

# Risk Assessment



A SCHOOL DESIGNED FOR LITTLE PEOPLE

The Harpur Trust Pre Prep

## RISK ASSESSMENT

Assessment No:

|                                |                        |  |  |
|--------------------------------|------------------------|--|--|
| <b>Assessment completed by</b> | Beth Smith/kim Goodwin | Work area or activity being assessed.<br>Describe what goes on there / what is involved: | Supervision of children in the early years foundation stage 0-5yrs |
| <b>Assessment date</b>         | 23/5/18                |  |  |
| <b>Review date</b>             | 10/5/19                |  |  |

### STEP 1 – HAZARD CHECKLIST

|  |  |                                  |   |   |   |                        |   |
|--|--|----------------------------------|---|---|---|------------------------|---|
| 1. Asbestos  |  | 10. Food hygiene                 | X | 19. Violence at work  |   | 27. Indoors            | x |
| 2. Compressed gases / pressure systems                               |  | 11. Hazardous substances (CoSHH) |   | 20. Welfare (hot / cold / wet)                                      |   | 28. Outdoors in Garden | x |
| 3. Confined spaces   |  | 12. Lone working                 |   | 21. Working at height   |   | 29. children asleep    | x |
| 4. Contact with moving vehicles                                      |  | 13. Manual handling              |   | <b>How else can people get hurt? (specify below)</b>                |   | 30. visitors           | x |
| 5. Dangerous machinery / equipment                                   |  | 14. Noise exposure               |   | 22. Other reason for emergency evacuation..                         | x | 31. fire evacuation    | x |
| 6. Display screen equipment (DSE)                                    |  | 15. Occupational driving         |   | 23. outings to the park   | X | 32. mealtimes          | X |
| 7. Electricity   |  | 16. Repetitive strain injury     |   | 24. children getting lost or left behind on route around the school | X |                        |   |
| 8. Falling objects   |  | 17. Slips, trips and falls       | X | 25. Children escaping   | X |                        |   |
| 9. Fire and explosion (including the storage of flammable materials) |  | 18. Stress                       |   | 26. children having nappy changed                                   | X |                        |   |

| <b>What could cause harm?</b><br><b>(taken from Step 1)</b> | <b>Who might be harmed and how?</b><br><b>(students, staff, visitors, contractors)</b>  | <b>Control measures</b><br><b>What is already done to stop people getting hurt?</b>  | <b>Residual risk*</b><br><b>High / Medium / Low</b><br><b>(See Table 1 for guidance)</b> | <b>Can further actions be taken to reduce the level of risk?</b><br><b>Yes / No</b><br><b>If Yes, give details in the action plan</b> |
|---|---|--|--|---|
| fire evacuation   | Children and staff hurt by fire or smoke inhalation   | <ul style="list-style-type: none"> <li>• Practice fire drills carried out at regular times throughout the year at different times of the day.</li> <li>• Staff supervise the children during the evacuation.</li> <li>• Signing in books, medical bags and registers to be taken out by staff</li> </ul>   |  |   |
| Other reasons for evacuation                                | Children and staff could be hurt by an internal or external incident or emergency due to severe weather criminal act, act of terrorism or plant malfunction | <ul style="list-style-type: none"> <li>• See emergency Plan and lock down procedures.</li> <li>• Little Pilgrims have a Video phone entrance to rooms and room staff only let in known adults.</li> <li>• Pre School has video entry phone</li> <li>• Reception classroom access is via main school gates or via reception desk after hours</li> </ul> |  |   |

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|---|--|---|--|---|
| Outings to the surrounding area.                            | Children or staff by an unplanned incident or concern e.g. dogs, general public        | <ul style="list-style-type: none"> <li>• In Little Pilgrims a leaving the building sheet is completed and left in Little Pilgrims office this also records a named first aider.</li> <li>• Staff ratios are maintained on walks to the surrounding area.</li> <li>• Do not encourage general public to approach.</li> <li>• Nominate staff member to deal with the incident, contact manager or immediately return to Little Pilgrims.</li> <li>• Nominated person to carry mobile phone at all times.</li> <li>• Trip planners completed and left at front desk</li> </ul> |  |   |
| Getting lost or left behind on route or around the school   | Children may get upset if they get left behind or could be abducted by another adult.  | <ul style="list-style-type: none"> <li>• Staff ratios maintained at all times.</li> <li>• Staff member to lead the group and staff member at the rear of the group.</li> <li>• Count children before you leave and on arrival.</li> </ul>   |  |   |

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| Children escaping   | Children may be able to get out of the building and surrounding garden.                | <ul style="list-style-type: none"> <li>• Staff ratios maintained at all times inside and out.</li> <li>• Staff supervise all activities.</li> <li>• In Little Pilgrims during outdoor play between 4pm-6pm a member of staff watches the gate while parents are collecting. If they move away they instruct another member of staff to take over</li> <li>• All out door gates are secured by high bolts or push button release at adult height with automatic closing.</li> <li>• Pre School access is via high handled doors and video entry system at outside gate</li> <li>• Reception children brought to and taken from the classroom decking areas by parent/carer. Teacher or HLTA receives children in the morning and hands them to parent/carer at 3.30</li> <li>• Children attending Larks before school care are delivered to their classroom by Larks staff</li> <li>• Children attending clubs or Owls after school care are taken to the designated room by a HLTA</li> </ul> |  |   |

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|---|--|--|--|---|
| Children having nappy changed                               | Children falling off the nappy changing unit   | <ul style="list-style-type: none"> <li>• New staff are informed of how to change nappies safely and then observed by room leader before they start to change nappies.</li> <li>• Children are never left unattended on the nappy changing unit if you need to move away lift the child off first.</li> <li>• In Little Pilgrims nappy changing areas are open to the room so staff changing nappies are never alone with the child.</li> </ul> |  |   |

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|---|--|---|--|---|
| Indoors   | Children being harmed by activities that are provided.                                 | <ul style="list-style-type: none"> <li>• See Little Pilgrims and PS Indoor activities risk assessment.</li> <li>• Staff ratios maintained at all times.</li> <li>• Staff supervise children at all times during the activities.</li> <li>• In Little Pilgrims staff in each room are trained in CPR and Paediatric first aid.</li> <li>• Any activity using scissors are supervised at all times when adult leaves the activity they ask another member of staff to take over.</li> <li>• Staff to enter an area before the children and scan the area for risks.</li> <li>• In Pre School and Reception, paediatric first aiders are employed across the building</li> </ul> |  |   |

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|---|--|---|--|---|
| outdoors  |  | <ul style="list-style-type: none"> <li>• Refer to Little Pilgrims and PS outdoor activities Risk Assessment</li> <li>• Staff ratios adhered to and first aid treatment applied where necessary.</li> <li>• Staff to supervise children at all times by monitoring them while they are playing.</li> <li>• Children to wear appropriate clothing for the weather (wellies, overalls, waterproofs, sunhats etc)</li> <li>• In Little Pilgrims Outdoor checklist completed each morning by each room before the children access the garden.</li> <li>• Staff supervise large pieces of equipment in the Garden.</li> <li>• Outdoor areas visually risk assessed before children access it</li> </ul> |  |   |



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| Mealtimes and bottle feeding                                | Children may choke   | <ul style="list-style-type: none"> <li>• Staff supervise children at all times maintaining staff ratios.</li> <li>• Babies are always bottle fed by their key person.</li> <li>• In Little Pilgrims Staff are informed and trained about how to chop fruit</li> <li>• Staff are trained in CPR and Paediatric First aid.</li> <li>• Guidelines for the cutting up of food is displayed in Pre School snack area</li> </ul> |  |   |
| Children asleep   | Children sleeping and suffocation of babies in cots                                    | <ul style="list-style-type: none"> <li>• During nap times babies and children are checked every 15 mins and recorded on sleep charts.</li> <li>• IN Little Pilgrims Children never left unattended Staff ratios maintained when children are sleeping.</li> </ul>  |  |   |

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| Visitors  | Staff and children could be harmed by visitors entering the building unauthorised      | <ul style="list-style-type: none"> <li>• All Visitors must sign in at main reception and wear their visitors badge at all times.</li> <li>• They must be accompanied by another member of staff at all times.</li> <li>• Staff not to let visitors in the building without knowing who they are or without seeing their badge.</li> <li>• No visitors to use mobile phones in Little Pilgrims or main school</li> </ul> |  |   |

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|---|--|--|--|---|
| Slips trips or falls  | Children and staff <ul style="list-style-type: none"> <li>• by slipping over on wet floors, sand.</li> <li>• Tripping and falling over objects</li> <li>• LP children tripping over walking rope when on a walk</li> <li>• LP children slipping in the mud.</li> </ul> | <ul style="list-style-type: none"> <li>• In Little Pilgrims, PS and Reception good housekeeping practices are in place.</li> <li>• Jackets and coats are not stored in the class room; wellington boots are stored in the boot rack outside.</li> <li>• Spillages are cleaned up quickly following the guidelines in regard to the colour coded cloth and mop buckets provided.</li> <li>• The floor in the baby room has areas which are uneven; some parts are raised while others have dips. This has caused some cracking to the surrounding laminate flooring. Staff are aware and avoid these areas.</li> <li>• Children to be placed on alternate sides of the walking rope (LP) and always choose relatively hazard free walks.</li> <li>• Staff to supervise children at all times and assess if the area becomes too slippery to be used safely.</li> <li>• Little Pilgrims staff to always use the covered walkway into Pre school main entrance and then into the swimming pool to avoid the car park.</li> <li>• Children encouraged to pick up toys and equipment from the floor and store correctly</li> <li>• Towels used to soak up water near water trays</li> </ul> |  |   |

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|---|--|---|--|---|
| Food Hygiene  | Children and staff by not following correct Hygiene routines.                          | <ul style="list-style-type: none"> <li>• Little Pilgrims and Pre school staff given training in Food hygiene.</li> <li>• Handwashing routines followed. All staff and children to wash hands when handling food and before mealtimes.</li> <li>• Little Pilgrims staff following agreed procedures when cleaning tables ready for snack and mealtimes. Tables to be cleaned using cleaner sanitiser before meals. Warm soapy water after meals, colour coded cloths are used to prevent cross contamination. Green = food, blue = activities, red = toilets and bathrooms.</li> <li>• In Little Pilgrims all drinks and meals that are reheated are recorded and documented including what the meal / drink was, the temperature, staff members name and the child who the meal / drink was for.</li> <li>• Children and staff to always wash their hands after handling any animals that may visit.</li> </ul> |  |   |

**STEP 3 – ACTION PLAN (Give details of actions to be taken that will reduce risks to health and safety)**

| Describe as fully as possible the action to be taken  | Who is responsible for ensuring the action is carried out? | Date by which action is to be completed | Confirmation that required action has been completed<br><br>(Signature of person responsible for ensuring action completed and date) |
|---|--|---|--|
| The floor in the baby room has areas which are uneven; some parts are raised while others have dips. The floor should be inspected and mended to prevent further damage and to remove the trip hazard | Beth Smith & Marcin Mieczkowski                            | September 2018                          |  |
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Table 1 - Classification of risk

Risk analysis / priority of action matrix

| Severity  | Likelihood   |  |  |  |  |
|---|--|--|--|--|--|
|   | 1<br>Very Unlikely<br>(Freak event – no known history) | 2<br>Unlikely<br>(Unlikely sequence of events) | 3<br>Possible<br>(Foreseeable under unusual circumstances) | 4<br>Likely<br>(Easily foreseeable-odd incident may have occurred) | 5<br>Very Likely<br>(Common occurrence – aware of incidents) |
| 1<br>Negligible<br>(No visible injury – no First Aid required)          | Low  | Low  | Low  | Low  | Medium   |
| 2<br>Slight<br>(Minor cuts, bruises – no long term effects)             | Low  | Low  | Low  | Medium   | Medium   |
| 3<br>Moderate<br>(Heavy bruising, deep flesh wound. Lost time accident) | Low  | Low  | Medium   | Medium   | High   |
| 4<br>Severe<br>(Lost time accidents and major injuries)                 | Medium   | Medium   | Medium   | High   | High   |
| 5<br>Very Severe<br>(Long term disability or death)                     | Medium   | Medium   | High   | High   | High   |

