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| --- | --- | --- | --- |
| **No:** | **Indoor Environment** | **Date:**  | **Review:**  |
| **POSSIBLE HAZARD**  | **PERSONS AT RISK**  | **CONTROLS**  | **Comments**  |
| * Covid-19 infection
* Injury
* Poisoning
 | * Management
* Staff
* Children
* Parents
* Guardians
* Visitors
 | * There is appropriate safety signage in place (Covid-19 posters with highlighted infection symptoms)
* Daily updated cleaning sheets in operation
* Floor marking placed indoor to remind social distancing
* A daily risk assessment is carried out on the classrooms, sanitary areas, sleep areas
* A daily Manager’s checklist access, egress and communal areas is carried out
* First Aid boxes are accessible, available and stocked appropriately
* Toxic substances are stored out of reach
* Doors are locked as appropriate (no means of escape)
* Fire doors are unlocked as appropriate
* Glass is toughened, and visibility strips are used where required
* Windows are out of reach or have restrictors
* Doors have finger guards
* Sockets are covered
* There is no trailing flexes, cords or wires
* There is appropriate safety signage in place
* There are no tripping hazards
* There is adequate storage
* Shelving is not overloaded
* There are no staff belongings in the care rooms
* Rugs and mats are not causing a tripping hazard
 | Provided finger guards for the doors |
| **FINAL ASSESSMENT**  | **OVERALL RISK: LOW - all ‘Actions’ are in place** |

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.

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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 and updated- the changes are marked in green  | 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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|  |  |  |  |

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