

Risk Assessment Form

**This guidance may change as further information and updates are available from the Government and Local Authority.
Risk assessments and procedures will continue to be in place/reviewed in line with the Pandemic and the guidance for September.**

Task/Activity: Outdoor Learning

Location/Dept: Outside areas

Date Assessed: 5/8/2020

Issue Number: 1

Assessed by: A Bailey and E Duffy

Review Date: As necessary

Reference Number:

Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk Rating	Additional controls required
<p>Transmission of C-19</p> <p>Slips, Trips and Falls</p> <p>Collision with materials and objects</p> <p>Hit by moving object</p> <p>Inadequate or poorly organised storage - equipment falling on people</p> <p>Blocked escape routes</p> <p>Personal Injury e.g. strains, fractures, over exertion etc</p> <p>Environmental conditions</p>	<p>Staff, pupils, visitors</p>	<p><u>Working Pods</u></p> <p>Umbrella Pod 1 - Lower School Pod 1a- EYFS, Rm 2 Pod 1b – Rms 3,4,5,6</p> <p>Umbrella Pod 2 – Upperschool Pod 2a – Rms 7,8,9, Pod 2b – Rms 10 & 11</p> <p>Activity Area</p> <ul style="list-style-type: none"> • Staff to encourage social distancing of pupils (where practical) during outside play time as much as possible; i.e. no more than 3 pupils playing together/ close to each other at once. • Apparatus will not block safe fire escape routes and exits • The floor is even, in good condition and dry to prevent slips trips (particularly trampoline area) • Temperature is adequate for the activity • Staff to monitor behaviour and adhere to behaviour policy to ensure safety moving in the areas for staff/children • Due to the return of all pupils, staff to stagger children's break and lunch times to ensure children can socially distance as appropriate. Only one class at a time, NO cross-over between classes. 	3	4	12	<p>Regular cleaning of the apparatus and furniture</p> <p>PPE to be worn at all times</p>

		<ul style="list-style-type: none"> • Staff to wipe down outdoor equipment between classes. • Completing the Ellis Whittam cleaning schedule per class. • Children appropriately dressed, e.g. coats for colder/wetter weather • Pupils not to return to class until the end of break time and on entering the classroom pupils to wash hands/sanitise • Pupils will only stay in their assigned class playground, no cross-over into others and no access to track unless for forest schools. • Break times to be staggered so that adjacent classes are not out simultaneously 				
		<p>Equipment</p> <ul style="list-style-type: none"> • NO additional equipment to be taken out during outdoor times eg. Footballs to reduce risk of transmission. With the exception of equipment explicitly specified on LRTs • All parts of the equipment outdoors are checked that they are in good condition and working order before use • Follow manual handling risk assessments for movement of equipment • Apparatus is arranged safely with enough space between each equipment • Competent person(s) assemble any equipment that is used before pupils enter the room and ensure it is safe for use checking safety devices (catches, locks etc) • If pupils move equipment, it must be under supervision only • Store portable equipment safely after use • Staff to closely monitor level of children accessing trampoline to reduce risk of accidents/incident 	3	4	12	

		<ul style="list-style-type: none"> • Any outside play equipment must be cleaned and sanitised regularly and this will be carried out by a designated member of staff. • Sand play and water based activities are permitted but MUST be restricted to one small group of pupils only. Sand and water should be checked and changed regularly as necessary. ALL sand and water to be disposed of at the end of Autumn half term and new sand/water in place at the beginning of the new half term. This will be reviewed as necessary (Sept 2020) 				
<p>Transmission of C-19</p> <p>Slips, Trips and Falls</p> <p>Collision with materials and objects</p> <p>Hit by moving object</p> <p>Inadequate or poorly organised storage - equipment falling on people</p> <p>Blocked escape routes</p> <p>Personal Injury e.g. strains, fractures, over exertion etc</p> <p>Environmental conditions</p> <p>Pupils health and seizures</p> <p>Pupil behaviour, potential harm to themselves and others</p> <p>Pupils climbing on/ over fences</p>	Staff, pupils, visitors	<p>Environmental</p> <ul style="list-style-type: none"> • Glazing is either toughened or covered with anti-shatter film • Fire exits are clear of obstructions • Gates are locked to ensure safe area for the perimeter of outdoor area • Shelter provided for sunny days – above classroom windows 	2	2	4	
		<p>Monitoring, Maintenance and Inspection</p> <ul style="list-style-type: none"> • Pupils are included in discussion about health and safety issues before, during and after the activity – including information on how to prevent the spread of infection. Staff to encourage washing of hands • Any equipment that is found to be broken or faulty will be clearly marked and taken out of use • All large fixed and portable apparatus will be maintained on a regular basis according to manufacturer's instructions • Daily visual inspection to remove any dust or food substances • Daily visual inspection of all equipment and apparatus 	3	2	6	

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| | | <ul style="list-style-type: none">• Floors are maintained in good condition• Accidents, minor injuries and near misses are recorded and monitored and sent to appropriate people• All staff to be aware of seizure risk assessments and procedures• All staff to be aware of measures implemented to prevent the spread of infection• Staff are aware of recording and reporting, and are confident in following LRT plans behaviour policies and procedures• Staff to be vigilant and aware of potential for pupils to climb on fences. | | | | |
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Risk Rating Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury/ damage/ interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury/ damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK RATING PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
SEVERITY (CONSEQUENCE)						

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-10	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so