



Wetherby Kensington Risk Assessment Form



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| Location: St Luke's | Risk Assessment Reference Number: | Risk Assessment carried out by: HM & LV | Date: September 2021 |
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| Hazard | Risk | H/M/L | What measures will you take to control these? | H/M/L |
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| Steps, pavements | Slips, trips, falls | H | Ensure boys are lining up in single file and waiting quietly on the steps. All shoe laces tied. All staff to remind boys about lining up rules. Only two classes out on the steps at once. | L |
| Members of the public | Banging into them | H | Boys will wait on the pavement next to the railings and will not block the pathway. If boys are halfway across path members of public will allow boys priority | L |
| Road, traffic | Crossing of the road | H | If it is necessary to cross the road, two staff members will check the road is safe to cross and will stand opposite each other in the road. Boys will then walk across the road in single file checking for traffic as they cross. Staff to wear high visibility jackets. | L |
| Gravel, grass, wire fence around the play areas, trees | Falling over/medical issues | H | A first aid bag will be taken out. Members of staff are first aid trained and some are trained in paediatric first aid. If it is a serious injury then the boys will be brought back into school or the school will be contacted. | L |
| Benches, trees, flowerbeds | Collisions with objects | H | The play areas in St Luke's are left clear but if any obstructions have been left, ensure all benches, etc are moved out of the way. | L |
| Football goals causing boys to trip on the posts or net, resulting | Slips, trips, falls, cuts | H | Boys will be reminded to stay away from the goal. If necessary, a member of staff will be stationed near the goal | L |

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| in injury | | | | |
| Maintenance work | Sharp objects, areas fenced off | H | Boys will be told before they go out about any people working in there and what to do. Teachers will check that no tools are left in the reach of the children. | L |

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| Trees | Branches falling from trees | H | Trees are checked by professionals and are the responsibility of the council or St Luke's Church. Any trees that are deemed dangerous will be reported. The boys will be told not to play near that area. If it is unsuitable then the boys will not go to Square and an email will be sent to all staff informing them of this. | L |
| Gate | Trapping fingers in the gate | H | Staff will open and close the gate. Boys will not touch the gate. | L |
| General Public | Public taking photographs | H | Staff will ask them to stop taking photos | L |
| Children | Losing a child | H | Staff will count the boys in and out of school and out of St Luke's. The gate will always be closed and a member of staff stationed near the gate. If a child is lost the school policy will be followed. | L |
| Fire | Burned, trapped | H | Boys are evacuated in the safest possible way. Staff to call school. The Square is a designated no smoking area. It is always locked and nobody can get in. If there is a fire in the school the boys will follow the fire safety procedures. | L |
| Allergies | Hayfever, asthma | H | All staff have inhalers, epi-pens of boys with allergies in their | |

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| | attacks, anaphylaxis | | red bag. These are clearly named. All staff know of boys will allergies. A list is kept in the off-site file. | L |
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| Bomb, terrorist attack, crisis | Boys and staff in danger, injuries, fatalities, etc | H | All staff are aware of crisis management procedures. The school's crisis management procedures will be followed in conjunction with the business continuity plan. | L |
| Sun | Sun burn | H | All parents receive a letter when the weather starts to be sunny informing them of the procedures for protecting their children against sunburn. Staff also have a spray bottle of children's sun screen which is applied before going to games. Should a child be allergic to this sun screen then parents can send in a different cream for us to use. Boys will apply their own sunscreen. Boys also have caps that they can wear. | L |
| Other schools playing at the same time | Other children hurting boys, being mean, bullying, staff not DBS checked | H | No other school should be booked to use St Luke's at the same time. If any members of the public or any other schools arrive, teachers and HM to report any inappropriate behaviour to the police or St Luke's. | L |
| Covid-19 * | Spread of disease amongst staff, boys and members of the public whilst traveling to and using Stanhope Gardens | H | Classes will be in year group bubbles. This number does not exceed 40. Boys will remain in the designated fenced areas of St Luke's, as instructed by staff. Staff will maintain social distancing of 1 metre where possible, particularly with other staff. Private coaches will be used to transport the boys and staff to St Luke's (dedicated school transport). Boys will use hand sanitiser when embarking and disembarking. A member of staff will stand at the bottom of the steps onto the coach. Boys will fill the coach from the back first when embarking and will disembark from the front first. When queuing to get on and off | L |

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| | | | <p>the coach boys will queue sensibly and will queue facing forwards. Staff will spread out over the coach and will sit on a window seat with the seat next to them left empty. Staff will help boys with seat belts and will wear a face mask whilst doing this. At no time will public transport be used. If two year groups are using St Luke's at the same time, they will be transported on separate coaches, remaining with their year group bubble. Year group bubbles will use separate areas of St Luke's as directed by staff, and this will be maintained for the duration of the visit.</p> <p>If members of the public are using areas of St Luke's at the same time, staff will alert boys to this fact and divert them from the area that is already being used by the member of the public. Boys will be reminded of the importance of leaving space (social distancing).</p> | |
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This risk assessment will be reviewed annually

**A comprehensive risk assessment relevant to Covid-19 has been written and is available upon request*