

Risk assessment for staff/ outsider

Assessed by				Job title	
Date				Date for next review	
Details of workplace/activity				Risk Rating Major: Causes major injury, disability or ill-health Severe: Causes injury requiring medical treatment Minor: Causes injury requiring first aid treatment.	Likelihood of occurrence Probable: High Possible: Medium Remote: Low
Name		Ella Cooper		Role in the setting	Work experience
Hazards and Risks	Control Measures	Risk Level	Likelihood	Further Actions	Comments
Standing and Walking	Control Measures	Risk Level	Likelihood	Further Actions	Comments
Standing for long periods of time.	Opportunities to sit with children for activities. Seating available in all areas including garden.				
Exposure to noise and stressful environment.	Minimise sounds as best as possible. Using mats and rugs on the floor to minimise echos. Encourage children to use quiet voices.				
Manual handling.	Control Measures	Risk Level	Likelihood	Further Actions	Comments
Excessive lifting/ bending.	Assistance should be available for large manual handling tasks. Shown how to lift carefully.				
Risk of trips	Control Measures	Risk Level	Likelihood	Further Actions	Comments

Risk assessment for staff/ outsider

Risk of slips, trips and falls.	Encourage children and staff to tidy as the day progresses. Trying to keep walkways				
Access to toilets	Control Measures	Risk Level	Likelihood	Further Actions	Comments
Using the loo	Use the disabled toilet, or the men's toilet.				
Children's toilets	Avoid entering children's toilets when children are in there, unless supervised by another member of staff.				
Access to drinks	Control Measures	Risk Level	Likelihood	Further Actions	Comments
Avoid dehydration	Please bring a water bottle. Tap water is drinkable. When drinking hot drinks, ensure they are in the kitchen, or far back on the countertop if accessing from the main hall.				
Access to food	Control Measures	Risk Level	Likelihood	Further Actions	Comments

Risk assessment for staff/ outsider

Avoid hunger	Please bring your own lunch, there is fridge to store your food if required. We have a microwave, toaster and hob that can be used to warm food. Eating is done with children. You can enter the kitchen to have a snack when needed.				
Supervising children	Control Measures	Risk Level	Likelihood	Further Actions	Comments
Children's behaviour can be disruptive at times	Children should be encouraged through kind words to alter disruptive behaviour. Seek help from senior staff if children aren't listening.				
Fire evacuation	Control Measures	Risk Level	Likelihood	Further Actions	Comments
Fire alarm may sound. Fire drills are done regularly by a whistle blowing.	Have a look at fire policy and be told how to evacuate and where the meeting points are.				
Exposure to hazardous substances	Control Measures	Risk Level	Likelihood	Further Actions	Comments
You may be asked to clean tables.	Spray the table cleaner away from yourself and others. Wash hands after use.				
Exposure to infectious diseases	Control Measures	Risk Level	Likelihood	Further Actions	Comments

Risk assessment for staff/ outsider

Children often have bugs of varying kinds.	Wash hands regularly. Encourage children to use tissues and wash hands appropriately.				
Uniforms	Control Measures	Risk Level	Likelihood	Further Actions	Comments
Uniform/clothing is subject to wear and tear.	Full time staff are supplied with uniform. Volunteers, work experience, students and other volunteers are encouraged to wear black or navy clothing, avoiding jeans. Ensure these are comfortable and not precious as they are likely to come in contact with paint, dirt, felt tips, etc.				
Additional comments:					
Volunteer, work experience, student: signature					
Assessor's signature					
Manager's signature					