


# Significant Findings of Risk Assessment

<b>/Site / Premises:</b> Mellor Community Primary School	<b>Assessment Carried Out By</b> Name: Marion Coombes Signature:	<b>Assessment Serial Number:</b>			
<b>Activity / Process:</b> Running of La Petite Ecole de Leicester on Saturday mornings for 3 hours, which includes: <ul style="list-style-type: none"> <li>- welcoming children from 0 to 14 years old and their parents on site</li> <li>- offering a stay and play activity for children from 0 to 4 years old accompanied by their parents</li> <li>- offering French classes taught by qualified teachers for children from 4 to 14 years old on their own and in separate age groups</li> <li>- offering a refreshment and networking area for parents</li> <li>- offering a library corner where children and parents can consult and borrow books</li> </ul>	Responsible Manager / Team Leader etc	<b>Date Carried Out or Reviewed</b>	<b>Date for Next Review</b>	<b>Reviewed By (Name)</b>	
	Name: H�el�ene Tucker	9/06/2021	11//09/2021	Marion Coombes	
	Signature: 				

**Risk Rating.**  
 The Risk Rating process is provided for guidance only. It is the risk assessors' evaluation of the risks that is important, and this may differ from the result indicated by the risk rating matrix. Even after taking the risk rating into consideration employers still have a duty to ensure that sufficient and adequate control measures are in place to ensure that any remaining risks are kept as low as is reasonably practicable.

What are the Hazards ? (What can go wrong)	Who might be Harmed & How ?	Existing Control Measures (What are you already doing to manage the hazards/risks?)	Risk Rating with controls in place			Additional Controls Required (Where the existing controls are insufficient to reduce the risk to an acceptable level) Use the scoring table below to assist in planning actions.	Action By Who ?	Action By When ?	Additional Action Completed (Initials)
			Likelihood	Impact / Severity	Risk Rating Score				
Entering and moving around the premises: people moving around at the same time and potentially stumbling/falling or getting trapped with doors.	Children, parents, teachers and trustees	We ensure that doors and gates are open and secured and corridor free of obstacles	Unlikely	Minor	Low	Regular monitoring and observation	Trustee	On opening on Saturday mornings	

Stay and Play: risk of choking or harm with toys provided	Children	We ensure that all toys made available are certified safe for children 0-4 years old. Parents monitoring children at all times.	Possible	Minor	Low	Checking regulations and safety of all new equipment and toys integrated in the Stay and Play	Trustee	When new equipment is being bought/brought in	
Craft: risk of harm with tools and materials	Children	We ensure that all craft materials and tools are safe for children of all ages, including scissors, paint, glue or any substance used.	Unlikely	Minor	Low	Checking regulations and safety for all new craft materials integrated in the Stay and Play	Trustee	When new materials are being bought/brought in	
Classes: risk of harm with materials and tools made available	Children	We ensure that all materials used in class is safe for children of all ages.	Unlikely	Minor	Low	Checking safety for all new craft materials used on class.	Teachers	Every week	
Use of restroom: people/children could fall if floors are wet or if obstacles are in the way and could get burnt with overly hot water.	Children, parents, teachers and trustees	We ensure that the restrooms are clean, cleared of any obstacle and that floors are dry. We ensure that hot water temperature is adequate and place signs to warn people of hot taps.	Unlikely	Minor	Low	Regular monitoring and observation	Trustee	Every week on opening	
Use of coffee corner: use of kettle, coffee machine and hot water could lead to burns. Use of cutlery, especially sharp knives could be a hazard for children.	Children	We ensure that all hot water equipment is safely plugged in by trustees before the arrival of parents and children. Only staff and parents are allowed in the coffee corner and can manipulate equipment in the kitchen corner. We do not use sharp tools such as sharp knives or scissors.	Unlikely	Minor	Low	Regular monitoring that the coffee corner remains clear of children.	Trustees and teachers	Every week throughout the activity.	
Spread of Covid-19 Coronavirus	Children, parents, teachers, trustees and any visitor to the setting	We strictly follow the government's policies on social distancing, sanitising and wearing of masks.  <u>Hand Sanitising</u> Hand washing facilities with soap & water in place Strict hand washing controls in place. Paper towels for hand drying	Unlikely	Moderate	Low	Regular monitoring of government's regulations and adaptation according to new measures	Trustees	Ongoing	

Anti-bac hand gels in any area where hand washing facilities not available  
Trustees, staff & children reminded to wash hands every time they enter the setting and at regular intervals for 20 seconds with warm water & soap.  
Importance of proper drying is emphasised

Clothing

Trustees and teachers to wear clothes not to be worn elsewhere.  
Trustees and teachers remove work clothing once home, place in a laundry bag & wash on highest temperature permitted for the fabric.  
Trustees and teachers wash hands on entry to home and shower as soon as they arrive home.  
Children will leave their coats in a designated area at the entrance and join their group/class directly

Drop off and collection

No parents permitted into the foyer until government's regulations change. During restrictions, parents are to drop off children outside at the entrance ensuring that they wear masks and minimise contact with other waiting parents.  
Due to the risk of infection, parents will not be able to stay on the premises during the hours of activity.

		<p>Pushchairs or materials other than children's own bags must not be left onsite.</p> <p>Parents are made aware of the necessity to stop attending the activity if they, their children or anyone they have been in contact with has Covid symptoms.</p> <p>Conditions of returning to the setting are made clear to parents and include proof of a negative test and a signed declaration.</p> <p>Non-essential visitors are not permitted to enter the setting.</p>							
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### Scoring Table

LEVEL OF RISK		OVERALL RATING		HOW THE RISK SHOULD BE TACKLED/MANAGED		
HIGH RISK		15-25		Immediate Management Action		
MEDIUM RISK		9-12		Plan for Change		
LOW RISK		1-8		Continue to Manage		
Likelihood	5 Almost Certain	5	10	15	20	25
	4 Probable /Likely	4	8	12	16	20
	3 Possible	3	6	9	12	15

### Risk Scoring Guide

Consider the potential harm or injury that could result from the identified hazard if an accident or incident were to occur, based on the table below.

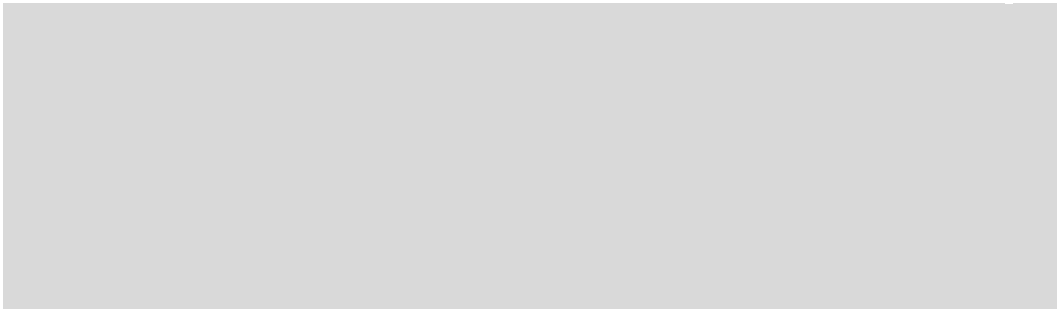
Impact Criteria (B)	IMPACT	SCORE	HEALTH & SAFETY EFFECT
	Critical/ Catastrophic	5	Multiple deaths of employees, service users, members of the public, etc.
	Major	4	Death of an employee, service user, member of the public, etc.
	Moderate	3	Serious injury (acute, chronic or life-changing) to employee, service user or member of the public requiring medical intervention.

2 Unlikely	2	4	6	8	10
1 Very Unlikely / Rare	1	2	3	4	5
	1 Insignificant / Negligible	2 Minor	3 Moderate	4 Major	5 Critical / Catastrophic

**Impact (B)**

**Risk Score**

To calculate the Risk Score in the Risk Assessment Register above, simply multiply the Impact by the Likelihood to identify the level of risk as per the table above.



Minor	2	Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.
Insignificant / Negligible	1	A day to day issue/problem but negligible harm would result.



Now consider the likelihood of that harm or injury being realised based on the expected frequencies in the table below.



Likelihood Criteria (A)	LIKELIHOOD	SCORE	EXPECTED FREQUENCY
	Almost Certain	5	Reasonable to expect that the event <b>WILL</b> undoubtedly happen/recur, possibly frequently and is probable in the current year
	Probable / Likely	4	Event is <b>MORE THAN LIKELY</b> to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term
	Possible	3	<b>LITTLE LIKELIHOOD</b> of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.
	Unlikely	2	Event <b>NOT EXPECTED</b> . Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term.
	Very Unlikely /Rare	1	<b>EXCEPTIONAL</b> event. This will probably never happen/recur. A barely feasible event.