



Risk Assessment Form – Managing Health and Safety

Ref. No:

Directorate and Team: Bentilee Nursery School	Completed by: Juliet Levingstone	Manager: JL
Activity and workplace: Arrivals and departures of parents/ children		Date: Nov 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				

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	Next Review 4	Review 5
Date & Initial Nov 21 JL	Date & Initial Nov 22 JL	Date & Initial Nov 23 JL	Date & Initial	Date & Initial



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Entrance door onto playground	Children may leave unattended. Fingers may be trapped.	Children on carpets in key person groups or on one carpet with a member of staff. A member of staff located at door to meet and greet. Door wedge used in strong wind. Yellow hand guard used to keep door ajar	2	L				
Corridor door (by office)		Green button pressed to allow exit from nursery school. Adults only to use- located at adult height.	2	L	If Juliet and Kate on other doors- Mrs. Ridgway to keep an eye on this door. Parents only asked to use this door if other doors have been locked			
Entrance gate on playground (outside literacy room)		Always manned by an adult at arrival and departure times. When all children in or exited gate to be shut and locked with adult eye level lock and lever / stay into ground.	2	L	Yellow gate on playground to be closed when children in and latch pulled across as another barrier			
Metal fence dividing nursery from crèche/ gate		Latch pulled across –(has to be kept accessible due to fire exits). All visitors need to report to Children’s centre reception so staff are aware and can take precautions	2	L				

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Review 1	Review 2	Review 3	Next Review 4 Nov 24	Review 5
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<p>Late arrivals</p>	<p>Children may leave unattended. Fingers may be trapped.</p>	<p>Intercom system in place- (visual / auditory) parents must press so staff in office know they have arrived. Office manager releases door and greets parents, letting them into the nursery with their child with our electronic fob. Parents escorted to door they entered by once child has been dropped off</p>	<p>2</p>	<p>L</p>	<p>Staff to only let in parents of children and children who attend our nursery-or password needed. We ring to check if we have not been told.</p>			
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