



Priory School Risk Assessment Overview

Date of assessment	09 / 02 / 19	Facility/faculty	Playground / Indoor play	Member of staff	JW / KB
Date of review	09 / 02 / 20				

HAZARD	PERSONS AT RISK	RISK DESCRIPTION	Likelihood	Impact/ Severity	Risk Level	ACTION TO MINIMISE OR REACT	OWNER
Playground equipment	Pupils	Trips and falls during playground activities resulting in cuts, bruises or head injuries.	2	5	10	<p>A member of the Maintenance Department carries out a visual inspection of the playground equipment weekly.</p> <p>Staff will make a brief visual check of each item of equipment before use to detect any damage since last weekly inspection.</p> <p>Any defective equipment is removed from service upon detection and repaired prior to reintroduction or disposed of if necessary.</p> <p>Apertures in equipment are large enough for pupils to pass through or small enough to restrict entry to minimise the risk of becoming trapped.</p>	Facilities Manager & Maintenance Team

Falls from height	Pupils	Fall causing head injuries, cuts, bruises or broken bones.	2	4	8	<p>Pupils are under close supervision at all times while on play equipment.</p> <p>Pupils are given instruction on how to use the equipment safely and on what they should not do when using the equipment.</p> <p>Weather conditions are always assessed prior to using playground equipment and take account of wet or icy conditions.</p> <p>Pupils will only use equipment that is within their capability to use safely.</p> <p>For younger children, a rubberised surface is fitted beneath the play equipment to reduce impact or potential injury as a result of a fall.</p>	Facilities Manager & Teaching Staff
Impact with equipment, school building and other pupils	Pupils	Accidents leading to cuts, bruises or head injuries	2	4	8	<p>Pupils are under close supervision by staff at all times while on playground equipment.</p> <p>Outdoor play area is located to minimise interaction with other playground related activities.</p> <p>The positioning of the play area minimises protruding external corners of buildings where collisions may occur.</p>	Teaching Staff

						<p>Items of play equipment are sufficiently spaced to allow pupils to travel between areas with the minimal risk of collision with equipment or other pupils.</p> <p>Playground areas nominated as open spaces for running and energetic activities are kept free from unnecessary obstructions.</p>	
Slips & Trips	Pupils & Staff	Trips and falls causing cuts, bruises or head injuries	2	4	8	<p>All activities are supervised and horseplay around the equipment is not allowed. Pupil behaviour is monitored to ensure consideration for others.</p> <p>Storage of bags or any other equipment is not allowed in this area.</p> <p>The area is kept clean and litter free.</p> <p>Leaves in outdoor play areas are swept and removed regularly.</p> <p>Weather conditions are assessed before allowing play on outdoor equipment.</p>	Facilities Manager, Maintenance Team & Teaching Staff
Floor surface	Pupils & Staff	Trips and falls causing cuts, bruises or head injuries	2	4	8	<p>All surfaces are maintained and are in good condition. Damage is reported and repaired promptly.</p>	Facilities Manager & Maintenance Team

						Adequate drainage is provided to reduce surface water.	
Use of bats, balls and other sporting equipment	Pupils & Staff	Cuts, bruises or head injuries resulting from contact with sporting equipment or collision at speed	3	3	9	<p>Sporting activities will be closely supervised at all times and if required, areas will be segregated for the safety of others.</p> <p>All sporting equipment will be stored in a locked area when not in use.</p> <p>Suitable footwear will be worn by all participating in sporting activities.</p>	Teaching Staff
Visibility	Pupils & Staff	Accidents due to poor light or bad weather	1	3	3	<p>All playground activities are carried out in good daylight conditions. If natural light is not sufficient, staff will reassess the suitability of the activity.</p> <p>Weather conditions will be assessed prior to all playground activities. (fog, rain, etc)</p>	Teaching Staff
Clothing	Pupils	Cuts to knees or slips due to unsuitable footwear.	3	2	6	Teachers will assess the suitability of pupils clothing before allowing access to playground equipment and play areas.	Teaching Staff
Sharp or dangerous objects	Pupils & Staff	Cuts or lacerations from contact with sharp objects	1	4	4	Staff will carry out a brief visual inspection of play areas prior to	Teaching Staff & Maintenance Team

						<p>each activity.</p> <p>If any area of concern is detected, a member of the Maintenance Team will clear any harmful items from the area immediately</p> <p>All required Personal Protective Equipment and containers will be used by Maintenance Team members to remove sharp waste.</p>	
Indoor play areas.	Pupils, Staff, Parents & Visitors	All accidents associated with indoor play from minor cuts to serious head injury.	1	5	5	<p>Reference should be made to Priory School Risk Assessment File for detailed area specific assessments and additional risk assessments such as Fire, Electricity, Portable Electrical Appliances etc.</p> <p>General</p> <p>All activities are supervised by Priory School staff at all times.</p> <p>Appropriate staff/pupil ratios are maintained at all times.</p> <p>All play equipment is maintained in good order</p> <p>All play equipment is cleaned and sanitised regularly.</p>	Teaching Staff & Maintenance Team

						<p>All faulty play equipment is removed from service upon detection.</p> <p>All areas are kept clean, free from unnecessary obstructions and in a good state of repair.</p> <p>All equipment is age specific for the pupils involved in activities.</p> <p>A reporting system is in place through the use of the Daily Bulletin, email and telephone for the reporting of hazards or Health & Safety issues.</p>	
Visitors in play areas	Pupils	Potential harm to a pupil or child protection issue	1	5	5	<p>All visitors to Priory School are assigned a Visit Supervisor for the duration of their visit. Visitors are made aware of sensitive areas (Toilets, Changing Rooms etc) where they may not enter without permission from a member of the school's Management Team. Visitors are never left unsupervised in any area on the campus.</p>	Management Team & Teaching Staff
Pupil Interaction	Pupils	Older prep children bumping in to Early Years children while at play.	1	4	4	<p>The Area designated for Early Years children is fenced to avoid interaction with more boisterous pupils.</p>	Facilities Department
Insufficient First Aid provision if accidents occur	Pupils, Staff, Parents & Visitors	Deterioration of health following an accident due to lack of timely First Aid.	1	5	5	<p>Priory School has a School Nurse on site to deal with medical issues.</p>	Facilities Manager &

						<p>There are a number of First Aiders on site giving First Aid cover from 6.00am to 7.00pm during school opening hours.</p> <p>There are First Aid kits situated around the various Priory School buildings.</p>	Facilities Co-ordinator
Inadequate assessment of risk	All on site	Risks not identified increasing the possibility of accidents occurring	1	4	4	This risk assessment is reviewed annually and when there are changes to relevant equipment or new staff joining the school.	Facilities Manager & Facilities Co-ordinator

Score	1	2	3	4	5
LIKELIHOOD	<i>Unlikely</i>	<i>May occur but very rarely</i>	<i>Occurs from time to time</i>	<i>Likely</i>	<i>Probable</i>
SEVERITY	<i>Inconvenience</i>	<i>Minor injury requiring first aid</i>	<i>Medical attention required</i>	<i>Major injury leading to hospitalisation</i>	<i>Fatal or serious injury leading to disability</i>

0-9 Low Risk

10-16 Medium Risk

17-25 High Risk

Approved facilities	K.Bird	Signed	<i>K.Bird</i>	Date	09/02/19
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