|  |  |  |  |
| --- | --- | --- | --- |
| **No 1** | **Access and Egress**  | **Date:**  | **Review:**  |
| **POSSIBLE HAZARD**  | **PERSONS AT RISK**  | **CONTROLS**  | **Comments**  |
| * COVID-19 infection
* Blocked Front Door
* Poor lighting
* Incorrect positioning of furniture
* Locked fire exits when rooms are in use
* Slip / Trip hazards
* Poor quality surfaces internally and externally
* impeded access
* Doors not properly secured (missing child)
* Unsafe car parking & traffic Movement
 | * Staff
* Children
* Parents
* Guardians
* Visitors
 | * Two Access and Egress routes known to parents and staff and in operation
* New drooping off and picking up policy known to staff and parents- website
* New drooping off and picking up policy in operation
* Social distancing measures in operation for parents and staff at the dropping off and picking up time
* Person in charge conducts a morning check on safety and security
* Access and Egress route safe.
* Area in front of main door is protected so children do not ‘dash’ towards car park
* Access restricted to authorised persons (intercom system in use)
* High standard of lighting and switched on at appropriate times. No blown bulbs/tubes.
* High standard of lighting
* Access to doors must be kept clear of equipment, materials and furniture.

• Staff must control personal belongings (no tripping hazards) * Staff must supervise where children place their personal belongings (no tripping hazards).
* Any defects in floors must be cordoned off and reported to Management.
* All children are logged in by designated member of staff.
* Parents not to let others enter behind them into service.
* All communal areas clear
* Missing Child Policy in operation
 |  |
| **FINAL ASSESSMENT**  | **OVERALL RISK: LOW - all ‘Actions’ are in place** |

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Health & Safety Officer**

**Notes on completing above**

The risk assessment sheet above indicates **low risk** if all controls are in place (see risk rating sheet in this pack). This should be changed to Medium or High if the relevant controls are not in place and action taken to address the non-compliances. This should be noted in the Comments box.

Low: Indicates risks, which either give rise to a minor injury or the likelihood of its occurrence is low.

Medium: Indicates a medium risk due to either increased potential severity of injury or to a likelihood or more frequent occurrence.

High: Indicates that a high risk (severe injury) is associated with that hazard and the likelihood of its occurrence is not so low as to be

 ignored.

Note: the morning checklist on safety and security is available in our Daily Risk Checks Pack

|  |  |  |  |
| --- | --- | --- | --- |
| **Reviewed** | **Date:** | **By whom:** | **Final assessment/overall risk**  |
| Reviewed | 22/08/2019 | Lidia Glowka | Low-all actions are in place |
| Reviewed  | 28/02/2020 | Lidia Glowka | Low- all actions are in place |
| Reviewed and updated – due to COVIC-19 pandemic – the changes are marked in red | June 2020  | Lidia Glowka | Low-all actions are in place |
|  |  |  |  |
|  |  |  |  |