

Risk Assessment Form – Managing Health and Safety

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| Ref. No: |
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|-------------------------------------------|------------------------------------------------|------------------------------|
| Directorate and Team: | Completed by: J. Grindey and S. Barnish | Manager: JLevingstone |
| Activity and workplace: Focus Room | Written March 22 nd 2024 | <i>JLevingstone</i> |

| 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 | Do ne |
|------------------------------------------------------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------|------|-------|--------------------------------------------------------------------------|--------------------|-----------|-------|
| | | | No. | L/M/H | | | | |
| Plugs and cables/ interactive whiteboard- trips/ electric shocks | Children and staff | Ensure these are plugged in at all times so no drooping wires. . Sockets turned off at night. | 4 | 2 | Cables be trunked against wall and socket moved to inside wall cupboards | Outside Contractor | Autumn 24 | |
| Resources in room are on the floor - could be trip and slip hazard | | Equipment stored in locked cupboards with keys inaccessible to children and weekly resources in lidded boxes at the side of the room. | 1 | 3 | | | | |
| Fingers trapped on inside of door | | Finger safe guard on one side of door | 2 | 2 | | | | |
| Room gets hot with lights | | Blinds used and window opened. Lights to be turned off when not needed. | 1 | 2 | | | | |
| Lots of chairs | | No more than 4 stacked | 2 | 2 | | | | |
| Window opens low | | Only use this window when staff are present in the room. Equipment put in front of them. | 3 | 2 | | | | |
| Resource bags hung at height, accidental hanging risk to children | | Bags strings shortened so they are not hung low enough to be in children's reach | 4 | 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 | Review | Next Review April 25 | Review | Review | Review |
| Date & Initial June 21- <i>JL</i> | Date & Initial June 22- <i>JL</i> | Date & Initial April 24- JG | Date & Initial | Date & Initial | Date & Initial |



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