


## Risk Assessment Form – Managing Health and Safety

Ref. No:

|                                                                           |                                  |                                                                                     |
|---------------------------------------------------------------------------|----------------------------------|-------------------------------------------------------------------------------------|
| <b>Bentilee Nursery School</b>                                            | Completed by: Juliet Levingstone |  |
| <b>Activity and workplace:</b> Students Updated Nov 19 <i>Levingstone</i> | <b>Date: Written Nov 2018</b>    |                                                                                     |

| 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 |                                                            |                                                                  |                     |                                                                                                                    |
| Use of electrical equipment e.g. laminator/photocopier                             | Student                  | <ul style="list-style-type: none"> <li>Use under supervision</li> </ul>                                                                                                                                         | 1    | 1     | Staff to talk through how to use equipment                 | Student co-ordinator - key person with whom student is shadowing | Within first 2 days | Student co-ordinator-key person with whom student is shadowing to ensure this happens according to placement dates |
| Safeguarding children/risk of accusations of abuse e.g. during changing a child    | Student, children/staff  | <ul style="list-style-type: none"> <li>Student not to change children.</li> <li>Safeguarding reporting- to always refer to a member of staff for protocol</li> </ul>                                            | 2    | 1     | All students to read student pack before placement starts. |                                                                  |                     |                                                                                                                    |
| Physical hazards such as lifting, climbing on ladders e.g. when working on display | student                  | <ul style="list-style-type: none"> <li>Read H+S regulations</li> <li>Use appropriate ladders, equipment</li> </ul>                                                                                              | 2    | 3     | Health and safety policy/procedures notice board           |                                                                  |                     |                                                                                                                    |
| Outside playtimes – not knowing boundaries, children equipment rules               | Student and children     | <ul style="list-style-type: none"> <li>Always make sure supervised by a member of staff</li> </ul>                                                                                                              | 1    | 2     |                                                            |                                                                  |                     |                                                                                                                    |
| Appropriateness of approaching and dealing with children                           | Student and children     | <ul style="list-style-type: none"> <li>Not to deal with a situation that student is unsure of</li> <li>Always approach a member of staff</li> <li>Ask advise or let staff member deal with the issue</li> </ul> | 1    | 1     | All staff aware of expectations of students                |                                                                  |                     |                                                                                                                    |

**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

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

|                                   |                                   |                    |                |                |
|-----------------------------------|-----------------------------------|--------------------|----------------|----------------|
| Review                            | Review                            | Next Review Oct 23 | Review         | Review         |
| Date & Initial Nov 2021 <i>GL</i> | Date & Initial Oct 2022 <i>GL</i> | Date & Initial     | Date & Initial | Date & Initial |



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