



Risk Assessment Form



		LIKELIHOOD				
		VERY UNLIKELY	UNLIKELY	LIKELY	HIGHLY LIKELY	ALMOST CERTAIN
SEVERITY	NEGLIGIBLE	LOW	LOW	LOW	LOW	LOW
	MINOR	LOW	LOW	LOW	MEDIUM	MEDIUM
	SERIOUS	LOW	MEDIUM	MEDIUM	MEDIUM	HIGH
	SEVERE	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	VERY SEVERE	MEDIUM	MEDIUM	HIGH	HIGH	HIGH

Risk Assessment for (Activity/Process/Operation)	Outside play equipment in Nursery Garden
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Service	Setting name	Team / Section	Area of building or room		
Assessment Date	Date risk assessment completed	Review Date	Date to review risk assessment	Reference Number	

What are the hazards <i>(i.e. what can cause harm)</i>	Who might be harmed and how? <i>(e.g. employees, pupils, members of the public, etc. and the significant risk(s))?</i>	What existing control measures are in place to reduce / prevent the risk? <i>(i.e. what are you already doing?)</i>	Considering existing controls, what is the current risk level <i>(i.e. high, medium, or low – use the matrix above)</i>	Further Action to be taken to control the risk? <i>(i.e. only record action/additional controls measures you are going to implement)</i>	Assigned to <i>(Who is in charge of managing the risk)</i>	Completed by whom & when
Broken play equipment, sharp edges etc.	Children, staff, and visitors. Cuts, scrapes, and bruises on sharp edges of equipment. Trips and falls from catching clothing on broken edges of equipment.	Equipment maintained in accordance with manufacturer's instructions and checked daily for hazards. Broken equipment removed from outside area away from children. Reporting process for damaged equipment in place.	Low	None	Add Managers or leaders name	Managers or Leaders name and date risk assessment completed

Bikes, trikes and four wheelers	Children, staff, and visitors Cuts, scrapes, bruises from falls from bikes or being bumped by a bike/trike or 4-wheeler.	<p>Staff ensure children are competent to use the equipment and when children lack stability, they are supported by an adult</p> <p>Staff ensure children are clear about the expectations and routines for using wheeled toys.</p> <p>A designated area is provided for wheeled toys that is free from hazards except ramps and ridges strategically placed to challenge children when they are assessed to be ready.</p> <p>The area is checked daily to ensure it is clear from hazards and debris.</p>	Low	Bikes/ trikes and 4 wheelers are added to outdoor check list on equipment to ensure they are undamaged and useable before children use them. Staff member to sign to say equipment has been checked and any damage reported.	<i>Add Managers or leaders name</i>	<i>Managers or Leaders name and date risk assessment completed</i>
Use of large climbing frame	Children falling from equipment. (bruises, cuts, scrapes, broken bones.)	<p>Equipment not to be used in inclement weather (e.g. rain, snow, or ice).</p> <p>Play equipment conforms to relevant standards and is on safety surfaces where required.</p> <p>Children not allowed to use equipment unless under supervision. Appropriate staffing levels are adhered to at all times and are increased when necessary, depending on the needs and vulnerability of children</p> <p>Area secured when not in use.</p>	Low	<p>Play equipment added to outdoor check list to ensure they are undamaged and useable before children use them. Staff member to sign to say equipment has been checked and any damage reported.</p> <p>Equipment checked regularly and maintenance ensured by nominated staff member.</p>	<i>Add Managers or leaders name</i>	<i>Managers or Leaders name and date risk assessment completed</i>

		<p>Mats and padding to be used as appropriate.</p> <p>Play equipment suitable for age group and ability of children using it.</p>				
Unlevel ground and surfaces'	<p>Children, parents, staff, visitors</p> <p>Slips, trips, and falls.</p>	<p>Signage to show change of ground.</p> <p>Yellow paint on borders of steps and surface changes.</p> <p>Up-keep of borders checked to ensure trip hazards are identified.</p> <p>Clear reporting procedures in place for damaged ground.</p>	Low		Add Managers or leaders name	Managers or Leaders name and date risk assessment completed
Water build up in sand and water trays.	<p>Children drowning risk.</p> <p>Children consuming dirty stagnant water</p>	<p>Water and sand trays securely covered when not in use.</p> <p>Area secured when not in use.</p> <p>Water and sand changed immediately if damage detected</p>	Low		Add Managers or leaders name	Managers or Leaders name and date risk assessment completed

Name of Registered Person/ Director/ Owner/ Manager		Signature	
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Name of Manager responsible for activity / process		Signature	
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Risk Assessment Review Log

WCC Risk Assessment Template, v4 Sept14, UNCONTROLLED WHEN PRINTED OR VIEWED OUTSIDE OF THE INTRANET, SCHOOL DOCUMENT LIBRARY OR SPP SITE

Only use this log to confirm that there have been no changes to the current assessment; otherwise, an updated risk assessment must be done

Initial Review Date			
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Next Review Date	12 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Initial Review Date	24 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Initial Review Date	36 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Initial Review Date	48 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Risk Assessment(s) for (Activity/Process/Operation)	
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This form can be used to record and demonstrate that the above risk assessment(s) has been provided to relevant employees (as below) to inform them of the risk assessment findings (i.e. the hazards, risks, and control measures associated with their work).

Name of Persons involved in the Activity/ Process/ Operation	Signature	Date