

Spring Meadow Infant and Nursery School



Risk Assessment Form

Please refer to hazard identification and risk assessment guidance

Hazardous Event	1	2	3	4	5
<b>Likelihood (L)</b>	Very unlikely	Unlikely	Possible (Heard of it happening)	Likely	Very Likely
<b>Severity (S)</b>	None or trivial injury / illness or 1 person at risk	Minor injury or illness / Only minor first aid required or up to 5 persons at risk	Injury or illness that could result in lost time or up to 10 persons at risk	Specified major injury / severe incapacity, fractures, loss of consciousness or up to 25 persons at risk	Fatality / widespread loss – 25 or more persons involved

	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5					

Risk Rating
<b>Low</b> – monitor the situation
<b>Medium</b> – identify improvements, draw up action plan and monitor
<b>High</b> – urgent action required to reduce exposure and re-access

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<b>School Name:</b>	<b>Spring Meadow Infant and Nursery School</b>									
<b>Activity Description:</b>	<b>Lone working</b>									
<b>Person Completing:</b>	<b>Laura Fielding</b>									
<b>Hazards</b>	<b>Who is at risk?</b>	<b>L</b>	<b>S</b>	<b>Risk (L*S)</b>	<b>Current Control Measures</b>	<b>L</b>	<b>S</b>	<b>Risk (L*S)</b>	<b>Additional Requirements</b>	<b>Timescale</b>
Injury through accident or illness.	<b>Staff</b>	<b>2</b>	<b>4</b>	<b>8</b>	<p>Lone working should be avoided where possible.</p> <p>High-risk activities will not be undertaken while lone working (working at height, working with electricity, meeting with members of the public.)</p> <p>Reception, or a “buddy”, will be made aware if lone working does</p>	<b>1</b>	<b>4</b>	<b>4</b>	Look at the feasibility of using a lone working app.	<b>Ongoing</b>

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					<p>have to take place in any part of the school.</p> <p>A written lone working procedure is in place, which details the check in system and communication system for lone working.</p> <p>Staff who are pregnant, or who have certain underlying health conditions identified in individual risk assessments, are to avoid lone working.</p>					
Lone working with pupils.	<b>Staff Pupils</b>	<b>3</b>	<b>3</b>	<b>9</b>	<p>Lone working (1 on 1) with pupils should be avoided where possible. Where not possible, school procedure for lone working will be followed.</p> <p>Searches must be carried out by a member of staff of the same</p>	<b>2</b>	<b>3</b>	<b>6</b>		

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					sex as the student and must be witnessed by another member of staff.  Administering of medicines must be witnessed by another member of staff.					
Injury through violence.	<b>Staff</b>	<b>3</b>	<b>4</b>	<b>12</b>	Where meetings with upset or angry parents must take place, another member of staff will be present.  Staff will avoid undertaking home visits to deal with upset of angry parents.  The school's policy on home visits includes the process for monitoring staff safety. This includes:	<b>1</b>	<b>4</b>	<b>4</b>		

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				<ul style="list-style-type: none"><li>• Managers/buddies being aware of schedule.</li><li>• Regular check-ins</li><li>• Use of a lone working app</li></ul> <p>Staff will avoid leaving the premises on their own if they are concerned about their welfare.</p> <p>Sufficient lighting is provided in car parking areas.</p> <p>Staff will avoid lingering in the carpark/pickup area on their own, especially during winter months where there is limited daylight.</p>					
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Initial Assessment Review Date	<b>Risk Assessment assessed, reviewed by the following competent person:</b>	<b>Tasks and control measures reviewed by the Governing Body:</b>
Name (PRINT)	Laura Fielding	Name (PRINT):
Signature:		Signature: Date:
Next Review Date:	Your workplace will change over time. You are likely to bring in new equipment, substances and procedures. There may be advances in technology. You may have an accident or a case of ill health. You should review your risk assessment: <ul style="list-style-type: none"> <li>• if it is no longer valid</li> <li>• if there has been a significant change</li> </ul>	

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