

Area/Activity Assessed	External Areas and Public Access Gardens	Date Completed	23.01.24
		Review Date	23.01.25
Assessment Completed By	Keith Wilkinson (NEBOSH and NEBOSH Fire)	Person(s) Consulted	Rob Beard (Site Manager – Jayne Ecclestone (Finance Manager)

Persons Exposed	Employees	<input checked="" type="checkbox"/>	Contractors	<input type="checkbox"/>	Young Person	<input checked="" type="checkbox"/>	Expectant Mother	<input type="checkbox"/>	Visitors and/or Public	<input type="checkbox"/>	Trespassers	<input type="checkbox"/>
Frequency of Exposure	Continually	<input type="checkbox"/>	Hourly	<input type="checkbox"/>	Daily	<input checked="" type="checkbox"/>	Weekly	<input type="checkbox"/>	Monthly	<input type="checkbox"/>	Yearly	<input type="checkbox"/>
Duration of Exposure	Less than 1hr	<input type="checkbox"/>	1-2 hrs	<input type="checkbox"/>	3-4 hrs	<input type="checkbox"/>	5-6 hrs	<input type="checkbox"/>	7-8 hrs	<input type="checkbox"/>	More than 8 hrs	<input checked="" type="checkbox"/>

Probability	5= Very Likely, 4= Likely, 3= Quite Possible, 2= Possible, 1= Unlikely	Low	0-8	Low risk no action required
Severity	5= Catastrophic, 4= Major, 3= Moderate, 2= Minor, 1= Insignificant	Medium	9-15	Medium risk ensure adequate controls are in use
		High	16-25	High risk stop operation and implement adequate control measures

No	Hazard	Existing Control Measures	Residual Risk			Additional Control Measures
			Severity	Probability	Risk	
1.	Slips, trips and falls	<ul style="list-style-type: none"> • Grounds of the premises areas are subject to on-going visual inspections by all employees throughout the working day, any defects are immediately reported. • Ground in good condition and floor surfaces of the area are subject to on-going visual inspections throughout the working day. • Raised curbs / edges and steps are highlighted. • Areas are gritted during icy conditions. • Fallen leaves and branches are removed from paved areas when necessary. • Outdoor areas are not in use in extreme weather conditions. • All access routes, walkways and general floor areas are suitably illuminated during use. 	3	2	6	

No	Hazard	Existing Control Measures	Residual Risk			Additional Control Measures
			Severity	Probability	Risk	
		<ul style="list-style-type: none"> Designated walkways have been established where appropriate and all staff are aware that they must remain free from obstruction. On-going supervision completed by nominated personnel who ensure staff are adhering to safe working practices. All equipment purchased/loaned is checked to ensure they are safe and equipment use is age appropriate. The equipment is laid out to allow supervising adults and students/pupils to move freely between activities. Supervision is constant during physical play. Students/pupils taught how to use equipment correctly where applicable. 				
2.	Fire	<ul style="list-style-type: none"> Assembly points established. External fire routes are clearly marked and free from obstructions. Fire Risk Assessment completed in accordance with the Regulatory Reform (Fire Safety) Order 2005. The assessment considers the provision of preventative measures, means of raising the alarm, staff training and provision of firefighting equipment. Low risk of fire in outdoor areas. Build ups of leaf litter and debris are removed. 	5	1	5	
3.	Cuts, bumps and bruises	<ul style="list-style-type: none"> First aid available on site. First aid box fully stocked. First aid grab bags in use by supervising staff. Equipment in use externally is visually checked prior to use by staff. 	3	1	3	

No	Hazard	Existing Control Measures	Residual Risk			Additional Control Measures
			Severity	Probability	Risk	
		<ul style="list-style-type: none"> The play equipment has been purchased and installed by a reputable manufacturer/supplier (e.g. member of API - Association of Play Industries) to EN1176 standard (if applicable). The play equipment complies with relevant safety standards and is appropriate for the age groups intended. Equipment is annually inspected. Fencing and gates have been assessed for crush points and stoppers are in place where necessary to restrict closers. 				
4.	Housekeeping	<ul style="list-style-type: none"> Grounds are kept free from litter and monitored daily. Rubbish bins are emptied on a daily basis. All equipment in use externally is stored away in an appropriate location after use. 	3	2	6	
5.	Adverse weather creating access/egress conditions.	<ul style="list-style-type: none"> Areas are gritted during icy conditions. Leaves and branches removed when required by site team. External areas and pedestrian access routes that are with their responsibility are cleared of snow/ice. A ready supply of salt/grit is readily available to ensure that slippery access routes are made safe as far as reasonably practicable. 	3	1	3	
6.	Unauthorised access	<ul style="list-style-type: none"> Only authorised people are allowed on the nursery grounds. Public access to the garden area is open. Controlled access through secure and locked gates (nursery only). Visitors are required to report to reception and sign into a register. 	4	2	8	

No	Hazard	Existing Control Measures	Residual Risk			Additional Control Measures
			Severity	Probability	Risk	
		<ul style="list-style-type: none"> All visitors are accompanied throughout the building at all times unless a valid DBS has been presented. Grounds are secure outside of regular opening hours. Supervision levels appropriate for the layout of the site and the play areas, especially in the vicinity of gates and where there are public footpaths through the grounds. Identify any blind spots due to walls, trees, bushes, play equipment, etc. and eliminate/reduce the problem by cutting back/down hedging etc. CCTV present. 				
7.	Hard surfaces steps and steep slopes	<ul style="list-style-type: none"> Ensure that the play areas are even and well maintained. Any areas which become unsuitable will need to be coned off and placed out of bounds until repairs can be undertaken. Area periodically checked for missing drain covers, uneven surfaces, etc. Games are not to be played on steps. Ensure these areas are gritted in the winter when there is ice and snow 	3	1	3	
8.	Sun Protection	<ul style="list-style-type: none"> Supervisors are informed as to the importance of sun protection. Sun protection is actively promoted to the students/pupils in other ways (e.g., assemblies, workshops, talks). Sun letters sent to parents. Shade structures provide long/short-term shade. Seats and equipment by shady areas. Organised activities make use of the shade available. 	4	1	4	

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			Severity	Probability	Risk	
		<ul style="list-style-type: none"> Parents/students/pupils informed to apply sunscreen to children prior to school. Outdoor activities and events are planned outside of 11am-2:30pm where possible. Students/pupils are asked to remain in shaded areas. Students/pupils are encouraged to wear tops that cover their shoulders (vests and strappy tops are discouraged). Supervisors/students/pupils wear suitable hats and clothing etc when appropriate. 				
9.	Security Students/Pupils absconding leaving grounds unobserved	<ul style="list-style-type: none"> Procedures in place for the arrival and departure of students/pupils (including those leaving early). Maintained, un-breached fencing (no holes or gaps). Points of access onto the site minimised with clearly signed routes to the reception. If possible, provide alternative routes for visitors which will bypass playing areas. Gates closed/secured during outside activities. Avoid students/pupils playing in areas out of sight of adults. Areas identified as higher risk made "out of bounds". Play area is always checked prior to students/pupils accessing play areas. 	4	1	4	
10.	Objects falling from height	<ul style="list-style-type: none"> Tree condition survey report undertaken annually by an approved contractor. Loose branches/ roof tiles etc secured or removed where required. Following extreme weather conditions, a site safety walk is undertaken by the site team. 	4	3	12	<ul style="list-style-type: none"> Tree survey required for all trees on the site. No evidence of previous checks being undertaken.

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11.	Plants / Bushes and Shrubs	<ul style="list-style-type: none"> Access to any potentially poisonous plants, bushes shrubs and trees are restricted to pupils 	4	2	8	
12.	Trees on School Grounds	<ul style="list-style-type: none"> Trees are visually inspected. Drooping branches removed. Any broken branches to be reported for removal. Any branches or twigs at eye level will be removed by the Site Team / gardeners or the contractor who looks after the pruning of hedges in the school. Pupils are supervised whenever out in the play areas. Pupils are not allowed to climb the trees. Uneven paving is reported to the Site Manager and the cause investigated. If the cause is tree roots, then the paving is lifted, and the roots removed at the earliest convenient time. The soil around the tree roots is maintained regularly to prevent them from becoming a trip hazard. Tree survey undertaken bi-annually by an approved contractor. 	4	3	12	<ul style="list-style-type: none"> Tree survey required for all trees on the site. No evidence of previous checks being undertaken.

ACTIONS ARISING FROM THE RISK ASSESSMENT

Hazard number	Risk Rating	Who will be responsible for the additional control measures? Name(s)	When will the actions be complete?	Date complete and any comments or note
10.1&12.1	Med	Site Team / Finance Manager	3 Months	

Acknowledgement

The following members of staff have read this risk assessment.
Their signatures are confirmation that they have read and understood all which is within its contents.

Name	Signature	Date	Name	Signature	Date