



Risk Assessment Form – Managing Health and Safety

Ref. No:

	Completed by: Juliet levingstone	
Activity and workplace: <u>Welcome into school- Bentilee Nursery school</u>	Updated-Jan 21	

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				
Corona virus being spread	Children Parents Staff visitors	<p>Staggered start times of 15mins per group</p> <p>All children to enter by the main office entrance</p> <p>Social distance markings on floor 2 metres apart outside on pathways into school and inside on corridors</p> <p>One parent/ carer to bring and collect child/ children only- from the foyer area.</p> <p>parent/ carer must NOT bring child to school if they develop symptoms</p> <p>Our parents/ carers with a buggy / pram to enter from carpark. Ensure Tiny Toez parents and children are not in way as they go in via their playground or side staff entrance. Bentilee Nursery school parents to wait until clear then walk round to main entrance keeping to social distance markers.</p>		M	<p>Staff to wear PPE</p> <p>Family support worker initially- outside to help parents to socially distance and direct way into school</p> <p>Staff to sanitise hands after taking children into nursery groups</p> <p>If child unsettled staff to accompany parent to nursery door or inside nursery – mask to be worn by parents and to sanitise hands.</p> <p>Parents entering nursery to complete a track and trace record-as any visitors</p> <p>If a member of staff is concerned that a child looks unwell in the entrance hall- speak to parents and turn away if in any doubt</p>	Head teacher	Jan 21	yes

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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Corona virus being spread	Children Parents Staff visitors	<p>Parents without a buggy or pram to enter via the school steps entrance, keeping to social distancing lines</p> <p>Parents to wait in queue until staff have safety taken each child safely into the classroom into their designated area by office staff</p> <p>Parents reminded this is not a time to chat to staff. If you would like to speak to staff please ring school when all children are in or ask staff to ring you. Parents can make an appointment to meet a member of staff on a 1 to 1 basis. – if at all possible</p> <p>Parents to wear masks in foyer</p> <p>Children to hang up coats then go to bathroom to toilet and wash hands.</p> <p>Breakfast in own area. 2 yr olds -Bowl of soapy, warm water for children to put plate, bowl and cup into before staff transport to dishwasher in PPE.</p> <p>Exit by turning right along the side of the building and up the carpark drive</p>		M	<p>Any money like dinner money, school fund, breakfast club, fruit to be given to office staff in an envelope with child's name on</p> <p>Parents reminded to speak to staff by telephone, teacher2parents text, Facebook messenger</p> <p>Key person's may be asked to come to foyer to take child from parent- to support child and to build up relationship with parent</p> <p>3 / 4 yr old children Children to bring a change of clothes in case of accidents in a carrier bag with their name on. Staff will decant into school bag on child's coat peg,</p> <p>Asthma inhalers also to brought into school with child's name on and given to staff in area. To be stored in bathroom.</p> <p>2 yr old children can bring bag into school for nappies etc and this is put in bathroom.</p>	Head teacher	Jan 21	yes

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