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| Original Risk Assessment created by S McBride 10.3.21 | | | | | |
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| Name and designation | Whole Establishment COVID Recovery RA  (initial) | Term 1  (initial and date) | Term 2  (initial and date) | Term 3  (initial and date) | Term 4  (initial and date) |
| AHT: Steven McBride | 10.3.21 |  |  |  |  |
| ADHT: Claire Henderson | 10.3.21 |  |  |  |  |
| DHT: Kathleen Wales | 10.3.21 |  |  |  |  |
| LA: Sandra Resta | 10.3.21 |  |  |  |  |
| LA: Nicola Canavan | 10.3.21 |  |  |  |  |
| LA: Linda Cornwall | 10.3.21 |  |  |  |  |
| LA: Siobhan Gibson | 10.3.21 |  |  |  |  |
| LA: Alannah Gall | 10.3.21 |  |  |  |  |
| LA: Debby Walker | 10.3.21 |  |  |  |  |
| OFFICE SUPPORT: Liz Jones | 10.3.21 |  |  |  |  |
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| Department | Education and Communities | Unit/Section | St David’s RC Primary and ELC Setting |
| Date of assessment | Reviewed 10.3.21 | Assessor(s) | Head Teacher/Head of Establishment |
| What is the activity? | Playground – lower school and upper school | Where is the activity carried out? | School grounds |

QI 1.5 Management of resources to promote equity

This indicator highlights the importance of sound risk assessment which puts the needs of learners at the centre of decisions about financial and other resource management. The promotion of equity is a shared responsibility held by all staff, partners and stakeholders. The school’s management of resources should result in building a more sustainable and equitable future for all.

Level 5 illustration

Management of resources and environment for learning We make the best use of available resources, including digital technologies, to create, sustain and enhance a motivating environment for effective learning. The learning environments across the school are seen as a resource to fully support learning, teaching and inclusion. We have a wide range of appropriate resources to support and challenge learners at all levels of their learning. We encourage our learners to make independent and responsible use of a range of resources. We ensure sustainable, transparent and equitable allocation and use of resources to support the learning needs of all. We manage allocated resources proactively and efficiently to meet planned learning and development priorities. In consultation with relevant stakeholders, resources are sourced, allocated and used efficiently and effectively to meet organisational, local and national priorities and the needs of the people we work with. We use data and evaluations of the impact of previous planning priorities and learning programmes to inform future resourcing decisions. We diligently implement relevant health and safety legislation and are vigilant in ensuring the security and safety of all users and visitors. As a result, our buildings are secure and any health and safety issues are identified and addressed promptly.

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| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **What further action is necessary?** | **Action by whom?** | **Action by when?** | **Done** |
| PLAYGROUND – Lower and Upper | | | | | | |
| Trip, fall or collision on concrete | Pupil  Staff  Visitors to school | * Adults to supervise children and monitor their play. ~~LAs to send children to office for first aid if required~~. * Grounds checked each morning by Facilities Management and gritted in accordance with Facilities Management Guidelines. * During adverse weather conditions, unsuitable areas will be coned off and children advised not to enter. LAs to be additionally vigilant to ensure learners are playing in permitted areas. * A decision may be taken during adverse weather to keep children indoors and have an indoor break.   COVID-19   * Pupils to be toileted prior to going outside to play to minimise contamination/ risk of infection * First Aider to carry First Aid bumbag outside and appropriate PPE to provide First Aid on spot where possible (see whole establishment First Aid risk assessment) and reduce the need for children to be sent to the office. First Aider will decide if learner requires further support indoors or if a parent is to be telephoned. |  |  |  | ✓ |
| Trip, fall or collision on grassed area | Pupil  Staff  Visitors to school | * When grass area in use have adults appropriately positioned to monitor and supervise children * LA to check outdoor conditions daily to ascertain if grass safe to play on as becomes particularly slippy in winter months (see checklist) * Pupils advised to wear appropriate clothing in winter months and appropriate footwear e.g. wellies. * ~~LAs to send children to office for first aid if required.~~   COVID-19  First Aider to carry First Aid bumbag outside and appropriate PPE to provide First Aid on spot where possible (see whole establishment First Aid risk assessment) and reduce the need for children to be sent to the office. First Aider will decide if learner requires further support indoors or if a parent is to be telephoned. |  |  |  | ✓ |
| Trip, fall or collision on equipment | Pupil  Staff  Visitors to school | * Adult to support children when using the equipment and explain to children how the equipment should be used * Class teachers engage in regular discussion about safe and unsafe/ appropriate and inappropriate play in playground   COVID-19   * Play equipment not in use at this time including climbing wall and trim trail |  |  |  | ✓ |
| Injury from using playground toys | Pupil  Staff  Visitors to school | * Adults to check toys daily and bin any broken or damaged toys. * Class teachers engage in regular discussion about safe and unsafe/ appropriate and inappropriate play in playground e.g. looks like/ sounds like/ feels like chart displayed in classroom and on Seesaw * LA ensures toys are safely stored in container as appropriate   COVID-19   * Play equipment not in use at this time including climbing wall and trim trail |  |  |  | ✓ |
| Pupil Behaviour Expectations | Pupil  Staff  Visitors to school | * All staff to follow behaviour policy for all children – i.e. clear expectations and restorative practice * All staff to report any concerns to appropriate member of staff * LAs to be appropriately positioned in playground to maximise success and support individuals as appropriate * Class teachers and support staff engage in discussion about safe and unsafe/ appropriate and inappropriate play in playground e.g. looks like/ sounds like/ feels like chart displayed in classroom and on Seesaw. * Children are encouraged to ask for support/ clarification about the areas, which are suitable if they are unsure. * All staff engage in positive discussions around ready, respectful and safe |  |  |  | ✓ |
| Unknown adult in playground | Pupil  Staff  Visitors to school | * Gates closed after morning drop off (although not locked) * Remove children from the area when the unknown adult is or take children inside * Approach visitor and direct them to office. Send child/ another member of staff to report to Head Teacher if appropriate (emergency situation) |  |  |  | ✓ |
| Animal in playground | Pupil  Staff  Visitors to school | * Do not allow children to go out until the animal is removed or if children are out do not let them go near the dog/ cat * Report to HT or Janitor * Pupils are aware that they should not touch or approach animals in the playground |  |  |  | ✓ |
| Lost/ missing pupil | Pupil | * LAs to ensure all gates are closed before children are out (see checklist) * Children to report any issues/ concerns about a child being missing/ lost to an adult * Careful placement of LAs to ensure good supervision of playground * Children not permitted to play where can’t be seen e.g. behind Upper School * Teaching staff to ensure all children are dismissed and collected from lines * Look to locate a child immediately and call for assistance from another member of staff should a child not be able to located * Report to HT who will contact Police Scotland and parent if child has absconded/ left school grounds * HT to follow Absconding Policy where appropriate |  |  |  | ✓ |
| Allergy to or choking on snack/lunch | Pupil | * LAs aware of allergies/ medical needs (detailed in class registers) * Allergy and asthma training up to date * Children not to run around until they have eaten snack * Regular newsletter reminder and induction packs detail no nuts to be brought into school   COVID-19   * Dinner hall not currently in use due to government guidance * pupils supervised by teaching staff before break and lunch to eat snack/ lunch * close supervision of P1-3 in particular |  |  |  | ✓ |
| Illness or medical emergency | Pupil  Staff  Visitor to school | * First Aider outside (SR) with children * PH separate risk assessment and medication carried outside * First Aider in school office and ELC * LAs to call for assistance from another member of staff in a medical emergency * See separate whole establishment First Aid risk assessment   COVID-19   * See separate whole establishment COVID-19 Recovery risk assessment |  |  |  | ✓ |
| Fire alarm, bomb alert or other evacuation from school building | Pupil  Staff  Visitor to school | * Follow fire evacuation plan * Get children to mearest Fire Assembly Point and ensure regular head counts/ register of children taken * See separate Fire Action Plan   COVID-19   * Fire Action Plan updated August 2020 including COVID-19 measures |  |  |  | ✓ |
| Hypothermia, heatstroke, sun burn | Pupil | * If too hot, children should not be outside * Encourage families to send sun hat and suncream (self apply) * Ensure all children have a suitable winter coat. Share any concerns with class teacher who will speak with parent * Access to welly/ waterproofs to loan where appropriate   COVID-19   * No loan items in use at moment e.g. wellies to minimise risk of cross contamination/ spread of infection |  |  |  | ✓ |
| Football or toy going into bushes | Pupil | * Children to report this to an adult. Adult to get balls/toys out if safe to do so or log issue in Janitor book   COVID-19   * No shared equipment/ toys at present * No football at present |  |  |  | ✓ |
| Hygiene risk from excrement contamination | Pupil | * If staff see anything they think is a hygiene risk to children, cordon area off and report to Janitor. * Remind children of good hand washing hygiene. |  |  |  | ✓ |
| Bumps, scrapes and eye injuries from low or protruding branches and/or roots | Pupil  Staff  Visitor to school | * Regular observation by Las (daily checklist) * Children not to use area if not safe * Report any branches/ concerns to Janitor to tend to * First Aider available in playground (SR) |  |  |  | ✓ |
| Pupils out of direct supervision in the wider field area | Pupil | * Staff to keep wider field area in check throughout break and lunch * Pupils encouraged to come to tell an adult if any problems * Pupils aware of expectations in playground and safe/ unsafe choices |  |  |  | ✓ |
| Injury from loose parts play items | Pupil  Staff | * LAs to check materials regularly to make sure they are fit to be used - anything that is not to be removed * Report any concerns to HT as appropriate   COVID-19   * No shared equipment/ toys at present |  |  |  | ✓ |
| Fall from height on climbing wall/ monkey bars | Pupil | * Close supervision of pupils on play equipment * Pupils reminded to keep feet on lower steps of climbing wall   COVID-19   * No shared equipment/ toys at present |  |  |  |  |
| Unsafe item in playground | Pupil  Staff  Visitor to school | * LAs to regularly check playground for any risks * Cordon off area if appropriate * Report to appropriate member of staff as appropriate. |  |  |  | ✓ |
| Contamination/ poison from litter | Pupil  Staff  Visitor to school | * Daily litter pick completed by Janitor * Pupils encouraged to use bins for litter * Any foreign objects e.g. syringue to be reported to a member of staff to address |  |  |  | ✓ |
| Accident from bike/ scooter | Pupil  Staff  Visitor to school | * All pupils to dismount and walk bike/ scooters into playground * Bikes/scooters to be parked in pods and locked throughout school day * Bikes/ scooters not to be ridden at break or lunch * Pupils aware of these expectations |  |  |  | ✓ |
| Head injury, fall from height or trip, slip or fall from roof/ pipe work | Pupil  Staff  Visitor to school | * Regular maintenance checks with Midlothian Council * Report any concerns to Janitor/ HT for repairs/ attention * Regular inspection of outside of building by Janitor/ Care Taker/ Facilities management |  |  |  |  |

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| Manager’s name | Head Teacher/Head of Establishment | Signature | Steven McBride |
| Date | 15th March 2021 | Assessment review date | Assessment to be reviewed if or when first aid arrangements change. |