

Hazard identified	Who might be harmed	Level of risk	Control measure in place	Comments Re: Actions / responsibilities
<p>Outside area</p> <ul style="list-style-type: none"> • Unwanted debris • Site is open to other users (music services) – children may wander off with non club members • Caretaker using heavy equipment and machinery – debris may fly out at speed • Play park equipment – children may fall off. Equipment may be damaged. • Perimeter fencing – Children may become wounded on any sharp edges. Gaps in the fencing may let animals or unwanted visitors into the site or allow children to escape. • Plants and foliage – risk of allergic or poisonous reaction to plant life 	<p>Children& adults</p> <p>children</p> <p>children and adults</p> <p>children</p> <p>children</p> <p>children</p>	<p>low</p> <p>medium</p> <p>low</p> <p>medium</p> <p>low</p> <p>low</p>	<ol style="list-style-type: none"> 1. Area checked, any rubbish, debris, animal faeces etc. is safely removed before children go out. 2. Children will be supervised and within eyesight at all times. Children are discouraged from playing with non-registered. 3. Find out what he is doing, which areas he is working in – move to a safe distance away or go inside. 4. Remind children of spacial awareness. Check equipment for frayed rope, loose screws or bolts – if damaged section off and report any damage to caretaker 5. Perimeter fencing is checked weekly for good condition and repaired or sectioned off until a replacement is in place 6. See list of ‘common poisonous plants’. If an adult notices a new plant/weed growing on or around the school premises, or have any suspicions about a plant it will be investigated. 	<p>Caretakers / Supervising adult</p> <p>Supervising adult</p> <p>Caretakers / Supervising adult</p> <p>Supervising adult</p> <p>Caretaker / Supervising adult & children</p> <p>Caretaker and LEA representatives check plants on the grounds against the ‘common poisonous plants’. Supervising adult</p>

<p>Outside area - continued</p> <ul style="list-style-type: none"> • Pond area – risk of drowning <ul style="list-style-type: none"> • Weather conditions -If it has been raining, play surfaces may be slippery or water may have collected -if it's very cold, snowing or very hot, there may be a risk of exposure 	<p>children and adults</p> <p>children</p>	<p>medium</p> <p>low</p>	<ol style="list-style-type: none"> 7. Wildlife area and pond is fenced off – before access is permitted children will be spoken to about water safety and behaving calmly in the wildlife area. Children must not access this area without strict supervision. (adults should be aware that although it is fenced off and out of sight, children may enter this area without permission, so should remain vigilant) 8. Check conditions – is the area too slippery for playing safely? Is there any flooding which could cause drowning, if so, is it safe to section off area and play elsewhere? Are there any sewage problems? 9. Monitor the weather, check the children are wearing suitable clothing; send children to inside or to the shade if needed. 10. In the summer make sure children are wearing SPF15 or higher, encourage children to wear hats and drink plenty. Seek shade between 11am-3pm. 	<p>Supervising adult</p> <p>Supervising adult</p> <p>Supervising adult</p> <p>Supervising adult & children</p>
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Sports games and equipment	children and adults	low	<ol style="list-style-type: none"> 1. Positioning- suitability of space, is there enough room, are the children positioned for the game. 2. Grounds- cleared and set out for the game, not slippery. 3. Equipment is in good condition (any broken or damaged equipment is removed) 4. Children are using equipment appropriately and safely. 	<p>Supervising adult & children</p> <p>Supervising adult & children</p> <p>Supervising adult & children</p> <p>Supervising adult & children</p>
Climbing equipment	children	low	<ol style="list-style-type: none"> 5. Each piece of equipment is checked daily for 'ware and tare' (frayed rope, loose bolts, split wood) 6. Children will not be permitted to use equipment which is above head height 7. Children will be encouraged to use the equipment safely; no pushing or shoving, those not complying will be cautioned and removed if necessary. 	<p>caretaker , Supervising adult & children</p> <p>Supervising adult</p> <p>Supervising adult</p>

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<p>Main room and inside areas of play</p> <p>Electrocution</p> <ul style="list-style-type: none"> • Electrical outlets; as this is a new build the sockets are on a circuit breaker which prevents electrocution. • Electrical equipment may suffer from 'ware and tare' <p>Trips and slips & falls</p> <ul style="list-style-type: none"> • Risk of tripping whilst moving around room or during emergency evacuations. • Falls • Water , paints or fats etc may get spilt on the floor from drinks, water play, painting or cooking • Stacked furniture may fall <p>Cuts & burns</p> <ul style="list-style-type: none"> • Broken glass or windows may cause cuts and lacerations 	<p>children</p> <p>Children & adults</p> <p>Children & adults</p> <p>Children & adults</p> <p>Children & adults</p> <p>children & adults</p>	<p>low</p> <p>low</p> <p>medium</p>	<ol style="list-style-type: none"> 1. We will place some socket covers around as a teaching aid, but we do not need to rely on them. 2. All electrical items are checked daily and are PAT tested annually. 3. Pathways and doorways are kept clear of toys etc. children are encouraged not to run around in main room or corridors 4. Everyone is reminded not to stand on tables or chairs to reach for objects – step ladders should be used to reach high up objects 5. Any spills should be cleaned or mopped straight away. A wet floor sign will be erected to advise everyone of potential danger. 6. Furniture will not be stacked unless designed to do so 7. Only plastic drinking cups are used. 8. All windows and doors are safety glass 9. Radiators and pipes are covered. 	<p>Supervising adult& children</p> <p>Supervising adult</p> <p>children &Supervising adult</p> <p>Supervising adult & children</p> <p>Supervising adult</p> <p>Supervising adult</p> <p>Supervising adult</p> <p>Oakmeadow school as premises owners</p> <p>Oakmeadow school as premises owners</p>

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<p>Prevention of fire</p> <ul style="list-style-type: none"> sockets – electrical fires rubbish – combustible fires 	<p>Children & adults</p> <p>Children & adults</p>	<p>low</p> <p>low</p>	<ol style="list-style-type: none"> Only one plug per socket, unused sockets are blanked as an educational tool– children are not to plug in electrical items. Drinks and liquids to be kept away from electrical items Combustible materials are stored safely to reduce fires starting or feeding a fire. Corridors are not used as storage areas and remain free of rubbish shutter doors kept shut in corridor, rubbish placed in dumpster; no matches or lighters will be kept in the room. Cleaning materials, aerosol cans are stored in the caretakers cupboard Gloves are provided and will be worn when cleaning No items are stored under COSHH 1999 regulations. Oakmeadow School are responsible for any work to be undertaken and assess risks before work commences Children are not permitted to use or be near these items while in use unless there is strict supervision– when not in use they are unplugged. 	<p>Supervising adult</p> <p>Children & Supervising adult</p> <p>Supervising adult</p>
<p>prevention of chemical burns, burns and scolds</p> <ul style="list-style-type: none"> cleaning agents, chemical may cause burns kettle, toaster, oven – may cause burns or start fires 	<p>Children & adults</p> <p>children & adults</p>	<p>medium</p> <p>medium</p>		<p>Caretaker / Supervising adult</p> <p>See Oakmeadow H&S policy for COSHH</p> <p>Supervising adult</p>

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<p>Prevention of cross contamination / infection (hygiene)</p> <ul style="list-style-type: none"> • First aid 	<p>Children & adults</p>	<p>low</p>	<ol style="list-style-type: none"> 1. Illness is reported to the manager, who will refer to exclusion periods. Notifiable disease will be reported to SC. See poster and CD Rom for exclusion periods. 2. Gloves & aprons are supplied and will be worn when in contact with bodily fluids. Used first aid equipment will be disposed of in a sealed bag after use. When finished hands are washed. 3. Open sores and cuts will be covered to protect against a range of infections. 4. A face shield is provided and it is recommended that is used for mouth to mouth resuscitation 5. Micropore, Melolin dressings, Cotton wool and plaster strips will not be used as recommended by St Johns 6. First aid box will be checked termly to ensure contents are full and up to date and comply with 'first aid at work regulations 1981'. A list will be made of used items for reordering. 7. Only those with a current first aid certificate will administer first aid 	<p>Tara, Mandy and Amy are First Aiders and only they can perform First Aid.</p> <p>Tara is responsible for checking First Aid box is full</p> <p>If an outbreak of diarrhoea, sickness or no notifiable contagious illness is reported all toys and hard surfaces will be deep cleaned.</p>

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<p>Administering medicine</p> <ul style="list-style-type: none"> • Administering the correct medicine to the right child • Administering the correct dose of medicine to the child • Ensuring the medication is within expiration date • Ensuring staff are qualified to administer medication 	<p>children</p>	<p>low</p>	<ol style="list-style-type: none"> 1. Pain relief medicines and prescribed medication will only be administered with prior written consent of the parent when there is a health reason to do so. 2. All medicines will only be accepted with a completed medication form and labelled with the child's name and expiration date checked. They will be kept in a locked cupboard; never in personal bags (except inhalers) 3. When administering medication, adult will check accompanying medication form for details of how and when to administer and ensure you have the correct child. The 'administered medication' form will be completed and signed by parent on collection. 4. Calpol may be administered if parents have signed the indemnity form and have given permission by telephone directly before administering. Calpol sachets are used to ensure a measured dose is given. 5. If a child or staff requires life saving medication including epi-pens, inhalers, insulin etc or are permanently on medication, further advise from parents and the child's nurse will be sought to ensure staff fully understand the nature of the child's condition and how and when to administer any medication or treatment. 	<p>Only First Aiders must administer medication.</p> <p>We will refer to individual health care plans to best cater for health care needs</p>

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<p>Supervising children with special needs</p> <ul style="list-style-type: none"> • Wheel chair users – may bump into furniture & hurt their shins – or other children. – the chair may tip over when being pushed. • Toileting – lifting children in and out of the chair may damage your back. – make sure you take all necessary equipment to avoid leaving child • Seizures • Medication • Behavioural problems/ temper tantrums 	<p>Children</p> <p>Children & adults</p> <p>children</p> <p>children & adults</p>	<p>low</p> <p>low</p> <p>low</p> <p>low</p>	<p>specific needs will be made known on the indemnity form – key workers will make themselves familiar with child’s additional needs</p> <ol style="list-style-type: none"> 1. To recruit additional staff if and when necessary – separate risk assessment for individuals will help decide if this is necessary 2. The room will be adapted with space for wheelchair users – should we have any. Care will be taken when pushing the chair, especially on uneven surfaces/steps 3. When lifting ensure you follow procedure for manual handling, by lifting with your legs 4. Have a bag ready in the easy access toilet with aprons, gloves, wipes, nappies, change of clothes, bags and a changing mat to prevent needing to go back and leaving child. 5. Only move child if necessary /life threatening, move objects away from child. Time seizure and make a note of effects to report to parent. 6. See notes on medication 7. Staff will try to calm the situation asap. If behaviour is threatening the safety of themselves or others staff will attempt to segregate the child until they have calmed down. Restraint will only be used if behaviour is deemed life threatening. A note of incidents will be kept in the incident file and parents may be called for support or to collect their child. 	<p>We will liaise with parents and SENCo and use strategies on IEP’s or care plans for consistency of care</p> <p>Supervising adults will report all incidents to Tara as manager.</p>

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<p>activities</p> <ul style="list-style-type: none"> • Sand and water - children may throw sand into eyes. - may spill onto floor causing slips. – S&W may become contaminated. • Paint and glue & pens – children may spill it on floor causing slips, - they may get it onto skin or ingest it • Art & Craft –Scissors • Chalks, chalk dust may cause coughing or aggravate asthma • Lego and other construction toys - choking 	<p>Children</p>	<p>low</p>	<ol style="list-style-type: none"> 1. Remind children not to throw sand, discipline/remove children who do. Encourage children to keep sand in tray and clear up if spilt. 2. Change water daily, rake & spray sand with antibacterial spray before use. 3. Encourage children to be sensible with paint and clear up spills straight away. 4. We only use non toxic children's paint, pens and glue. Any child seen to be misusing paint or glue will be disciplined or removed from activity. Children are provided with aprons to protect clothes, children with sensitive skin will be provided with gloves for painting and gluing. 5. Educate children about correct handling of scissors and other such tools. 6. Purchase dust free chalks, 7. Lego is suitable for children of 3+ however there is still a chance children could choke on small parts so it is important to be vigilant, remind children not to put things in their mouth 	<p>Adults are in the room to educate and supervise children in play.</p> <p>Adults will remain vigilant and advise children of risks and encourage children to risk assess for themselves.</p> <p>Adults will remove items or stop any activity to risk assess again should further risk be identified.</p>

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<p>Computers</p> <ul style="list-style-type: none"> • Incorrect seating position may cause future problems with posture. • Using a computer screen for extended periods may cause eye strain. • Some computer games are age restricted • Internet safety 	<p>Children & adults</p>	<p>low</p>	<ol style="list-style-type: none"> 1. Computers are on a computer desk, stools and chairs are supplied – children are encouraged to choose an appropriate seat to make sure their back is up-right with knees at right angles; that they are looking directly at the screen – adjusting the height if necessary 2. Children have a 15 min rota for using the computer 3. All games are checked for age appropriateness 4. Internet access is monitored by adults and is protected by school’s security settings. However, children are reminded in safety discussions not to use the internet without adult supervision at home too; Using the new government safety initiative “Zip it, Block it, Flag it” to keep them safe. 	<p>Supervising adult & children</p> <p>There is a poster to display correct sitting position and internet safety.</p>

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<p>Walking children whilst out around the village or on a trip.</p> <ul style="list-style-type: none"> • Children may walk out into the road • Trips and falls • Other pedestrians, dog walkers or bike riders • Other children riding bikes on the pavement • A vehicle could mount the pavement • Dog faeces 	<p>Children & adults</p>	<p>Low to medium</p>	<ol style="list-style-type: none"> 1. On every trip Tara will take: list of children, mobile phone & first aid kit, hi-vis vests 2. Children are made aware of road safety via discussion and safety talks; and before every trip. 3. Children walk in pairs holding hands; and keep close together. 4. Children hold their own bags so that adult has at least 1 free hand to direct children away from hazards; or to hold a child's hand if necessary. 5. Adult ratio 1:6. Adult walks behind the children so they are in full view at all times. With 2 adults, 1 in-front, 1 behind. 6. Children are not permitted to run. Laces will be done up. 7. If adults notice a person riding a bike on the pavement or a dog walker approaching, children will keep to one side; be reminded to not to touch the dog, to and if safe to do so we will cross the road. 8. If it is noticed that a vehicle is loosing control children will be guided to safety asap. 9. In cases of emergencies the children will be gathered safely and emergency services will be called. 10. Wet wipes will be available to clean up hands until hands can be washed. Shoes will be wiped or bagged and sent home with parents if spares available. 	<p>supervising adults</p>

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<p>Outings continued</p> <ul style="list-style-type: none"> • Using suitable transport 	<p>Children & adults</p>	<p>low</p>	<ol style="list-style-type: none"> 1. We may use public transport, or school minibus. 2. When hiring, always use a reputable company, with seatbelts. 3. Count children on and off the bus 4. Make sure all children remain seated and wear their seatbelt 5. If Public transport, ensure we can all sit together. 	<p>Tara & Supervising adults</p>
<p>Animals</p> <ul style="list-style-type: none"> • may spread infectious diseases (Ecoli) • may bite 	<p>Children & adults</p> <p>Children & adults</p>	<p>medium</p> <p>low</p>	<p>We don't have any animals on site, however, if we're on an outing or invite animals to the club we will:</p> <ol style="list-style-type: none"> 1. Encourage children not to touch or approach animals without permission. Remind children not to put their faces next to animals 2. Follow the risk assessment of the animal handlers 3. Ensure everyone washes their hands after handling animals – take antibacterial wet wipes in case there is not hand-washing available, then wash hands asap 4. If visiting a farm, have spare shoes/ wellingtons to change into. Take a change of clothes in case a child falls over. 5. Only consume food in designated areas after washing hands 	<p>We will have a separate risk assessment for each outing</p>

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<p>Manual handling – considering the Manual Handling operations 1992, lifting operations and lifting equipment 1998</p> <p>Lifting heavy objects can cause back strain</p>	<p>Children & adults</p>	<p>low</p>	<ol style="list-style-type: none"> 1. At least one member of staff holds a manual handling certificate 2. Never lift or attempt to carry anything you know is too heavy or awkward for you to carry alone. To always use a trolley where provided. Anything weighing 40kg or above should not be attempted to be lifted by one person. 3. Encourage everyone to lift using their legs, bending your knees, to prevent back strain 	<p>Mandy</p>