

General Risk Assessment

What are the hazards?	Who might be harmed and how?	What is being done about this?
Slips, trips and falls.	Children, staff and visitors may be injured if they trip over objects or slip on spillages. Cuts and abrasions, other physical and major injuries.	<ul style="list-style-type: none"> • General good housekeeping (hall to be kept tidy and clutter free). • Spills/trip hazards immediately cleared. • No trailing leads or cables. • All areas well lit (internal and external). • Appropriate footwear worn by staff and children. • Chairs and tables should not be moved.
Germ	Illnesses could spread from person to person or from food.	<ul style="list-style-type: none"> • Children to wash their hands before they eat and after they have been to the toilet. • Tables to be kept clean. • Have Antibacterial gel available for children/ staff to use.
Electrical equipment	Children, staff and visitors may be injured by electrical equipment by electrocution or a fire.	<ul style="list-style-type: none"> • Ensure leads and cables are in good condition. • Ensure leads and cables are not hanging or trailing. • Any faulty equipment or cables should be removed and not used until fixed. • Electrical equipment should be turned off at the end of the day (Radiators/heaters/pipes should not have anything put on top of or covering them).
Doors	Bruised, broken or more serious finger, hand or foot injury.	<ul style="list-style-type: none"> • When doors are open, ensure they are fastened securely (external doors). • If necessary, children to be advised to not put their fingers in or near door openings and educated on why they should not do this.
Furniture/equipment	Children, staff and visitors may be injured if the furniture or equipment is not secure and breaks while they are using it or if used once broken may cause injury. Cuts and abrasions, other physical and major injuries.	<ul style="list-style-type: none"> • Damaged/broken equipment or furniture should be removed immediately if possible and not used until fixed. Premises Manager to be advised. • Furniture/equipment should be used only for the purpose it was designed for (e.g. chairs should not be stood on). • Furniture should be checked for stability. • Clocks or wall hangings should be secure and only the Premises Manager should put them up and take them down.

Route blocked during evacuation.	Not being able to evacuate building promptly during a fire could cause smoke inhalation.	<ul style="list-style-type: none"> • Nothing should cover doors and fire exits should not be blocked. • Furniture or equipment should not be positioned within one metre of the front of a door.
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Week Commencing	Checked (Initials)	Any Actions Required?	If Actions Required Who Performed Action? (Initials and Date)