



# Risk Assessment Form



|          |             | LIKELIHOOD    |          |        |             |                |
|----------|-------------|---------------|----------|--------|-------------|----------------|
|          |             | VERY UNLIKELY | UNLIKELY | LIKELY | HIGH LIKELY | ALMOST CERTAIN |
| SEVERITY | NEGLECTIBLE | LOW           | LOW      | LOW    | LOW         | LOW            |
|          | MINOR       | LOW           | LOW      | LOW    | MEDIUM      | MEDIUM         |
|          | SERIOUS     | LOW           | MEDIUM   | MEDIUM | MEDIUM      | HIGH           |
|          | SEVERE      | LOW           | MEDIUM   | MEDIUM | HIGH        | HIGH           |
|          | VERY SEVERE | MEDIUM        | MEDIUM   | HIGH   | HIGH        | HIGH           |

|   |                         |
|---|-------------------------|
| <b>Risk Assessment for (Activity/Process/Operation)</b> | <b>Active Playtimes</b> |
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|                        |                          |                       |                                 |                         |
|------------------------|--------------------------|-----------------------|---------------------------------|-------------------------|
| <b>Service</b>         | <b>Health and Safety</b> | <b>Team / Section</b> | <b>Wheelwright Lane Primary</b> |                         |
| <b>Assessment Date</b> | <b>28/7/25</b>           | <b>Review Date</b>    | <b>July 26</b>                  | <b>Reference Number</b> |

| What are the hazards<br><i>(i.e. what can cause harm)</i> | Who might be harmed and how?<br><i>(e.g. employees, pupils, members of the public, etc. and the significant risk(s))?</i> | What existing control measures are in place to reduce / prevent the risk?<br><i>(i.e. what are you already doing?)</i>   | Considering existing controls, what is the current risk level<br><i>(i.e. high, medium or low – use the matrix above)</i> | Further Action to be taken to control the risk?<br><i>(i.e. only record action/additional controls measures you are going to implement)</i> | Assigned to | Completed by whom & when |
|---|---|--|---|---|-------------|--------------------------|
| Pupils using bags with straps                             | Potential for neck injury and strangulation if used incorrectly   | All members of staff to be aware of risk of straps on bags when supervising outdoors.<br>Children have been informed in assembly of how to use the bags sensibly and safely.<br>All lunchtime supervisors to wear shoulder bags or bum bags that hold basic first aid equipment enabling minor first aid to be administered at the point of injury<br>All lunchtime supervisors to wear shoulder bags or bum bags that hold accident | L   |   |             |                          |

|                               |   |   |   |   |                                    |   |
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|                               |   | reporting books.  |   |   |                                    |   |
| Pupils using tug-of-war rope: | Risk of falling over by being tugged, as well as strangulation and potential rope burns on hands                                    | All members of staff to be aware of risk when supervising main field. Rope to be distributed by member of Play Team and returned to staff member at the end of the play session.<br>All lunchtime supervisors to wear shoulder bags or bum bags that hold basic first aid equipment enabling minor first aid to be administered at the point of injury<br>All lunchtime supervisors to wear shoulder bags or bum bags that hold accident reporting books. | M |   |                                    |   |
| Pupils using sensory trail:   | Risk of loose parts separating from main structure, as well as potential cuts to hands and feet if shells/bark/cones etc. are sharp | All members of staff to be aware of risk when supervising main field. Regular checking of trail to ensure no loose/sharp parts<br>Caretaker to undertake regular checks of equipment.<br>Health and Safety checks completed by Warwickshire   | L |   |                                    |   |
| Pupils using storage sheds:   | Risk of trapped fingers, or being 'locked' in shed through door swinging shut or padlock being closed                               | All members of Play Team to ensure door hooks are securely fastened when opened. Only the Forest School Sheds to be unlocked by Forest School Lead using key when required for  | L | The forest school tools bag is stored in an indoor secure area – Y5 & 6 cupboard. | All staff<br>LC Forest School Shed | L |

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|                       |  | <p>sessions.<br/> Staff can ask for this key if needed to access the rake for the sandpit.<br/> The forest school tools bag is stored in an indoor secure area – Y5 &amp; 6 cupboard.</p>  |   |   |           |   |
| Pupils using sandpit: | <p>Potential for sand in eyes; sand can become infested without proper aeration; risk of toxoplasmosis from animal faeces; risk of consumption of sand; allergies on skin.</p> | <p>Sand to be regularly aerated (dug over) and raked – this will happen naturally with year-round use. Use of a sandpit cover to deter interest from wildlife /fox faeces – cover to be removed and sandpit checked for contamination prior to use and after use. Cover to be pulled over towards end of each session. Pupils support with tidying area<br/> Soft brushes stored near sandpit to brush off sand from skin. Children to wear long-sleeved tops for sensitive skin if required. Bottle water provided to wash out sand from eyes. Weather conditions to be assessed before sandpit is opened. Monitor and regulate the number of children in the sandpit if necessary. Discuss risks with children – model phrase “the sand stays low, or out you go”, “No doggy digging” to avoid sand in eyes. Play Team to rake over sand before use in</p> | H | <p>A tuff tray on legs filled with sand is available for children to use and located next to the sand pit. This allows for children in wheelchairs to use be able to access the sand.</p> <p>This area to be supervised – rota in place (appendix A). Supervising staff member to ensure: Soft brushes are stored near sandpit to brush off sand from skin. And a bottle of water is available to wash out sand from eyes.</p> <p>Two adults each side of the cover to pull it over the sandpit at the end of play.</p> | All staff | M |

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|   |  | <p>very hot weather, to avoid children burning themselves on hot sand.</p> <p>Assembly time used to ensure children understand the sandpit rules and use safely</p>  |   |  |           |   |
| Pupils using digging zone               | <p>Potential for soil ingestion, ingestion or absorption of plants, allergies, Use of small spades could cause harm to individuals/others if used incorrectly.</p> | <p>All children frequently reminded of Forest School values – “no picky, no licky.”</p> <p>Staff to remove hazardous plants (e.g. stinging nettles).</p> <p>Staff to be vigilant when supervising children using spades.</p>   | M | <p>Play team to hand out / collect in spades each day if asked for and to supervise this area– these are in the allotment area on the Year 1 and 2 playground</p>  | All staff | L |
| Pupils using scooters and wheeled toys: | <p>Potential risk of falling off, causing bumps and scrapes.</p>   | <p>Play Team to ensure the scooters/bikes are checked and maintained on a weekly basis. Scooting area is clearly marked out using cones or understood by children, and all movement is to be within the same-direction travel. Children spoken to in assembly about safe use of helmets</p> <p>Keep area clear of other children and doors being opened.</p> <p>All lunchtime supervisors to wear shoulder bags or bum bags that hold basic first aid equipment enabling minor first aid to be administered at the point of injury</p> <p>All lunchtime supervisors to wear shoulder bags or bum</p> | M | <p>Lunchtime supervisors to supervise this area within a close range.</p> <p>Lunchtime supervisors to consider higher risk of using helmets due to ill-fitting helmets which may cover eyes and obstruct view.</p> <p>Staff to check helmets are worn correctly and damaged helmets are brought to the office and got rid of.</p> <p>Intend to purchase further helmets using sports grants</p> <p>Mark to attach hinges to ensure shed doors can be fastened when opened.</p> | All staff | L |

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|  |   | bags that hold accident reporting books.  |   |  |   |   |
| Pupils playing with heavy loose play equipment, such as pallets, tyres, wooden planks and cable drums: | Potential for splinters, scratches from undetected nails, falling off from a height (onto grass) if climbing, and crush injury. Potential injury when lifting heavy objects or attempting to crawl in tubing. | Encourage safe holding, moving and stacking. "Ready, steady, lift" – bent knees and straight back – children to be regularly reminded of this in termly assemblies and during Forest School/Outdoor learning. Large tractor tyres not to be moved; smaller car tyres can be moved. Staff apply principles of dynamic risk assessment and guide children in movement and use of heavier play parts. Slippage surface to be checked after rain/dew. All pallets to be checked daily for protruding nails – nails hammered in or pallet removed from building zone for disposal. Pupils reminded of 'no consumption' rule. Children regularly reminded to inform staff of broken resources or signs of damage All lunchtime supervisors to wear shoulder bags or bum bags that hold basic first aid equipment enabling minor first aid to be administered at the point of injury All lunchtime supervisors to wear shoulder bags or bum bags that hold accident reporting books. | H | Children only to move tyres which have been drilled. Large tyres to NOT be entered if they have not been drilled due to the stagnant water.<br><br>LC to continue drilling holes as new tyres are provided which allows for the release of stagnant water - <a href="#">A drill needs to be purchased for school use as current one is broken.</a><br><br><a href="#">Swing tyres – only to be used if directly supervised by a staff member with a first aid bum bag.</a> | All staff<br><br>LC<br><br>TF/WW<br><br>ALL STAFF | L |

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| <p>Children playing with skipping ropes and swings</p>          | <p>Potential for neck injury and strangulation if used incorrectly</p>           | <p>All ropes to be stored in a designated area, and only used when supervised. Play Team to enforce 'restricted area' use of ropes. All ropes regularly checked to ensure they are in good working order. Frammock swings, tyre swings or similar and hammocks to be supervised by an adult who has view of play. Children to take turns using these and reminded of this during active play.<br/>All lunchtime supervisors to wear shoulder bags or bum bags that hold basic first aid equipment enabling minor first aid to be administered at the point of injury<br/>Scissors included in the first aid bag which will cut rope if required.<br/>All lunchtime supervisors to wear shoulder bags or bum bags that hold accident reporting books.</p> | <p>H</p> |   |          |  |
| <p>Pupils playing on field and around the side of buildings</p> | <p>Supervision difficult and risk of pupils being injured when out of sight.</p> | <p>Pupils are aware of the areas they can access. Reminders given not to access areas out of view "if you can't see an adult they can't see you" rule.<br/><br/>Children receive regular communications via assembly about not climbing any fences</p>   | <p>M</p> | <p>Codes into school premises to be regularly changed</p> | <p>L</p> |  |

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|  |   | <p>including the boundary fence.</p> <p>Children do not access the far field near rope swing without an adult. Supervision from the Play Team at locations across the site, e.g. sandpit/scooters, football, playground, tyre area</p> <p>Assemblies used to ensure children know the areas that they can access e.g. not past the goalpost</p> <p>Play team wear pink high-viz jackets for quick identification. Children know to find an adult who is wearing pink vest.</p> <p>Gates are kept locked at all times - wraparound pedestrian gate/ blue tango fencing at wraparound building/ Nursery tango fencing/ gate to Exhall Grange</p> |   |   |           |   |
| Pupils playing in different environments with different equipment could produce new potential dangers: | There is an increased risk of minor injury to pupils who may require immediate first aid. | Pupils with minor injuries (scratches and minor abrasions) will be treated in situ. More serious injuries will be referred to a first aider and head/slt who will deal with as appropriate. Staff to inform a member of SLT if the injury requires parental contact or hospital treatment.   | M | Frammock swing only to be used if- supervised by an adult at the point of hill and trees. | All staff | L |

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|   |  | First aid record slips in first aid pouches and delivered to class teachers at the end of play. All staff including lunchtime supervisors are aware of and actively promote the 'be kind, be safe, be fair' ethos.   |   |  |           |   |
| Pupils have access to dressing up clothes, such as scarves, handbags, etc, as well as fabric sheets and cushions: | Potential for neck injury and strangulation if used incorrectly or scratches from zips on cushions | All members of the Play Team to be vigilant in their supervision of pupils use of dressing-up equipment, fabric and cushions. Zips on cushions could catch children if they are not being used appropriately. Play team to carry scissors for cutting if necessary<br>Staff supervising will have scissors to hand in bum bag. | L |  |           |   |
| Pupils can use sticks:  | Potential for scratches, splinters, bruising if stick used on body part.                           | Pupils briefed in assemblies about safe use of sticks: 'stick on stick/loose part' only, sticks no higher than shoulder level. Children reminded they must not run using sticks or use them as weapons in play. Adults to monitor this as part of supervision.   | M |  | All staff | L |
| Pupils using gym mats:  | Potential to trip over corner of mats, fall from height if creating a 'human pyramid'.             | Pupils briefed to limit gym support structures to a height of no more than two people at a time  |   |  | All staff |   |
| Use of fixed climbing   | Potential risk of slipping and   | Pupils briefed to self-assess the risk of slippery   | M |  | All staff |   |

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| equipment in wet weather:  | falling on slippery surface.  | surfaces/bars and how to change behaviour/use of apparatus when there is a change in the climate.   |   |  |           |   |
| Football   | <p>Potential to slip, trip and fall.</p> <p>Injuries</p> <p>Dehydration, heatstroke, sunburn<br/>Hypothermia, pneumonia</p> | <p>Condition and access of play area (grass/playground) checked, i.e. Slippery, wet, uneven, dirty, animal faeces, litter, glass, large bricks and stones. Safety of portable goals – ensure that posts are correctly secured and fixed together/weighted if necessary</p> <p>Any obstructions i.e. Benches, Chairs, Equipment, Bags surrounding the play area - removal of any items to a safe distance</p> <p>Weather conditions - asses the conditions and plan accordingly.</p> | M | <p>Inspection of the grass to ensure it is safe for the session to take place</p> <p>Supervising staff to have access to first aid kit to hand – see rota (appendix B)</p> <p>Participants checked to ensure they are wearing suitable clothing/footwear - shinpads encouraged</p> <p>Football not to take place if a weather warning is in place and children are in direct sun. Children to have access to water if needed – bring out their water bottles.</p> <p>Children to have appropriate clothing e.g. extra appropriate clothing if the grass is wet/muddy</p> | All staff | L |
| <p>Mud kitchen</p> <ul style="list-style-type: none"> <li>- Including stagnant water</li> <li>- Soil contamin</li> </ul> | <p>Children and adults</p> <p>Stagnant water, Consumption/ absorption of contaminants<br/>Drowning<br/>Flooding during</p>  | <p>Mud kitchen area checked during site sweep for broken items/stagnant water/ Soil contaminants.</p> <p>Storage allows for drainage and aeration</p>   | M | <p>Water containers are emptied at the end of each session/day and not left to go stagnant</p> <p>Water containers are supervised and cleaned regularly and checked for foreign bodies, mould, algae</p>   | All staff | L |

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| <p>ation</p> <p>- Storage of utensils/ pots etc</p> | <p>heavy, prolonged rain events</p> <p>Manual handling, moving the baskets of pots, pans, utensils</p> <p>Injury from a sharp rusty resource</p> |   |          | <p>Children encouraged to follow a no consumption routine in this area Children are made aware of the potential hazard - You can't drink it, it would make you die/ do you know it's just pretend?</p> <p>Training in safe lifting/ carrying procedures when appropriate</p> |                  |          |
| <p>Music system</p>                                 | <p>noise pollution, distraction, electrical safety, injury and trip hazards</p>  | <p>Lunchtime supervisors to ensure the music is not too loud and does not disrupt the overall playground environment or nearby areas.</p> <p>Music system to be used in a designated area.</p> <p>Ensure all equipment is securely placed and properly secured to prevent falls.</p> <p>Ensure music system is plugged into the mains in the kitchen so no cables to minimize trip hazards.</p> | <p>M</p> | <p><b>Regular Monitoring:</b></p> <p>Routinely monitor the music system and its impact on the playground environment to ensure that control measures are effective.</p> <p>School mobile phone to be purchased with Spotify to allow for song rotation.</p>                  | <p>All Staff</p> | <p>L</p> |

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|  |   | <p>Music choice to be appropriate for a playground environment</p> <p>Regular communication with children and staff about the music system rules e.g. adults only to touch the music system.</p> <p>Lunchtime staff are trained on the safe operation of the music system.</p>   |   |  |  |   |
| <p>The ground/area. Including: Hollybush, nettles and brambles</p> | <p>children of the setting, members of staff within that area and visitors entering the premises.</p> <p>Being stung, cut, scraped and poisoned.</p> <p>Possible mushrooms, animal faeces, animal holes, nettles, stingers, poisonous plants, fungi etc. on the premises.</p> | <p>Area properly safety checked through regular site checks. Give children the knowledge to understand the risks of playing near area of the holly bush, nettles and brambles through conversation's in class, outdoor learning activities and Friday assembly time - 'no picky no licky rule'. What they pick up they do not put in their mouths.</p> | M |  | <p>Groundskeeper contractors</p> <p>Caretaker</p> <p>All staff</p> | L |

|                         |                        |                  |                        |
|-------------------------|------------------------|------------------|------------------------|
| <b>Name of Assessor</b> | <b>Wendy Wadsworth</b> | <b>Signature</b> | <b>Wendy Wadsworth</b> |
|-------------------------|------------------------|------------------|------------------------|

|  |  |           |  |
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| Name of Manager responsible for activity / process | S Rutherford, head teacher<br>L Cullinane, Sports Lead | Signature |  |
|--|--|-----------|--|

## Risk Assessment Review Log

Only use this log to confirm that there have been no changes to the current assessment; otherwise an updated risk assessment must be done

|                                  |  |       |  |
|----------------------------------|--|-------|--|
| Initial Review Date              |  |       |  |
| Assessor's Signature             |  | Date: |  |
| Signature of Responsible Manager |  | Date: |  |

|                                  |                               |       |  |
|----------------------------------|-------------------------------|-------|--|
| Next Review Date                 | 12 months from initial review |       |  |
| Assessor's Signature             |                               | Date: |  |
| Signature of Responsible Manager |                               | Date: |  |

|                                  |                               |       |  |
|----------------------------------|-------------------------------|-------|--|
| Initial Review Date              | 24 months from initial review |       |  |
| Assessor's Signature             |                               | Date: |  |
| Signature of Responsible Manager |                               | Date: |  |

|                                  |                               |       |  |
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| Initial Review Date              | 36 months from initial review |       |  |
| Assessor's Signature             |                               | Date: |  |
| Signature of Responsible Manager |                               | Date: |  |

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|----------------------------------|-------------------------------|-------|--|
| Initial Review Date              | 48 months from initial review |       |  |
| Assessor's Signature             |                               | Date: |  |
| Signature of Responsible Manager |                               | Date: |  |





# Wheelwright Lane Primary School



## Key

- Building
- Open Land
- Paved Area/Playground
- Forest
- Vegetation Fight/Hedge
- Young Trees/Vegetation
- Rough Open Land
- Artificial Grass
- Alternate Flooring
- Car Park
- Canopy
- Out of Bounds
- Planting
- Stoney Ground
- Pond
- Trim Trail
- Passable Fence
- Impossible Fence
- Retaining Wall
- Wall
- Special Man Made Feature/ Play
- Bridge
- Stairway
- Play Frame
- Small Tree/Bush
- Large Tree
- Control Point
- Magnetic North Line
- Log Circle

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Appendix D: Final checks

