult during the day and manned at end of day. Lock above child height.  At end of day all IT checked to ensure it is off.  Regular checks/head counts for children in the area. Safety hand fitted to inside of the door.	4					

**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

=

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

<b>Review annually, or after an incident, or if there are changes to the task, environment, equipment or the people affected.</b>				
<b>Review 1</b>	April 21- JL	<b>Review 2</b>	<b>Review 3</b>	<b>Review 4</b>
<b>Date &amp; Initial</b>		<b>Date &amp; Initial</b>	<b>Date &amp; Initial</b>	<b>Date &amp; Initial</b>



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High shelving – resources stacked and stored away safely so as not to fall off.	Tidied and sorted regularly. Stored appropriately and safely.						
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