

## RISK ASSESSMENT

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| Risk Assessment for: | Stay and Play sessions lead internally by Rosewood staff or external Portage service employees | Prepared & Assessed by: | H&S Co Ordinator |
|                      |                                                                                                | Managers Signature:     |                  |
| Location:            | ROSEWOOD FREE SCHOOL                                                                           | Date of Assessment      | October 2024     |
|                      |                                                                                                | Review Date:            | October 2026     |

| 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 |
|---------------------------------------------------|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| Stay and play staffed by external portage workers | Portage employee, visiting families (adults and children) | External staff not aware of and not following Rosewood school procedures causing accident, incidents and varying other issues within session and classroom | High-20                | <p>External staff to follow all class based procedures of the school- maintaining good hygiene, good housekeeping, uncluttered environment etc. Refer to and access to Rosewood School Environment Risk Assessment</p> <p>No M&amp;H tasks undertaken by anyone other than main family or carer of visiting children. Hoists and M&amp;H equipment are not used.</p> <p>Nursery classroom is left by Rosewood staff in a safe and clean/tidy way ready for portage to set up session. All resources that have been used are cleaned and disinfected after the session, mats wiped down and soft furnishings like pillow cases removed and washed. The classroom will be cleaned and maintained in line with school policies.</p> <p>Hot drinks are provided – these are always</p> | <p>External staff to read and follow this risk assessment</p> <p>Access to school office and rosewood link staff if required</p> | Low- 5                  |

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|                                                           |                                                           |                                                                                                                                                                                                                 |           | <p>covered, and kept at a safe distance from children, well out of their reach.</p> <p>The kettle is boiled prior to the session and water transferred to a locked flask, kept out the reach of children.</p> <p>External staff and their visitors have access to nursery class only and do not use any other learning environments or rooms</p>                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                            |        |
| Fire Alarm sounds during externally staffed Portage group | Portage employee, visiting families (adults and children) | Portage staff who are not trained in Rosewood evacuation or been involved in drills and have not undertaken fire walks leading to incorrect or unsafe evacuation and potential injuries from smoke and/or fire. | High - 20 | <p>All external workers and visitors sign in at reception. Fire evacuation managers then have information on who is in the building and this is relayed to emergency services if necessary.</p> <p>Fire marshal/fire lead will sweep the building and verbally inform group where the fire is and the evacuation route to take and supervise them as necessary</p> <p>Fire evacuation procedure poster displayed in class with building map.</p> <p>Rosewood Stay and play lead staff member to liaise with portage staff with regards to any visiting staff/adult who may require extra assistance to evacuate. A PEEP would be generated by H&amp;S Co Ordinator's when required.</p> | <p>IT manager to provide Stay and play rosewood liaison staff with Fire alarm sound for external staff to hear</p> <p>Read visitor information leaflet when signing in</p> | Low- 5 |
| Stay and play run by                                      | Rosewood staff, visiting                                  | All hazards related to classroom use causing varying physical and Muscular skeletal                                                                                                                             | Med-10    | Rosewood staff will ensure session is delivered as per normal operation of a                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Session will not run without at                                                                                                                                            | Low-5  |

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| rosewood staff                                                                                               | families<br>(adults and<br>children)                                                   | injuries, accidents etc                                                                                                                                                                                |         | <p>rosewood classroom referencing all relevant policies, procedures and risk assessments</p> <p>Rosewood staff trained and all training up to date in required areas.</p>                                                                                                                                                                                                                                                                                                                                                                 | least one Rosewood staff member present.                                                                                                                                                                                    |        |
| Stay and play session staffed by external or rosewood staff with new or unfamiliar young person(s) attending | School staff, visiting families (adults and children)<br>Portage employee              | Lack of knowledge of child and no accompanying paperwork eg care plan, leading to young persons needs not being met placing them in a medical emergency or presenting another physical/emotional issue | High-20 | <p>Any visiting young person remains in the care of and the responsibility of their accompanying family/carer who knows them and all their needs and will be responsible for meeting them throughout session. They will have access to classroom space and bathroom to help ensure they can safely meet the needs of their young person</p> <p>All resources are checked for suitability prior to the session and continue to be monitored throughout the session.</p>                                                                    | Portage staff running the session are to contact reception in event of emergency who will escalate to appropriate management                                                                                                | Low- 6 |
| Maintaining a safe school environment                                                                        | School staff and Learners, visiting families (adults and children)<br>Portage employee | Unknown visiting adult is unsafe or unsuitable to be in a school environment representing a potential safeguarding concern                                                                             | High-20 | <p>The session is not open access, families are invited to attend by linked professionals, and Rosewood team members and portage staff are always aware of and have agreed new group members.</p> <p>Visiting families and carers will enter the school via reception. Adult visitors must sign in and wear a badge at all times when on school site.</p> <p>Families/carers of children who are not on the school role will be escorted from reception to the classroom, and to and from the MSR when that is in use by the rosewood</p> | <p>Early years teacher has responsibility for the rosewood staff led group</p> <p>Early years lead has input in to both groups as point of contact if/when needed</p> <p>Rosewood staff are fully trained and refreshed</p> | Low-2  |

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|                                                            |  |                                                                                                                                                                                  |               | <p>staff led group. No visiting family/care giver will be unaccompanied during the session <b>at any point.</b></p> <p>No visiting adult will go in to any classroom other than the stay and play designated room.</p> <p>Portage workers are professionals who are subject to enhanced DBS checks in line with Rosewood staff. HR hold the details of the Portage staff who are running sessions. They also sign in and wear a badge at all times.</p>                                                     | <p>on all safeguarding requirements</p> <p>Rosewood staff</p> |              |
| Siblings attending sessions (internal or external)         |  | Siblings due to age and ability have access to resources which are not safe for them and which may be a choking hazard, or may be explored in a way which causes physical injury | <b>Med-16</b> | <p>The session is not open access, families are invited to attend by linked professionals, and Rosewood team members and portage staff will be aware of siblings who are going to attend a session – they will use suitable resources and set up a safe environment, monitoring at all times</p> <p>Any visiting sibling remains in the care of and the responsibility of their accompanying family/carer. They will supervise them in the classroom and garden and with school resources at all times.</p> |                                                               | <b>Low-2</b> |
| Use of nursery garden by internal Rosewood staff led group |  | Improper use of swing by visiting families causing varying impact injuries such as bruising, head injuries, falls and other muscular skeletal issues.                            | <b>Med-10</b> | <p>Rosewood staff will ensure the “Use of Nursery nest swing” risk assessment is followed at all times.</p> <p>They will advise parents/carers on the use of the swing and ensure a safe space is</p>                                                                                                                                                                                                                                                                                                       | Portage led session does not use this equipment               | <b>Low-5</b> |

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|                                                                                                                                                                                                                                                              |  |                                                                                                                                                                                                                                     |                | maintained and siblings are supervised at all times.                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                 |               |
| Use of Multi sensory room by internal rosewood staff led group                                                                                                                                                                                               |  | Improper use of the Multi sensory room by visiting families causing damage to equipment which is then used in session causing risk of electric shock, equipment being used incorrectly causing discomfort from lights or MSD injury | <b>Med-10</b>  | <p>Multi sensory room trained Rosewood staff will ensure the “Multi sensory room” risk assessment is followed at all times.</p> <p>Only rosewood staff will operate the lights, switches and equipment. Parents/carers will not use any equipment.</p> <p>Rosewood staff will fully supervise visiting parents/carers at all times whilst they are using the room with their child (and any visiting siblings)</p>                     | Portage led session does not use this room                                                                                                                                      | <b>Low-5</b>  |
| Lockdown alarm sounds during group time                                                                                                                                                                                                                      |  | Internal and external staff and visiting families and children do not lockdown resulting in contact with intruder and potential varying injuries which may be serious in nature.                                                    | <b>High-20</b> | <p>Rosewood staff group to follow Rosewood school lockdown procedure which they are familiar with.</p> <p>Stay and play rosewood liaison staff member to verbally inform external staff of procedure and ensure they are clear on what to do in event of lockdown.</p> <p>Security of school building (electronic card entry, key pads etc)ensure chance of intruder gaining access to school is reduced to a very low likelihood.</p> | <p>IT manager to provide Stay and play rosewood liaison staff with lockdown alarm sound for external staff to hear.</p> <p>Read visitor information leaflet when signing in</p> | <b>Med-10</b> |
| <p><b>High</b> likelihood of risk – Likely to occur immediately or in the near future</p> <p><b>Medium</b> likelihood of risk – will occur in time if no preventative action is taken</p> <p><b>Low</b> likelihood of risk – Remote or unlikely to occur</p> |  |                                                                                                                                                                                                                                     |                |                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                 |               |

## RISK ASSESSMENT

| Date Reviewed  | Comments                     |
|----------------|------------------------------|
|                | Initial version October 2023 |
| September 2024 | Yearly review                |