

Risk Assessment Form – Managing Health and Safety

Ref. No:

Directorate and Team: Bentilee Nursery School	Completed by: Lesley McCleary/ JL	Manager: Juliet Levingstone
Activity and workplace: 2 year old room		Date: updated 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				
door-may trap fingers Room gets very hot in Summer and cold in Winter faulty, damaged equipment may cause injury children may choke on small equipment Children needing to be changed/ toileting- others cannot be left in room alone	children	Yellow hand to stop trapped fingers Radiators used for heat, blinds closed to support cooling, door opened to let air circulate check daily that all equipment safe If small equipment out staff to ensure 1:1 and supervised at all times Use second member of staff to oversee room. Use students as appropriate. Use staff in main room to support	6	M	Door open/ ensure 2 year old outside gate shut Use staff/ students to support who are not key person's when possible, otherwise have to use other staff e.g Lottie Watts when in Due to more 2 year olds- room reconfigured			
			4	M				
			6	M				

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



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