

HAZARD	PERSONS AFFECTED	HAZARD EFFECT	PR	ER	RR	CONTROL MEASURES
Doors & Stairs	Children	Lost child Injured child	2	4	8	Stair gate to be closed during the session. Heavy wooden door to be closed at all times unless group in the garden (door to be held back by door stop) Door to the ramp store kept closed.
Stable gate	Children	Lost child	2	2	4	Gate to be opened by adults only.
White stair gate	Children	Injury	3	3	9	Gate to be closed after drop-off finished until pick-up time, using 2 hooks. Gate moved away (around beside toilets) when not in use. Children not to move gate/stand on gate while it is being moved.
Toileting	Children	Abuse/ Misunderstanding	1	4	4	Staff only to enter toilets during session.
Floor	Children & Adults	Injury	2	3	6	Floors to be kept clean and dry: children taught to sweep up sand, pick fallen items up from floor. Spills of water/milk/bodily fluids to be mopped up immediately. Floors to be swept by cleaner at lunch-time, mopped at end of day, 'caution wet floor' sign to be used for wet floors.
Fire	Children & Adults	Injury/death	2	5	10	See Fire Procedure
Terrorist attack	Children and Adults	Injury/ death	1	5	5	Children to be taken to the crypt for lockdown. JAM is the code word to be called out.

						Entrance gate has a guard securing lower bolt that hinders entrance. Main doors to be kept closed and locked at all times during sessions.
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PR = Probability rating ER = Effect Rating RR = Risk rating PR x ER = RR

Greenbank Pre School

Risk Assessment

Using other rooms in building 2025-26

HAZARD	PERSONS AFFECTED	HAZARD EFFECT	PR	ER	RR	CONTROL MEASURES
Doors & Stairs	Children	Lost child Injured child	2	4	8	Stair gate to be closed once group gone upstairs. Children to hold hand rail when going up stairs.
White stair gate	Children	Injury	3	3	9	Gate to be closed after drop-off finished until pick-up time, using 2 hooks. Gate moved away (around beside toilets) when not in use. Children not to move gate/stand on gate while it is being moved.
Toileting	Children	Abuse/ Misunderstanding	1	4	4	Staff to stand at door of Hermitage Room and ensure only child enters toilet.
Floor	Child/Staff	Injury	2	3	6	Floors to be kept clean and dry: children taught to sweep up sand, pick fallen items up from floor. Spills of water/milk/bodily fluids to be mopped up immediately. Floors to be swept by cleaner at lunch-time, mopped at end of day, 'caution wet floor' sign to be used for wet floors.
Fire	Children & Adults	Injury/death	2	5	10	See Fire Procedure

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Greenbank Pre School

Risk Assessment

Outdoor Play

2025-26

HAZARD	PERSONS AFFECTED	HAZARD EFFECT	PR	ER	RR	CONTROL MEASURES
Doors & Stairs	Children	Lost child Injured child	2	4	8	Stair gate to be closed during the session. Heavy wooden door to be closed at all times unless group in the garden (door to be held back by door stop) Door to the ramp store kept closed. Garden door to be hooked/wedged open.
Stairs	Children	Injury	3	3	9	Children taught/reminded to hold hand rail and use walking feet on stairs. Wheeled toys to be placed on lower level only.
Split Level	Children	Injury	3	3	9	Staff to stand in best visibility area. Equipment requiring direct supervision out on one level only.
Decking	Children	Lost child Injured child	2	4	8	Children taught/reminded to keep their feet on the ground and use walking feet on the decking. Gates at each end of the decking. Good visibility from within playroom onto decking. Non slip surface on decking.
Fire	Children & Adults	Injury/death	2	5	10	See Fire Procedure
Sunburn	Children and adults	Sunstroke	1	8	8	Application of sun cream SPF 50 every 2 hours when outside. Sun sails used. Hats and appropriate clothing during warmer periods.

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