

Risk assessment

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Risk assessment form example

What is the hazard?	Who might be at risk?	What do you do to minimise the risk?	What (if any) further action is necessary	Action by whom?	Action by when?	Completed
Child putting small objects in their mouth	Individual Child	Staff to consider which resources are on offer for the children. Maybe rearrange so that it is easier to monitor Higher staff supervision Provide safe objects for the child to chew if a sensory need is there	Staff to reassess activities on offer in the environment Staff to check the environment every session that the child attends	Staff All staff are aware of the risk assessment steps in place		
Child putting too much food in their mouth	Individual Child	Staff to supervise the child at all times of snack, lunch, and dinner Staff to limit how much food is on the plate and / or cut it up		Staff All staff are aware of the risk assessment steps in place		
Child tripping over the oxygen tube – oxygen supply interrupted	Individual child	Higher staff supervision Staff to consider the length of the tube Staff to consider the size of the room against accessibility for the individual child	Staff to re-connect the tube if it has been removed Check the supply of the oxygen and the rates have not been knocked off	Staff All staff are aware of the risk assessment steps in place Parents / guardians to inform setting of the oxygen rates each session		

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Consent and review

Parent/carers name:

Signature:

Date:

Key person name:

Signature:

Date:

Completed by:

Date completed:

Signed by setting manager:

Date of review:

