



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)	Toys and Games, Outreach
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Service	Communities	Team / Section	Learning and Community Engagement (LaCE)		
Assessment Date	30/10/2019	Review Date	01/07/2020	Reference Number	LaCE

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	Completed by whom & when
Setting up workshop	Staff Lone working: risk of attack or injury	Staff to sign in and out of School reception on arrival and departure. Staff to ensure they are aware of school's fire procedure. Staff to carry a mobile phone with contact numbers for the Office and managers.	L			

Setting up workshop	<p>Staff</p> <p>Risk to back or other injury whilst carrying equipment</p>	<p>Ensure equal distribution of weight in boxes being carried.</p> <p>Ensure boxes are not over loaded.</p> <p>Follow correct lifting procedures.</p> <p>Use suitcases on wheels when appropriate.</p> <p>Use of collapsible sack trolley for outreach staff.</p> <p>Ask school staff, eg, caretakers, to assist if necessary</p> <p>Park near the school to minimise distance carried</p>	Medium			
Setting up workshops: Moving resources/tables	<p>Risk to Staff</p> <p>Damaging back through lifting heavy resources/trapping fingers between tables</p>	<p>All staff have completed manual handling training</p> <p>Boxes to be stored close to where they are needed</p> <p>Staff to ask for help with lifting if they are too heavy</p> <p>Tables to be moved in pairs</p>	Low			
Session activities: playing with	<p>Risk to all/staff</p> <p>Injury from</p>	<p>Ensure visiting adults and children are aware of the</p>	Low			

small toys, eg, marbles	choking on small parts	<p>hazard.</p> <p>Ensure children are under control and playing with toys under adult supervision.</p> <p>Children playing with toys are beyond the age where they put toys in their mouths.</p> <p>Tell the children to respect the toys and play with them carefully as they are historic objects.</p> <p>Staff at school are first aid trained and there will be a first aid kit available</p>				
Session activities; playing with outdoor toys	<p>Risk to children:</p> <p>Tripping, falling or being hit</p>	<p>Ensure visiting adults and children are aware of the hazard.</p> <p>Ensure children are under control and playing with toys under adult supervision.</p> <p>Tell the children to respect the toys and play with them carefully.</p> <p>Staff at school are first aid trained and there will be a first aid kit available</p>	Low			

Session activities: playing with jointed toys	Risk to children Trapped fingers	<p>Ensure visiting adults and children are aware of the hazard.</p> <p>Ensure children are under control and playing with toys under adult supervision.</p> <p>Tell the children to respect the toys and play with them carefully.</p> <p>Staff at school are first aid trained and there will be a first aid kit available</p>	Low			
Session activities: broken toys	<p>Risk to children, all</p> <p>Cuts from sharp edges</p> <p>Do not comply to contemporary health and safety standards or kite marks</p>	<p>Ensure visiting adults and children are aware of the hazard.</p> <p>Ensure children are under control and playing with toys under adult supervision.</p> <p>Tell the children to respect the toys and play with them carefully.</p> <p>Staff at school are first aid trained and there will be a first aid kit available</p> <p>Staff to remove toys should they become broken</p>	Low			

Name of Assessor	Rebeca Coles	Signature	

Name of Manager responsible for activity / process	Emma Andrews	Signature	

Risk Assessment Review Log

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			
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		
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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

