



Risk Assessment Form – Managing Health and Safety

Ref. No:

	Completed by: Juliet Levingstone	
Activity and workplace: Visit to library- Neighbourhood Centre	Date: Written Nov 20 <i>Juliet Levingstone</i>	

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				
Roads, Child running into the road	All children	<ul style="list-style-type: none"> High staff ratio Holding children's hands Parents to help Road safety discussion before we set off (no roads to cross) Walk on Nursery side of the road and cross opposite Centre opposite steps When walking across car park to Centre- staff to lead and be vigilant for cars Making sure children stay on the inside of footpath 	3/4	2	Child to adult ratios 1:1 or 2 best 1:4 worst ratio All staff to count children out of nursery, inn to library, out of library and back in nursery. Children who need support to hold hands of staff Staff to be on road side when walking			
Fire drills etc. Child not accounted for	All children	<ul style="list-style-type: none"> Adults account for small groups of children Lists to adults Visit labels Adults to supervise children at all times Children wear high vis jackets/ staff to wear bands 	3/4	1				
Losing a child		<ul style="list-style-type: none"> Adults to supervise children at all times Children wear high vis jackets/ staff to wear bands 	1	1				

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	Review	Review	Review	Next Review Oct 25
Date & Initial Nov 21- <i>JL</i>	Date & Initial Oct 22- <i>JL</i>	Date & Initial Oct 23 JL	Date & Initial Oct 24 JL	Date & Initial



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<p>Illness of an adult or child or toileting accident</p> <p>Automatic doors closing on children</p>		<ul style="list-style-type: none"> • Make sure all children toileted before leaving • Adult to ensure they stand in the doors to allow all children safely through. 	1	3	<p>Take a mobile phone, plastic bags and wipes, spare clothes. Inhalers for asthmatic children, emergency contact for school</p>			
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Injury Severity

- | |
|--|
| <ol style="list-style-type: none"> 1. Minor injury (first aid only) 2. Serious injury (medical attention, time off work) 3. Major injury (broken bones etc) 4. Death |
|--|

X Likelihood

- | |
|---|
| <ol style="list-style-type: none"> 1. Rare 2. Unlikely 3. Likely 4. Very likely |
|---|

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Risk rating

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