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| **No: 5** | **House Keeping/Maintenance** | **Date:**  | **Review :**  |
| **POSSIBLE HAZARD**  | **PERSONS AT RISK**  | **CONTROLS**  | **Comments**  |
| * COVID-19 infection
* Spilt liquid / food on floors
* Wet floors, due to cleaning / rain
* Icy conditions in external areas
* Trip hazards (cables / furniture)
* Equipment
* Uneven surfaces
* Damaged flooring / covering
* Uneven external surfaces
 | * Staff
* Children
* Parents
* Guardians
* Visitors
 | * New cleaning schedule and cleaning sheets are in operation (four times daily and special disinfection procedure)
* Daily Risk Checks of all areas completed
* Building in good, sound, safe condition
* All equipment to be set up prior to the official opening time.
* Clear walkways between chairs / tables and equipment to be maintained at all times.
* Vigilance of staff where children place items in designated walkways; situation to be rectified.
* Equipment cables to be kept under control and never left crossing a walkway.
* Fire escape routes to be kept clear.
* Doors to storage/laundry to be kept locked
* Damages/hazards to be reported.
* Icy areas to be made safe.
* Pest control system in place
* Paintwork fresh (no chipped paint and wood splinters)
* Floors in good condition (smooth with no tripping hazards)
* Heating in working order and serviced
* Heating thermostatically controlled to regulatory temperatures
* Boiler serviced ad working
 |  The new locker provided to storage |
| **FINAL ASSESSMENT**  | **OVERALL RISK: LOW - as long as all ‘Actions’ are in place** |

**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: Daily Risk Checks should be done and are part of this pack

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| **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 |
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