



## Risk Assessment Form – Managing Health and Safety

Ref. No:

	Completed by: Juliet levingstone	
Activity and workplace: <b><u>End of day procedures- Bentilee Nursery school</u></b>	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 collection times of 15mins</p> <p>All children to be collected from office entrance. One parent with mask</p> <p>Children to be ready with coats/bags, having washed hands</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</p> <p>parent/ carer must not collect child from 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 wash hands after taking children</p> <p>Staff to wear mask or visor if necessary</p> <p>Member of staff to initially be outside supporting parents with directions and social distancing</p> <p>Key person's to take new 2yr old children to parents if possible to build up relationship</p>	Head, office staff	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

**=**

**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

<b>Review annually, or after an incident, or if there are changes to the task, environment, equipment or the people affected.</b>				
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 / children without buggies or prams to enter via school steps adhering to social distancing markers.</p> <p>Children brought to parents in turn.</p> <p>Parent/ child/ carer to exit into staff carpark and use ramp. Again respecting social distancing of Tiny Toez parents. Use cut through between shed and skip shed and go over grass to drive, if necessary.</p> <p>Any communication needed by parents, to be off site by telephone when children have left whenever possible..</p> <p>Office staff to text parents before collection regarding any information needed to be reported to them if possible.</p>		M	<p>Head to inform parents of procedures in letter / direct to risk assessments on website</p> <p>Staff to wear mask or visor</p> <p>Warning poster on large cone outside entrance warning parents of mask wearing</p>	Head	Jan 21	yes

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