

Risk Assessment and Risk Management Record

School/Youth Group	<u>Gwladys Street Primary and Nursery School</u>	Learning Activity	<u>Foundation Stage: Indoors</u>
Group Leader	<u></u>	Other Staff	<u></u>
Group Size	<u></u>	Supervision Ratio	<u></u>

This Risk Assessment is based on advice and guidance published by the Government and the Department of Education on 2nd July 2020

This Risk Assessment is not an exhaustive list and therefore common sense should be used at all times during the COVID-19 pandemic

Please also read alongside this document Safer Working Practices and Covid-19 Appendix which can be found <https://www.gov.uk/guidance/safer-public-places-urban-centres-and-green-spaces-covid-19/7-appendix>

Pupils and Staff to wash hands on regular basis.

Wash hands thoroughly for 20 seconds with running water and soap and dry thoroughly.

Ensure hand washing also takes place when visiting the toilet and if coughing/ sneezing into hands.

IDENTIFYING AND ASSESSING THE RISKS	RISK LEVEL	CONTROLS FOR MANAGING THE RISKS	REMAINING RISK
Kitchen/ Areas out of bound for children.	Low	<ul style="list-style-type: none"> Staff to ensure that the kitchen gate/ door is closed and that children can not access these areas. 	
Electrical appliances and any hand gels etc.	Low	<ul style="list-style-type: none"> Ensure that all electrical appliances are way from children's reach. Hand gel/ sanitisers are out of reach of children. Ensure that the kitchen area is kept tidy at all times. . 	
Food preparation	Low	<ul style="list-style-type: none"> All staff to ensure rigorous hand washing in line with current government guidelines. All staff preparing food to hold Health and Hygiene certificates and that they are in date and relevant. Food to be checked for used by and sell by dates. 	

		<ul style="list-style-type: none"> • All snack to be carefully washed before serving to children. • Staff to wear gloves and aprons to carefully prepare food. • Staff to ensure pink forms are checked for allergy information. • Check Single Central Medical record if in doubt. 	
Fighting Cuts/abrasion other physical injury	Medium	<ul style="list-style-type: none"> • Staff to wear full PPE • Supervisors aware of school rules on appropriate behaviour • Supervisors trained in how to deal with this type of situation • School behaviour policy to be followed. 	Incidents logged on CPOMS SLT to be informed where necessary.
Rough games Cuts/abrasion other physical injury	Low	<ul style="list-style-type: none"> • Prohibit inappropriate games from the school 	
Security Unsupervised contact with adults Absconding / children leaving the school grounds unobserved. See also security risk assessment. Abduction, assault, child protection issues Members of public taking photographs/ filming	Medium	<ul style="list-style-type: none"> • Staff to ensure all exits are closed and supervised. • Alarms to be turned on when children are not accessing outdoors. • Staff to ensure that staff/ adults coming into class base have signed in at office. 	Visitors to the site to report immediately to school reception. Staff to challenge unfamiliar people on site and direct to the school reception. Staff to challenge use of mobile phones if parents/carers as seen using them on school grounds to take photographs/film.

<p>Steps, steep slopes / slips, trips, falls Cuts / abrasions, broken limbs, muscular skeletal and other physical injuries</p>	<p>Low</p>	<ul style="list-style-type: none"> • Children to be reminded to walk around the base. • Staff to be virulent at all times. • Staff to ensure the learning environment is clear and objects picked up. Children reminded to take responsibility for their environment. <p>Toilet area/ Water area</p> <ul style="list-style-type: none"> • Staff to ensure that slip signs are place in the area when water is split. • Close off areas if too wet until a member of staff is able to clean up the area. 	
<p>1st Aid</p> <p>Inadequate response to accidents Potentially more severe outcome from injury</p>		<ul style="list-style-type: none"> • Adequate numbers of supervision to account for emergency situations (Identify the number of staff and the number of pupils they will be expected to supervise) • Adequate first aid cover should a member of staff report sick • First aid kits located in base. • Trained first aiders present • Supervisors who do not have first aid training are aware of the action they should take in the event of an injury and what not to do • Any accidents to be checked by a 1st aider wearing PPE, parents to be informed. Staff must wash hands thoroughly after first aid has been administered. 	
<p>Learning Environments</p>	<p>Low</p>	<ul style="list-style-type: none"> • Staff to refer to subject risk assessments to 	

		<p>ensure that areas comply and are safe.</p> <ul style="list-style-type: none"> • Staff to check areas on a regular basis to ensure that they are safe. • Staff to discuss and share safety messages with children at all times. • Water area – Ensure water is changed on a regular basis. 	
<p>Hard Surfaces / slips trips and falls Broken limbs, muscular skeletal and other physical injuries</p>	Low	<ul style="list-style-type: none"> • Ensure that the play areas are even and maintained. • Area periodically checked for missing drain covers, uneven surfaces, etc. • Any areas which become unsuitable will need to be coned off and placed out of bounds until repairs can be undertaken. 	
<p>Electrical equipment</p>	Medium	<ul style="list-style-type: none"> • Staff to ensure equipment is only moved and put outside by an adult. • Staff to plug equipment in. • Only used on dry days. • Outdoor plug sockets meet health and safety regulations. • Checked on a regular basis. • Mains electric to be turned off when equipment not in use. 	<p>If equipment gets wet, Site manager MUST be informed. Equipment NOT to be used.</p>

Form Completion Date: Mr Wolstencroft-Moore

Head of Establishment / EVC: Miss Booth

Group Leader (Signature) _____

Points the Group Leader or team to be aware of
