

RISK ASSESSMENT

Risk Assessment for:	Use of the Play Ground / Garden Area			Prepared by:	H&S Co-ordinators – S.L & V.D	
				Assessed by SLT:		
Location:	ROSEWOOD FREE SCHOOL			Date of Assessment	June 2025	
				Review Date:	June 2027	
Hazard	Who might be harmed?	Hazards Identified which may cause harm – consequence	Existing Level of Risk	Control Measure and Precautions Taken	Additional Control Measures or Further Action Required	Remaining level of Risk
Damaged floor surface	Employees, Learners, third parties	Causing trips or falls, Learners equipment failure	Medium - 15	Inspections & maintenance check done yearly externally by Southampton City Council Area inspected during monthly building audit by H&S Co-Ordinators, and actioned when required by maintenance team	All staff to visually check before use and to report any damage noticed to H&S Co Ordinators	Low - 5
Build-up of algae or dirt causing slippery surface	Employees, Learners, third parties	Falling over or loss of control of wheelchair from slipping. Broken limbs, muscular skeletal and other physical injuries.	Medium - 15	Annual clean and inspection as above Area inspected during monthly building audit by H&S Co-Ordinators	Maintenance team will clean on request when necessary	Low - 5
Litter, glass & foreign objects	Employees, Learners, third parties	Minor injuries leading to infection, cuts or abrasions	Medium - 10	Visual inspection of play area before use and removal of object Area inspected during monthly building audit by H&S Co-Ordinators	All staff responsibility to check and remove	Low - 2
Fallen leaves on the floor	Employees, Learners, third parties	Falling over or loss of control of wheelchair from slipping on leaves. Broken limbs, muscular skeletal & other physical injuries.	Medium - 10	Visual inspection of play area before use. Maintenance team maintain garden routinely as detailed above All staff to avoid leafy area if leaves have freshly fallen. Area inspected during monthly building audit by H&S Co-Ordinators	Maintenance team will clean on request when necessary	Low - 5

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Over hanging tree, prickly & general bushes	Employees, Learners, third parties	Cuts, scratches, bruises, falls, Learners equipment failure due to contact with large foliage	Low - 4	Specific areas maintained and cut back for safe use of the garden annually by maintenance team or external company if deemed necessary by SLT. Area inspected during monthly building audit by H&S Co-Ordinators	Maintenance team will cut back on request when necessary	Low - 2
Incorrect adult supervision levels	Learner	Cuts, scratches, bruises, falls, broken limbs, muscular skeletal & other physical injuries.	Medium - 10	All Learners need to be adequately supervised whilst in the garden by any and all staff who are placed with them. Teacher/ class lead to organise and use judgement as to activity in hand and ensure safe access to garden by considering staffing levels each time		Low - 5
Pushing a learner outside when they are accessing their home or class chair	Employees, , third parties	Muscular skeletal & other physical injuries to staff/third party	High - 20	ALL staff to use home chairs outside where possible including fire drills as they will be much easier to push on the floor surface reducing the risk of injury. All staff to ensure steady pace when moving.	Learners individual handling plans detail when class chair must NOT be used outside. All class staff to read and teacher/lead to direct unfamiliar staff	Medium - 10
Use of walking frames	Employees, learners, third parties	Muscular skeletal & other physical injuries caused by walker tipping up	Medium - 10	1-1 Ratio. All staff to follow Risk Assessment for use of walkers in school	All staff to follow physio programme	Low - 5

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Obstruction of classroom fire/emergency exit by portable equipment used outside	Employees, learners, third parties	Cuts, scratches, bruises, falls, broken limbs, muscular skeletal & other physical injuries Unable to safely and efficiently evacuate in event of fire/emergency	Medium - 15	Teacher/ class lead to ensure exit is not blocked. All staff to practice good housekeeping. Exits inspected as part of building audit by H&S Co-Ordinators.		Low - 5
Specific class outside Learning/play area	Employees, learners, third parties	Slips, trips & falls casing varying MSD injuries	Medium - 15	All class staff to ensure area is safe and tidy for use. Dispose of any damaged, unusable equipment by staff member who discovers All staff to ensure area is clear of obstacles to support in annual tidy up from maintenance team. Area inspected during monthly building audit by H&S Co-Ordinators.	All staff responsibility	Low - 5
External door way	Learner	Bumping to limbs or head causing bruising or cuts.	Medium - 9	All staff to ensure door is positioned or temporally held open/back to allow clear exit and return to class. This will support not bumping into somebody or door frame.		Low - 3
External door floor lip	Employees & third parties	Muscular skeletal & other physical injuries	High - 20	Momentum may be needed when accessing Use home chairs outside where possible including fire drills Advised that 2 staff are needed to exit or entering some classroom for some learners.	Poor floor door lips identified if causing a problem by H&S Co-Ordinators	Medium - 10
Static wooden frame posts/struts	Employees, learners, third parties	Cuts, bruises, splinters, falls, Learners equipment failure.	Low - 5	All staff to be aware of posts and avoid them. Supporting staff member to be vigilant with mobile, independent learners		Low - 3

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Outside Guttering	Employees & third parties	Cuts, bruises, falls, Learners equipment failure.	Low - 5	All parties to avoid holding on or pulling guttering Supporting staff member to be vigilant with mobile, independent learners		Low - 3
Obstruction and use of static play equipment	Employees, learners, third parties	Cuts, bruises, falls, Learners equipment failure, muscular skeletal & other physical injuries, shock if equipment is in motion at the time of collision.	Medium - 16	All staff aware of frame of swing and roundabout and avoid them when in use Staff trained in use of equipment by H&S Co-Ordinators. All parties to stay out of the marked yellow 'no entry' safety zone unless on or operating equipment. All parties caution when equipment is in use or wet	All staff to refer to individual play equipment risk assessments and Learner risk assessment	Medium - 8
Class room windows which open outward	Employees, Learners, third parties	Cuts, bruises, bumps, falls & other physical injuries	Medium - 8	All staff to avoid open windows and be aware if other classes have their windows open All to be vigilant with mobile, independent learners, teacher/class lead to ensure correct supervision ratios		Low - 4
Floor surface	Employees, Learners, third parties	Wet – surface can be slippery when wet or damp causing falls or loss of control of wheelchair. Broken limbs, muscular skeletal & other physical injuries.	Medium - 15	All staff to avoid using when wet or if using when freshly wet be very cautious of slippery surface.		Low - 5

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Floor surface	Employees, Learners, third parties	Wet – surface can be slippery when wet or damp causing falls or loss of control of wheelchair. Broken limbs, muscular skeletal & other physical injuries. Puddling / puddles formed causing above injuries	Medium - 15	All staff to avoid using when wet or if using when freshly wet be very cautious of slippery surface. Class member who discovers puddles or very wet areas should inform maintenance team as surface should have soaked away water as per its design		Low - 5
Floor surface	Employees, Learners, third parties	Frozen - surface will be extremely slippery when frozen causing falls or loss of control of wheelchair. Broken limbs, muscular skeletal & other physical injuries.	High - 20	Do not use outdoor space for if floor is frozen. No walkers outside if the floor is frozen. Caution underfoot if fire alarm goes off.		Low - 5
Floor surface	Employees, Learners, third parties	Snow - surface will be extremely slippery when in snowy weather causing falls or loss of control of wheelchair. Broken limbs, muscular skeletal & other physical injuries.	High - 15	All staff avoid using when snowing or if using when it's snowing be cautious of surface. Ensure chairs have sufficient traction No walking frames outside during the snow. Caution underfoot if fire alarm goes off.		Low - 5
Floor surface	Employees, Learners, third parties	Heat – flooring will get extremely hot during hot periods of the day. Causing a heat burn and associated pain for who might be harmed.	Low - 6	All Staff to be mindful of the temperature of the flooring when using the garden space. All staff to check regularly during use on hot day. Particularly attention for mobile learner falling over and landing on the hot floor or any floor based learning.	Learner shoes must be worn in walkers or if Learner is ambulant	Low - 4
Floor surface	Employees, Learners, third parties	The use of 'fake snow' leaving an icy feel to the floor causing falls or loss of control of wheelchair. Broken limbs, muscular skeletal & other physical injuries.	High - 20	All staff not to use 'fake snow solution' on the garden surface.		Low - 5

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Use of sand in the garden	Employees, Learners, third parties	Slips, trips & falls. Clogging up floor surface fluid free flow in turn creating surface water pooling.	Medium - 15	Sand trays to be used on top of a plastic sheet by all staff Class teacher/lead to discourage sand on the floor as it packs the floor drainage and makes it less effective. All staff be mindful of plastic sheet when in use, sheet edging secured safely.		Low - 5
Drainage flooring	Employees, Learners, third parties	Floor dips with uneven surface at some drainage areas creating a potential trip hazard causing bumps, muscular skeletal and other physical injuries.	Medium - 10	All staff to be aware of drainage area on the flooring & avoid that area. Walkers 1-1 ratio, supporting adult to direct away from area		Low - 5
Edge of flooring	Learners	Wheels getting trapped causing Learners equipment failure, bumps, muscular skeletal & other physical injuries.	Medium - 10	Supporting staff member to ensure walker and wheelchair wheels are away from this area. Walkers 1-1 ratio, supporting adult to direct away from area		Low - 5
Inadequate responses to an accident	Employees, Learners, third parties	Injury sustained is worsened or worsening due to time lapse.	Low - 6	Trained first aiders and nursing team on site and available if needed. Adults supervising are aware of action that may need to be taken in the event of an accident	Team work necessary Adult and Paediatric first aiders poster displayed around school	Low - 1
Re-entering the class during poor weather	Employees, Learners, third parties	Class floor becomes wet and slippery resulting in falls or loss of control of wheelchair. Broken limbs, muscular skeletal & other physical injuries.	Medium - 10	All staff to ensure there is a mat to dry off / clean feet & wheels during poor weather Staff to dry any wet floors immediately	Wet floor signs available if required and must be used	Low - 5
High likelihood of risk – Likely to occur immediately or in the near future Medium likelihood of risk – will occur in time if no preventative action is taken Low likelihood of risk – Remote or unlikely to occur						

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Date Reviewed	Comments
21.10.2019	Initial assessment
22.06.2020	Added in about flooring temperature in hot weather and updated risk levels
08.12.2020	Amended – not to use 'fake snow solution' on garden flooring
June 2020	Annual update
June 2023	Two yearly update
June 2025	Two yearly update