

## Prioritised place risk assessment form

This risk assessment has been devised to support providers in maintaining the safety and well-being of all children and staff as they offer prioritised places.

It acknowledges that some of those places will be for vulnerable children who already have additional needs and who will require their existing risk assessment to be updated.

The list of examples given here is not exhaustive and should be added to with any specific considerations. Additions and amendments should be added to this form and a new form completed and attached to this original form as required.

A separate form should be used for individual children, whole groups and specific areas.

**Room/area/group of children referred to in this risk assessment:** Seedlings Baby Room      **Assessment carried out by:** Meganne Smith and Kym Carey

**Assessment date:** Michaelmas 23      **Setting manager's signature:** Meganne Smith and Kym Carey

| <b>Hazard</b>                           | <b>People</b>  | <b>Severity</b>  | <b>Likelihood</b>             | <b>Risk Level</b> | <b>6) Controls</b>  | <b>7) Further Action</b>                            | <b>Likelihood</b>           |
|---|--|--|-------------------------------|-------------------|---|---|-----------------------------|
| What are the risks you have identified? | Who might be harmed  | How badly could they be harmed?<br>(worst case scenario) | of harm with present controls |                   | What controls can be put in place?                        | What needs to be changed, by whom and by what date? | of harm with extra controls |
| Maintaining adequate ratios             | Staff<br>Children<br>Children with additional needs<br>Staff with additional needs | <b>Emotional well-being</b>                              | <b>Remote</b>                 | <b>Low</b>        | Additional procedures and cover available from bank staff | Staff brought in as needed                          | <b>Remote</b>               |

| Hazard                                    | People   | Severity                    | Likelihood    | Risk level | Controls  | Further action   | Likelihood    |
|---|--|-----------------------------|---------------|------------|---|--|---------------|
| Working with mixed age groups in one area | Staff<br>Children<br>Students<br>Volunteers<br>Children with additional needs<br>Staff with additional needs | <b>Emotional well-being</b> | <b>Remote</b> | <b>Low</b> | Additional procedures to ensure children remain in age groups | Increased Supervision as needed  | <b>Remote</b> |
| Staff shortages                           | Staff<br>Children<br>Students<br>Volunteers<br>Children with additional needs<br>Staff with additional needs | <b>Emotional well-being</b> | <b>Remote</b> | <b>Low</b> | Additional procedures and cover in place with bank staff      | Staff rough in to cover but ensure that familiar staff are also available. | <b>Remote</b> |

| Hazard                   | People   | Severity  | Likelihood | Risk level | Controls  | Further action   | Likelihood |
|--------------------------|--|---|------------|------------|---|--|------------|
| Practitioner becomes ill | Staff<br>Children<br>Students<br>Volunteers<br>Children with additional needs<br>Staff with additional needs | <b>Death; Major Injury</b><br>(Hospital/A&E/GP treatment required); | Remote     | Low        | Additional procedures in place when a member of staff becomes ill<br>Member of staff supported and sent home<br>Cover staff brought in<br>Matron on site to support<br>Personal Protective Equipment used<br>Closing off unused rooms/areas in setting if necessary | Personal Protective Equipment<br>Staff to cover brought in<br>Ensure familiar staff are also there with children | Remote     |

| Hazard                          | People   | Severity   | Likelihood    | Risk level      | Controls  | Further action   | Likelihood    |
|---------------------------------|--|--|---------------|-----------------|---|--|---------------|
| Providing meals                 | Staff<br>Children<br>Students<br>Volunteers<br>Children with additional needs<br>Staff with additional needs | <b>Discomfort</b><br><b>Reaction to Allergen</b> | <b>Remote</b> | <b>Moderate</b> | School kitchen able to provide packed lunch should there be a situation with the kitchen  | Kitchen to provide   | <b>Remote</b> |
| Children's emotional well-being | Children<br>Children with additional needs   | <b>Emotional well-being</b>                      | <b>Remote</b> | <b>Low</b>      | MHFA on site to support<br><br>Link closely with parents to ensure well being at forefront and all knowledge shared of family situations<br><br>KP to support | Increased Supervision as needed<br><br>Advice from MHFA<br><br>Links with parents and outside agencies as needed | <b>Remote</b> |

| Hazard                          | People   | Severity             | Likelihood | Risk level | Controls  | Further action   | Likelihood |
|---------------------------------|--|----------------------|------------|------------|---|--|------------|
| Disruption of key person system | Staff<br>Children<br>Children with additional needs<br>Staff with additional needs | Emotional well-being | Remote     | Low        | All staff have knowledge of children and build relationships so that in event of key person being absent the children have someone they relate to | Increased Supervision<br>Changes to existing procedures temporarily to ensure that children have a familiar adult to go to | Remote     |

If, following risk assessment and control measures, the level of risk remains high and the risk of harm remains very likely then the place should not be offered.