

Risk Assessment Form – Managing Health and Safety

Ref. No:

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

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"> Use under supervision 	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"> Student not to change children. Safeguarding reporting- to always refer to a member of staff for protocol 	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"> Read H+S regulations Use appropriate ladders, equipment 	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"> Always make sure supervised by a member of staff 	1	2				
Appropriateness of approaching and dealing with children	Student and children	<ul style="list-style-type: none"> Not to deal with a situation that student is unsure of Always approach a member of staff Ask advise or let staff member deal with the issue 	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	Review Oct 24	Review			
Date & Initial	Nov 2021 <i>JL</i>	Date & Initial	Oct 2022 <i>JSL</i>	Date & Initial	Oct 23 <i>JSL</i>	Date & Initial	Date & Initial



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