

Risk Assessment Form – Managing Health and Safety

Ref. No:

Directorate and Team:	Completed by: Nicole Forrest / Lottie Watts	Manager: JL
Activity and workplace: Bentilee Nursery- maths room		Date: 22/4/20

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				
<p>Resources on the floor- trip hazards</p> <p>lap top may fall/ plug and wires- trip hazard and plug may get stuck in socket</p> <p>Cd player- plug and wire- trip hazard</p> <p>Door access to outside with turn lock on</p> <p>Interactive white board could be left on.</p> <p>High door handle on inside door – risk of children locking themselves in/out of the room.</p>	<p>Children and</p> <p>staff</p>	<p>Tidied and sorted to ensure resources used and stored appropriately</p> <p>Lap top secured by security wire. Wires kept together on small table. Children not in without an adult as room for teacher directed activities</p> <p>Adult to open door only when welcome and goodbye times-. Blind down when teaching to stop distraction. Outside gate locked by adult during the day and manned at end of day. Lock above child height.</p> <p>At end of day all IT checked to ensure it is off.</p> <p>Regular checks/head counts for children in the area. Safety hand fitted to inside of the door.</p>	<p>4</p>					

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
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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	Review 4	Review 5
Date & Initial	Date & Initial	Date & Initial	Date & Initial	Date & Initial



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High shelving – resources stacked and stored away safely so as not to fall off.

Tidied and sorted regularly. Stored appropriately and safely.

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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

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