

**RISK ASSESSMENT FINDINGS**

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| **Department/Service** |  |
| **Date** |  |
| **Assessor** |  |
| **Approved By** |  |
| **Review Date** |  |

**Relevant Legislation:**

The Management of Health and Safety at Work Regulations 1999

**RISK ASSESSMENT RECORD**

**ACTIVITY and/or ENVIRONMENT TO BE ASSESSED: Lunch & Break Times (playground)**

**DATE:**

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| --- | --- | --- | --- | --- |
| **KEY (People at risk)** | **Likelihood (L)** | **Severity (S)** | **Risk Calculation** | **Risk Rating** |
| E = Employee YP = Young Persons  P = Public  C = Contractors  V = Visitors  EM = Expectant Mothers | 1. Very Low (rare/very unlikely)  2. Low (unlikely)  3. Medium (could occur/possible)  4. High (likely to occur/probable)  5. Very High (near certain to occur) | 1. Insignificant (nuisance/discomfort)  2. Minor (no lost time)  3. Moderate (time loss)  4. Significant (serious/incapacity to work)  5. Major (Death) | Likelihood x Severity  =  Rating | **1- 6** **LOW RISK** Monitor   * 1. **MEDIUM RISK** Monitor, review & reduce risk where possible   **14-25** **HIGH RISK** Further Action Required |

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| **1.Hazards Identified and potential harm it could cause** | **2. People**  **At Risk** | **3.Controls in Place** | **4.Risk Rating** | | | | **5. Further Action Required/ Recommendations** | **6.Target Date for Completion** |
| **L** | **S** | **Score** | **Risk** |

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| Falls from climbing apparatus. |  | * Restrict numbers on apparatus at one time * Consider segregating age groups * Maintain safety surfacing below apparatus * Ensure apparatus conforms to relevant safety standards and is subject to an inspection regime * Supervision of use required at all times * Apparatus not to be used in adverse weather conditions (e.g. wet/icy) * Pupils to wear appropriate footwear |  |  |  |  |  |  |
| Injury from play items |  | * Ensure items are used for their intended purpose * Games to be played in an appropriate area to minimise the risk of injury to participants/ others (e.g. football) |  |  |  |  |  |  |
| Pupils leaving site.  Unauthorised access to site. |  | * Maintained fencing (no holes or gaps) * Gates closed with signs * Parental consent obtained for pupils who need to go home for lunch * Adequate supervision of pupils and monitoring of gates |  |  |  |  |  |  |
| Bullying |  | * School anti - bullying policy * Adequate supervision of pupils * Supervisors should be familiar with the policy * Appropriately trained supervisors |  |  |  |  |  |  |
| Fighting |  | * Supervisors should be aware of School rules on appropriate behaviour * Supervisors trained in how to deal with situations |  |  |  |  |  |  |
| Rough games |  | * Prohibit inappropriate games from the School |  |  |  |  |  |  |
| Unsupervised contact with Adults |  | * Points of access onto the site for visitors minimised with clearly signed routes to the reception * Avoid pupils playing in areas out of sight of supervisors * Areas of site identified as ‘higher risk’ made ‘out of   bounds’   * Supervision levels appropriate for the layout of the site and play areas |  |  |  |  |  |  |
| Slips, trips and falls |  | * Games not to be played on steps and slopes * Ensure steps and surface areas are well gritted in wintry conditions * Ensure leaves etc. are swept up when appropriate * Ensure damaged floor surfaces are repaired as soon as possible – if necessary restrict access to areas where there are trip hazards * No running in bad weather conditions |  |  |  |  | Refer to Schools Winter Plan |  |
| Inadequate response to accidents |  | * Adequate number of supervisors * First aid equipment available * Trained ‘first aiders’ available on site * All staff aware of reporting and recording procedures and what to do in an emergency |  |  |  |  |  |  |
| Unauthorised toys / apparatus |  | * All equipment / toys etc. used in the yard/Playground etc. should be authorised by the School for use. |  |  |  |  | Signage displayed to this effect |  |
| Before and after school |  | Parents are informed of the time before and after school that the school is responsible for pupils.  Pupils dropped off/collected by parents before/after the above times – parents are responsible for the supervision of their children on the school site. |  |  |  |  | Letter to parents regarding the safety of pupils before and after school and to be made available online through the schools website. |  |
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**There are no legal guidelines on play/lunchtime supervision, the level of supervision should be determined by risk assessment. Factors to consider include:**

**~ Layout of the School site**

**~ Vulnerable areas e.g. low fencing/gates**

**~ Blind spots / alleys etc.**

**~ Needs of individual pupils e.g. physical/medical etc.**

**~ Number of pupils**

**~ Apparatus on site e.g. trim trails, climbing frames etc. and level of supervision required**

**~ First Aid accessibility**

**~ Previous accidents / Incidents**

**Following appraisal of the site – total number of Staff required to provide adequate supervision of pupils: ……………**

**NB:**

**Following any significant incident / injury at play / lunch time a review of supervision levels should be undertaken as part of an accident / incident investigation**