

Risk Assessment



A SCHOOL DESIGNED FOR LITTLE PEOPLE

The Harpur Trust Pre Prep

RISK ASSESSMENT

Assessment No:

Assessment completed by	Kim Goodwin	Work area or activity being assessed. Describe what goes on there / what is involved:	Supervision of children in the early year's foundation stage 0-5yrs
Assessment date	29.1.23		
Review date	January 2024		

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		How else can people get hurt? (specify below)		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		

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

What could cause harm? (taken from Step 1)	Who might be harmed and how? (students, staff, visitors, contractors)	Control measures What is already done to stop people getting hurt?	Residual risk* High / Medium / Low (See Table 1 for guidance)	Can further actions be taken to reduce the level of risk? Yes / No If Yes, give details in the action plan
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"> • In Little Pilgrims a leaving the building sheet is completed and left in rack outside Little Pilgrims office this also records a named first aider. • Staff ratios are maintained on walks to the surrounding area. • Do not encourage general public to approach. • Nominate staff member to deal with the incident, contact manager or immediately return to Little Pilgrims. • Nominated person to carry mobile phone at all times. • Trip planners completed and left at front desk 		
Getting lost or left behind en 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"> • Staff ratios maintained at all times. • Staff member to lead the group and staff member at the rear of the group. • Count children before you leave and on arrival. 		

<p>What could cause harm? (taken from Step 1)</p>	<p>Who might be harmed and how? (students, staff, visitors, contractors)</p>	<p>Control measures What is already done to stop people getting hurt?</p>	<p>Residual risk* High / Medium / Low (See Table 1 for guidance)</p>	<p>Can further actions be taken to reduce the level of risk? Yes / No If Yes, give details in the action plan</p>
<p>Children escaping</p>	<p>Children may be able to get out of the building and surrounding garden.</p>	<ul style="list-style-type: none"> • Staff ratios maintained at all times inside and out. • Staff supervise all activities. • 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 • All outdoor gates are secured by high bolts or push button release at adult height with automatic closing. • Kindergarten access is via high handled doors and video entry system at outside gate. • Preschool has video entry system by main school field and again by Preschool entrance • 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 • Children attending Larks before school care are delivered to their classroom by Larks staff • Children attending clubs or Owls after school care are taken to the designated room by a HLTA 		

What could cause harm? (taken from Step 1)	Who might be harmed and how? (students, staff, visitors, contractors)	Control measures What is already done to stop people getting hurt?	Residual risk* High / Medium / Low (See Table 1 for guidance)	Can further actions be taken to reduce the level of risk? Yes / No If Yes, give details in the action plan
Children having nappy changed	Children falling off the nappy changing unit	<ul style="list-style-type: none"> • New staff are informed of how to change nappies safely and then observed by room leader before they start to change nappies. • Children are never left unattended on the nappy changing unit; if you need to move away lift the child off first. • In Little Pilgrims and Kindergarten nappy changing areas are open to the room so staff changing nappies are never alone with the child. 		

What could cause harm? (taken from Step 1)	Who might be harmed and how? (students, staff, visitors, contractors)	Control measures What is already done to stop people getting hurt?	Residual risk* High / Medium / Low (See Table 1 for guidance)	Can further actions be taken to reduce the level of risk? Yes / No If Yes, give details in the action plan
Indoors	Children being harmed by activities that are provided.	<ul style="list-style-type: none"> • See Early Years Indoor activities risk assessment. • Staff ratios maintained at all times. • Staff supervise children at all times during the activities. • Staff in each department are trained in CPR and Paediatric first aid. Those responsible for staff rotas ensure adequate First Aid coverage at all times of the day. • Any activities using scissors are supervised at all times; when adult leaves the activity they ask another member of staff to take over. • Staff to enter an area before the children and scan the area for risks. • In Pre School and Reception, paediatric first aiders are employed across the building 		

What could cause harm? (taken from Step 1)	Who might be harmed and how? (students, staff, visitors, contractors)	Control measures What is already done to stop people getting hurt?	Residual risk* High / Medium / Low (See Table 1 for guidance)	Can further actions be taken to reduce the level of risk? Yes / No If Yes, give details in the action plan
outdoors		<ul style="list-style-type: none"> • Refer to Early Years outdoor activities Risk Assessment • Staff ratios adhered to and first aid treatment applied where necessary. • Staff to supervise children at all times by monitoring them while they are playing. • Children to wear appropriate clothing for the weather (wellies, overalls, waterproofs, sunhats etc) • In Little Pilgrims, Kindergarten and Pre School, outdoor checklist completed each morning by each room before the children access the garden. • Staff supervise large pieces of equipment in the Garden. • Outdoor areas visually risk assessed before children access it 		

What could cause harm? (taken from Step 1)	Who might be harmed and how? (students, staff, visitors, contractors)	Control measures What is already done to stop people getting hurt?	Residual risk* High / Medium / Low (See Table 1 for guidance)	Can further actions be taken to reduce the level of risk? Yes / No If Yes, give details in the action plan
Mealtimes and bottle feeding	Children may choke	<ul style="list-style-type: none"> • Staff supervise children at all times maintaining staff ratios. • In Little Pilgrims, Kindergarten and Pre School, staff are informed and shown how to chop food/fruit e.g. not to be cut into round shapes that could block a child's throat. (See Food Standard Agency advice poster for Early Years) • Staff are trained in CPR and Paediatric First aid. 		
Children asleep	Children sleeping and suffocation of babies in cots	<ul style="list-style-type: none"> • During nap times babies and children are checked every 15 mins and recorded on sleep charts. • In Little Pilgrims children never left unattended. Staff ratios maintained when children are sleeping. 		

What could cause harm? (taken from Step 1)	Who might be harmed and how? (students, staff, visitors, contractors)	Control measures What is already done to stop people getting hurt?	Residual risk* High / Medium / Low (See Table 1 for guidance)	Can further actions be taken to reduce the level of risk? Yes / No If Yes, give details in the action plan
Visitors	Staff and children could be harmed by visitors entering the building unauthorised	<ul style="list-style-type: none"> • All Visitors must sign in at main reception and wear their visitors' badge at all times. • They must be accompanied by another member of staff at all times. • Staff not to let visitors in the building without knowing who they are or without seeing their badge. • No visitors to use mobile phones in Little Pilgrims or main school 		

What could cause harm? (taken from Step 1)	Who might be harmed and how? (students, staff, visitors, contractors)	Control measures What is already done to stop people getting hurt?	Residual risk* High / Medium / Low (See Table 1 for guidance)	Can further actions be taken to reduce the level of risk? Yes / No If Yes, give details in the action plan
Slips trips or falls	Children and staff <ul style="list-style-type: none"> • by slipping over on wet floors, sand. • Tripping and falling over objects • LP children tripping over walking rope when on a walk • LP children slipping in the mud. 	<ul style="list-style-type: none"> • In Little Pilgrims, PS and Reception good housekeeping practices are in place. • Jackets and coats are not stored in the class room; wellington boots are stored in the boot rack outside. • Spillages are cleaned up quickly following the guidelines in regard to the colour coded cloth and mop buckets provided. • Children to be placed on alternate sides of the walking rope (LP) and always choose relatively hazard free walks. • Staff to supervise children at all times and assess if the area becomes too slippery to be used safely. • Little Pilgrims staff to always use the covered walkway into Kindergarten to access main school to avoid the car park. • Children encouraged to pick up toys and equipment from the floor and store correctly • Towels used to soak up water near water trays 		

What could cause harm? (taken from Step 1)	Who might be harmed and how? (students, staff, visitors, contractors)	Control measures What is already done to stop people getting hurt?	Residual risk* High / Medium / Low (See Table 1 for guidance)	Can further actions be taken to reduce the level of risk? Yes / No If Yes, give details in the action plan
Food Hygiene	Children and staff by not following correct Hygiene routines.	<ul style="list-style-type: none"> • Little Pilgrims, Kindergarten and Pre school staff complete online food hygiene training Bi annually. • Handwashing routines followed. All staff and children to wash hands when handling food and before mealtimes. • Tables to be cleaned using cleaner/sanitiser before meals • Warm soapy water after meals, cream cleaner to remove food particles, rinse off, the tables then sprayed with Gompels anti-bac and allowed to air dry, contact time 30 seconds • 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. • Children and staff to always wash their hands after handling any animals that may visit. 		

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 (Signature of person responsible for ensuring action completed and date)
Review Feb 2021	Early years managers	Feb 21	completed
Review Sept 2021	Early years managers	30/9/21	Completed
Review Jan 2022	Early years managers	Jan 22	KG 25.1.22
Review Jan 23	Early years managers	Jan 23	KG 29.1.23
Review Jan 24	Early years managers		

Table 1 - Classification of risk

Risk analysis / priority of action matrix

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