city of
stoke-on-trent

Risk Assessment Form – Managing Health and Safety

Ref. No:

Directorate and Team:	Education	Completed by:	Juliet Levingstone	Manager: Juliet Levingstone
Activity and workplace:	Bentilee Nursery school-arrivals and departures			**Oct 21-in place**

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 No.	Risk L/M/H	Further action required?	By whom	By when	Done
Children may leave building without going into school	children	All children enter by foyer by office. One adult on lobby door and other adult on school entrance to classroom- taking children in	2	L	If anyone comes for child who we do not know- password needed-ring parents if we have not been told	Office manager	immediately	yes
			2	L		Office staff		
		2yr old staff take children to this entrance at end of day to parent who have buzzed for them			Review risk assessment annually	Headteacher & staff		
		End of day-3 & 4 yr olds wait for parents on carpet. Their parents enter via playground. Staff on outside door and outside gate on playground. Door wedge used in strong wind. Yellow hand guard used to keep door ajar						

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

Review annually, or after an incident, or if there are changes to the task, environment, equipment or the people affected.				
Review 1 Oct 22	Review 2	Review 3	Review 4	Review 5
Date & Initial	Date & Initial	Date & Initial	Date & Initial	Date & Initial

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Activity and workplace:	Bentilee Nursery school-arrivals and departures			Date:2/11/21

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Entrance door onto playground Corridor door (by office)	Children may leave unattended. Fingers may be trapped.	Green button pressed to allow exit from nursery school. Adults only to use-located at adult height.	2 2	L L	If Juliet and Kate on other doors- Mrs. Ridgway to keep an eye on this door. Parents only asked to use this door if other doors have been locked	Office manager	immediately	yes
Entrance gate on playground (outside literacy room)		Always manned by an adult at arrival and departure times. When all children in or exited gate to be shut and locked with adult eye level lock and lever / stay into ground.	2	L	Yellow gate on playground to be closed when children in and latch pulled across as another barrier	Classroom staff		
Metal fence dividing nursery from crèche/ gate		Latch pulled across –(has to be kept accessible due to fire exits). All visitors need to report to Children's centre reception so staff are aware and can take precautions	2	L	Passwords needed if we do not know adults collecting- if we have not been told we ring parents to check			

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