

**RISK ASSESSMENT FORM**

**Location/Site: ADVENTURE PLAYGROUND**

**Date of Assessment: 7.7.20**

**Assessors: S.Wakeling; C.Still**

Activity/Task/ Situation	What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Completed
Lunchtime/playtime /lessons	Equipment	Pupils, staff	Visual check by Site Manager daily. Class teacher/ TA or MDA visual check before children arrive				
Lunchtime/playtime /lessons	Debris/litter/ Sharp objects	Pupils, staff, visitors	Regular inspection by Site team and debris removed.				
Lunchtime/playtime /lessons	Weather conditions	Pupils, staff, visitors	Inspections take place at break and lunch to assess weather conditions. Snow/icy weather procedures are put into place.				
Lunchtime/playtime /lessons	Slips, trips and falls	Pupils, staff, visitors	All activities are supervised at all time. Horseplay around equipment is not allowed, Equipment and the surrounding areas must be inspected before use. The condition of all equipment must be satisfactory ie not wet, slippery or covered in moss.				
Lunchtime/playtime /lessons	Trees and bushes	Pupils, staff, visitors	Regular inspection of grounds to identify any presence of poisonous berries or pods. Check condition of trees for loose branches. Frequency increases at times when more problems are encountered. Identify any plants identified as being an irritant or a danger. Educate pupils about safety of wild plants and flowers.				
Lunchtime/playtime /lessons	Boundary line	Pupils, staff, visitors	Daily visual check by Site team to ensure boundary lines are secure. Break and lunchtime monitored by staff on duty				
Lunchtime/playtime /lessons	Spread of infection	Pupils, staff	Cleaning will take place on a regular basis. A rota will be used to limit the children who use the equipment and equipment to only be used at lunchtime.	Cleaning of equipment to be added onto the list of jobs for school cleaners every day.			

**RISK ASSESSMENT FORM**

Location/Site: FIELD		Date of Assessment: 7.7.20		Assessors: S.Wakeling; C.Still			
Activity/Task/ Situation	What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Completed
Lunchtime/playtime	Equipment	Pupils, staff	All equipment is subject to inspection by the Site Manager, any equipment found to be faulty to be closed off to pupils or to be removed if needed. Repairs should be effected at the earliest opportunity. Game equipment used by pupils will be limited to their bubble and cleaned after use. MDAs/TAs to be allocated play equipment for bubbles.	Cleaning equipment to be readily available and a checklist to be signed when this has been completed after use			
Lunchtime/playtime /PE/start and end of day	Weather conditions	Pupils, staff, visitors	Inspections take place at break and lunch to assess weather conditions. Snow/icy weather procedures are put into place.				
Lunchtime/playtime /PE/start and end of day	Debris/litter/ sharp objects	Pupils, staff, visitors	Regular inspection by Site team and debris removed.				
Lunchtime/playtime /start and end of day	Boundary line	Pupils, staff, visitors	Daily visual check by Site team to ensure boundary lines are secure. Break and lunchtime monitored by staff on duty				
Lunchtime/playtime /PE/start and end of day	Trees	Pupils, staff, visitors	Regular inspection of grounds to identify any presence of poisonous berries or pods. Check condition of trees for loose branches. Frequency increases at times when more problems are encountered. Identify any plants identified as being an irritant or a danger. Educate pupils				
Lunchtime/playtime /PE/start and end of day	Condition of the field	Pupils, staff, visitors	Regular inspection of grounds to identify any presence of poisonous berries or pods. Check condition of trees for loose branches. Frequency increases at times when more problems are encountered.				
Lunchtime/playtime /PE/start and end of day	Pupils fighting	Pupils, staff	Pupils fighting should be dealt with in accordance with the school's procedures and policies for behaviour management as well as guidance.				
During the school day	Vehicle movement	Pupils, staff, visitors	Vehicle movement on site must be controlled to decrease the injury to any stakeholder. Vehicle movement or deliveries to be scheduled during lesson time and not during breaks and lunch. PE staff to check when vehicles will be on site with site manager.				
Lunchtime/playtime /PE/start and end of day	Faeces	Pupils, staff, visitors	Dogs are not allowed on school grounds. Where possible keep an eye out for foxes that may enter the grounds. Provide equipment so that faeces can be removed safely.				

**RISK ASSESSMENT FORM**

**Location/Site: PLAYGROUND**

**Date of Assessment: 7.7.20**

**Assessors: S.Wakeling;  
C.Still**

Activity/Task/ Situation	What are the hazards?	Who might be harmd and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Completed
Lunchtime/playtime	Equipment and spread of infection	Pupils	All equipment is subject to inspection by the Site Manager, any equipment found to be faulty to be closed off to pupils or to be removed if needed. Repairs should be effected at the earliest opportunity. Ensure equipment is used for the intended purpose. Games to be played in appropriate areas. Games used by pupils will be limited to their bubble and cleaned after use. Pupils to clean hands before going outside at break at lunch. Pupils to clean hands when transferring from outside into eating lunch.				
Lunchtime/playtime /PE/start and end of day	Weather conditions	Pupils, staff, visitors	Inspections take place at break and lunch to assess weather conditions. Snow/icy weather procedures are put into place. Salt/grit to be used as necessary.				
Lunchtime/playtime /PE/start and end of day	Debris	Pupils, staff, visitors	Regular inspection by Site team and debris removed. Any areas which become unsuitable will need to be coned off and placed out of bounds until repairs can be undertaken.				
Lunchtime/playtime /PE/start and end of day	Buildings in playground ie container/ shed	Pupils, staff, visitors	Adults deployed to ensure all pupils are within eyeline. Separated play area zones are clearly defined and MDAs and TAs are made aware of this.				
Lunchtime/playtime /start and end of day	Boundary line	Pupils, staff, visitors	Daily visual check by Site team to ensure boundary lines are secure. Break and lunchtime monitored by staff on duty				
Lunchtime/playtime /start and end of day	Trim trail area	Pupils, staff, visitors	Pupils advised not to run in this area due to slope of land. This is a supervised play area at all times of use to reduce the risk of injury. Set year groups to be assigned on set days. Apparatus not to be used when wet and slippery. Control number of pupils on the equipment at any one time. Cleaning will take place on a regular basis. A rota will be used to limit the children who use the equipment – limit to use only at lunchtime.				
Lunchtime/playtime /PE/start and end of day	Fencing (trip or injury)	Pupils, staff, visitors	Regular checks by building team and site team for defects in fencing and fencing support. MDAs, TAs and teachers to visually check. Site manager and building. MDAs to supervise areas near fencing, ensuring that pupils are not playing too closely or running into fencing.				
Lunchtime/playtime /PE/start and end of day	Fencing (locked gate)	Staff	Site team and building team to check that compound/swing gate is locked at set times during the day when children and parents are on the playground. Any areas which become unsuitable				

			will need to be coned off and placed out of bounds until repairs can be undertaken.				
<b>Lunchtime/playtime /PE</b>	Injury/illness	Staff, pupils, visitors	<p>LSAs to wear coloured vests to indicate they are a first aider.</p> <p>First aider on break time duty in school. First aid kits located nearby in school (within classrooms).</p> <p>Staff to be vigilant and take appropriate action if a child becomes injured. Staff, who are not first aid trained, know what action to take if a child becomes injured and what action not to take.</p>				

Quarry Hill ACADEMY		RISK ASSESSMENT FORM					
Location/Site: DINING ROOMS/Lunchtime Supervision			Date of Assessment: 7.7.20	Assessor(s): S.Wakeling /C.Still			
Activity/Task/ Situation	What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Completed
<b>Staggered times for each year group</b>	Spread of infection; overcrowding in confined spaces	Pupils, staff	Tables allocated and labelled per year group  Timetables reviewed to stagger start lunchtimes  Lunch cover reviewed to ensure appropriate supervisions and pupil/adult ratio				
<b>Lining up</b>	Overcrowding; lack of social distancing	Pupils	Children to maintain single line whilst waiting for lunch  Spacers to be used on the floor to encourage social distancing whilst in dining room				
<b>Enhanced washing of hands</b>	Spread of infection	Pupils, staff	All children to wash their hands with soap and water prior to leaving classroom  All children to use sanitiser upon entry to the dining hall  Adults to supervise hand washing / sanitising to ensure conducted appropriately				
<b>Enhanced cleaning of tables</b>	Spread of infection	Pupils	Year group bubbles of Y1,2,3 – 4,5,6 Allocated year group tables – cleaned between changeover of key stage  All tables cleaned with disinfectant between changeover to second group of bubbles  Staggered times to enable cleaning to happen by Thurrock Catering				
<b>Enhanced cleaning of utensils</b>	Spread of infection; cross contamination	Pupils Staff	Children sanitise hands immediately prior to selecting cutlery.				
<b>Coloured bands</b>	Spread of infection; cross contamination	Pupils Staff	Appropriate coloured band is distributed in class by CT; children place on own tray to select appropriate lunch choice				

			All bands are cleaned in Milton fluid at end of lunch time; bands redistributed to classes for following day				
<b>Trays</b>	Spread of infection; cross contamination	Pupils Staff	Sterilised daily after use  Children use hand sanitiser immediately before picking up own tray				
<b>First Aid cover</b>	Staff infected	Pupils Staff	Allocated paediatric First Aider Full PPE available – to be used in event of treating a child				
<b>Playground Supervision</b>	Spread of infection; cross contamination	Pupils Staff	Allocated adults supervise within their own bubble in specified section of playground to avoid cross contamination and contact; staff to adhere to allocations of spaces				
<b>Table sittings</b>	Spread of infection; cross contamination	Pupils Staff	Children remain within their own year group bubble for eating; regardless of packed lunch or hot meal. Children must sit at allocated year group table.				