BERKHAMPSTEAD SCHOOL

PITTVILLE CIRCUS ROAD, CHELTENHAM, GLOUCESTERSHIRE, GL52 2QA

01242 523263

BERKHAMPSTEAD DAY NURSERIES

PITTVILLE CIRCUS ROAD, CHELTENHAM, GLOUCESTERSHIRE, GL52 2QA

COPT ELM ROAD, CHARLTON KINGS, CHELTENHAM, GLOUCESTERSHIRE, GL53 8AG

01242 523263

Risk Assessments of trips, activities and areas

Definition

Risk Assessment: This is predominantly a Health and Safety term which refers to the process through which hazards are identified, and the risks they pose evaluated.

A risk assessment is a means of auditing the potential for unwanted situations to occur, enabling decisions to be made about steps which could minimise the possibility of the situation arising.

Hazard: A hazard is a source or a situation with the potential for harm in terms of human injury or ill health, damage to property, damage to the environment, or a combination of these. This could be:

- How people work and how plant and equipment are used.
- What chemicals and substances are used.
- What safe or unsafe practices exist.
- The general state of the premises/areas.

Risk: A risk is the chance of something happening that will have a negative effect. The level of risk reflects: the likelihood of the unwanted event and the potential consequences of the unwanted event.

The simplest way of assessing risk is to use a numerical system, in which calculations could be made, taking into account the precautions which are already in place and imagining the "worst case" scenario if nothing further is done. Once all these ratings have been recorded, the school can examine further measures which could be put into place to reduce the risk, if the risk rating appears to be too high. The key advantage of using a numerical approach to rate risk is that it is a simple way of working out which areas need most urgent attention.

Once the hazard has been identified, Staff will assess the likelihood of harm occurring, with '1' being 'not likely' and 5 being 'extremely likely'. Staff will also apply a severity rating, with '1' being 'low' and '5' being 'high', for example serious injury or death. The staff member completing the risk assessment will comment on the controls in place, before reapplying the risk calculations following these controls. Any further remarks or control measures will then be added.

What needs to be risk assessed?

1. All classrooms, corridors, play areas, toilets and communal areas.
2. All regular activities carried out by the school – swimming, sport outside school, playing fields, trips to the recreational ground or the church.
3. Any school trip or expedition – outside agencies will also have a risk assessment.
4. Any one-off activity e.g. specialised science experiments.

Completing Risk Assessments

Multiplying the likelihood and severity of any risks together, will result in a risk rating. The issue at stake at all times when carrying out risk assessments is to ensure the safety and welfare of all those involved. Risk assessments are to be reviewed annually and completed for:

i) Trips: A trip pack is to be completed by the lead teacher on the trip. The lead teacher will sign a complete a risk assessment for the trip, ensuring all members of staff on the trip sign to confirm they have read this before being reviewed by the Bursar. They will also attach a copy of the risk assessment from the venue where appropriate.

ii) Areas, rooms and activities: Risk assessments for areas, rooms and activities are to be completed on an annual basis by the relevant member of staff responsible for that area and reviewed by the Bursar, or other member of the Senior Leadership team. See 'Appendix A' for staff responsibilities and areas, and 'Appendix B' for the location and references of each area.

iii) Children (e.g. disabilities, severe injuries): Risk assessments for children are to be completed by the relevant member of staff responsible and reviewed by the Bursar.

iv) Staff (e.g. pregnancy, severe injuries): Risk assessments for staff are to be completed by the employee's Line Manager and reviewed by the Bursar.

What extra measures need to be put in place?

Risk Assessment should not be an isolated process, but something which is ongoing across the whole school. Effective Risk Assessments always follow the five key stages outlined below (see 'Appendix C' for the risk assessment templates):

STEP ONE	Make a list of all hazard and outcome associated to the hazard with no controls in pace. These should include the various types of hazards as mentioned earlier including unsafe acts, physical conditions and omissions.
STEP TWO	For each hazard, decide who might be harmed and calculate the risk with before controls measures are in place.
STEP THREE	Evaluate the risk of each hazard and determine what controls are in place to mitigate the risk.
STEP FOUR	For each hazard, calculate the risk with after controls measures are in place. Review the risk of each hazard with the controls in and evaluate whether the residual risk is at a comfortable level.
STEP FIVE	Review your assessment during the activity/period and revise as necessary.

Leadership Responsibilities

All risk assessments are to be reviewed by the Bursar, or other member of the member of the Senior Leadership team. The reviewer may seek guidance from the Health and Safety Governor if/where required.

Any activity with a hazard with a risk of 15, after controls have been applied, should not be attended unless approved by the Bursar and/or Health and Safety Governor.

The Bursar and/or Head of School/Director of Day Nurseries should be made aware of any activity with a hazard with a risk of 12 or over, after controls have been applied.

The overall aim of any risk assessment is to reduce the level of all residual risks to a level where all those concerned accept and tolerate them.

Reviewed by: T Denmead
Update: Sep 26
Review Date: Nov 27

APPENDIX A – STAFF RESPONSIBILITIES & AREAS

WHOLE SCHOOL

Ref	Location/Activity	Responsibility	Reviewer	Date
A.001	Crossing the Road	K Jones	T Denmead	30th Nov
A.002	Walking to All Saints' Church	K Jones	T Denmead	30th Nov
A.003	Use of All Saints' Church	K Jones	T Denmead	30th Nov
A.004	Travelling by Minibus	K Jones	T Denmead	30th Nov
A.005	Driving the Minibus	J Griffiths	T Denmead	30th Nov
A.006	Pre-Prep Drop-off & Pick-up	J Griffiths	T Denmead	30th Nov
A.007	Prep Drop-off & Pick-up	J Griffiths	T Denmead	30th Nov

EARLY YEARS

Ref	Location/Activity	Responsibility	Reviewer	Date
Andrew's Building Ground Floor				
B.001	Disabled Toilet	Z Meredith-Smyth	T Denmead	30th Nov
B.002	Lift	Z Meredith-Smyth	T Denmead	30th Nov
B.003	Cleaner's Cupboard	J Griffiths	T Denmead	30th Nov
B.004	Gym Store	C Keegan	T Denmead	30th Nov
B.005	Gym	C Keegan	T Denmead	30th Nov
B.006	Changing Room	C Keegan	T Denmead	30th Nov
B.007	Toilets	C Keegan	T Denmead	30th Nov
B.008	Foyer, Corridor & Stairs	Z Meredith-Smyth	T Denmead	30th Nov
B.009	Outdoor Classroom	L Stoat	T Denmead	30th Nov
Andrew's Building First Floor				
B.101	Plant Room	J Griffiths	T Denmead	30th Nov
B.102	Staff Room	J Gargan	T Denmead	30th Nov
B.103	Classroom RG	J Gargan	T Denmead	30th Nov
B.104	Classroom RMS	Z Meredith-Smyth	T Denmead	30th Nov
B.105	Fire Escape/Stairs	Z Meredith-Smyth	T Denmead	30th Nov
B.106	Toilets Between Classrooms	J Gargan	T Denmead	30th Nov
Kindergarten				
B.201	Cloakroom & Toilets	L Stoat	T Denmead	30th Nov
B.202	Classroom	L Stoat	T Denmead	30th Nov
B.203	Utility Area	L Stoat	T Denmead	30th Nov
B.204	Winston the Tortoise	L Stoat	T Denmead	30th Nov
B.205	Toy Store/Outside Shed	L Stoat	T Denmead	30th Nov
B.206	Children walking to Pre-Prep	Z Meredith-Smyth	T Denmead	30th Nov

PRE-PREP

Ref	Location/Activity	Responsibility	Reviewer	Date
Basement				
C.001	Science Room	T Morphew	T Denmead	30th Nov
C.002	Toilets	A Stephenson	T Denmead	30th Nov
C.003	Boiler Room	J Griffiths	T Denmead	30th Nov
C.004	Cookery Room & Cookery Lessons	J Hannett	T Denmead	30th Nov
C.005	Art & DT Room	A Stephenson	T Denmead	30th Nov
C.006	Storage	J Griffiths	T Denmead	30th Nov
C.007	Catering Office & Utility Room	R Fisher	T Denmead	30th Nov
C.008	Electric Fuse Box room	J Griffiths	T Denmead	30th Nov
C.009	Storage Room under Kitchen	J Griffiths	T Denmead	30th Nov
C.010	Kitchen Staff Toilets/Cloakroom	R Fisher	T Denmead	30th Nov
C.011	Kitchen Storage (Cellar)	R Fisher	T Denmead	30th Nov
Ground Floor				
C.101	First Aid Room	J Addis	T Denmead	30th Nov
C.102	Marketing / Admissions Office	K de Burgh-Thomas	T Denmead	30th Nov
C.103	Library	M Watts	T Denmead	30th Nov
C.104	Dining Hall	J Hyde	T Denmead	30th Nov
C.105	Small Dining Hall (next to Office)	J Kang Martinez	T Denmead	30th Nov
C.106	Visitors Toilet	N Brooks-Hughes	T Denmead	30th Nov
C.107	School Office	J Addis	T Denmead	30th Nov
C.108	Lobby Fernbank	N Brooks-Hughes	T Denmead	30th Nov
C.109	Lobby Beechmount	N Brooks-Hughes	T Denmead	30th Nov
C.110	Small Dining Hall (next to Kitchen)	C Macpherson-Light	T Denmead	30th Nov
C.111	Kitchen Room	R Fisher	T Denmead	30th Nov
C.112	Kitchen Store	R Fisher	T Denmead	30th Nov
C.113	Kitchen Store	R Fisher	T Denmead	30th Nov
C.114	Cloakroom	A George	T Denmead	30th Nov
C.115	Kiln Room	J Griffiths	T Denmead	30th Nov
C.116	Boiler Room (attached to Garage)	J Griffiths	T Denmead	30th Nov
C.117	Garage	J Griffiths	T Denmead	30th Nov
C.118	Uniform Shop	N Brooks-Hughes	T Denmead	30th Nov
C.119	Pre-Prep Staircases	M Watts	T Denmead	30th Nov
C.120	Equipment Shed by Garage (Outside)	C Keegan	T Denmead	30th Nov
C.121	Pre-Prep Playground	A Stephenson	T Denmead	30th Nov
C.122	Wildlife Area	Z Meredith-Smyth	T Denmead	30th Nov

First Floor				
C.201	Head's Office	M Bareham	T Denmead	30th Nov
C.202	Admin Storeroom	J Addis	T Denmead	30th Nov
C.203	Classroom 2L	S Leigh	T Denmead	30th Nov
C.204	Classroom 2N	M Watts	T Denmead	30th Nov
C.205	Classroom 1ML	C Macpherson-Light	T Denmead	30th Nov
C.206	Classroom 1S	A Stephenson	T Denmead	30th Nov
C.207	The Den	C Jones	T Denmead	30th Nov
C.208	Year 1 Toilets	C Macpherson-Light	T Denmead	30th Nov
C.209	Music Room	S Baillie	T Denmead	30th Nov
C.210	HR	S Watkins	T Denmead	30th Nov
C.211	Staff WC	A Moore	T Denmead	30th Nov
C.212	Estates Office	J Griffiths	T Denmead	30th Nov
C.213	Year 2 Toilets	S Leigh	T Denmead	30th Nov
Second Floor				
C.301	Bursar's Office	T Denmead	T Denmead	30th Nov
C.302	Finance Office	P Huckin	T Denmead	30th Nov
C.303	Staff WC	P Huckin	T Denmead	30th Nov
C.304	Pre-Prep Staffroom	A Stephenson	T Denmead	30th Nov

PREP

Ref	Location/Activity	Responsibility	Reviewer	Date
Ground Floor				
D.001	Gym	C Keegan	T Denmead	30th Nov
D.002	Music Room	S Baillie	T Denmead	30th Nov
D.003	Music Practice Room	S Baillie	T Denmead	30th Nov
D.004	Changing Rooms (Outdoors)	C Keegan	T Denmead	30th Nov
D.005	Changing Room (Indoors)	C Keegan	T Denmead	30th Nov
D.006	Changing Room (Indoors)	C Keegan	T Denmead	30th Nov
D.007	Boiler Room	J Griffiths	T Denmead	30th Nov
D.008	Staff Room	B Amlani	T Denmead	30th Nov
D.009	Classroom 3O	I Parker	T Denmead	30th Nov
D.010	Foyer & Stairs	I Parker	T Denmead	30th Nov
D.011	Toilets Girls	D Hext	T Denmead	30th Nov
D.012	Toilets Boys	L Jennings	T Denmead	30th Nov
D.013	Toilets Unisex	T Butcher	T Denmead	30th Nov
D.014	Cleaners Cupboard	J Griffiths	T Denmead	30th Nov
D.015	Prep Office	K Jones	T Denmead	30th Nov
D.016	Classroom 3M	C McCreanor	T Denmead	30th Nov
D.017	Playground (inc Trim Trail)	R Baker	T Denmead	30th Nov
D.018	Traversing Wall	R Baker	T Denmead	30th Nov
D.019	Jubilee Garden	L Davies	T Denmead	30th Nov
D.020	Prep Equipment Cupboard	C Keegan	T Denmead	30th Nov
D.021	Disabled Toilet	B Amlani	T Denmead	30th Nov
D.022	Music Pods	S Baillie	T Denmead	30th Nov
D.023	Fire Escape Stairs	B Amlani	T Denmead	30th Nov
D.024	Wellbeing Pod	D Hext	T Denmead	30th Nov
First Floor				
D.101	Classroom 5H	J Hannett	T Denmead	30th Nov
D.102	Classroom 5J	K Jones	T Denmead	30th Nov
D.103	Boost Room	T Butcher	T Denmead	30th Nov
D.104	Classroom 4P	I Parker	T Denmead	30th Nov
D.105	Library	R Baker	T Denmead	30th Nov
D.106	Classroom 4J	L Jennings	T Denmead	30th Nov
D.107	Stationery/Photocopier	L Davies	T Denmead	30th Nov
D.108	Corridor & Hallways	K Jones	T Denmead	30th Nov
D.109	Staff WCs	J Lewis	T Denmead	30th Nov
Second Floor				
D.201	Art Room	J Lewis	T Denmead	30th Nov
D.202	Classroom 6E	B Evans	T Denmead	30th Nov
D.203	Music Practice Room	S Baillie	T Denmead	30th Nov
D.204	Classroom 6L	Z Lovell	T Denmead	30th Nov
D.205	Small Office	B Evans	T Denmead	30th Nov
D.206	Top Staircase	Z Lovell	T Denmead	30th Nov

PE & GAMES

Ref	Location/Activity	Responsibility	Reviewer	Date
Equipment & Activities				
E.001	Gym Apparatus	C Keegan	T Denmead	30th Nov
E.002	Supporting other pupils	C Keegan	T Denmead	30th Nov
E.003	Free Standing Equipment	C Keegan	T Denmead	30th Nov
E.004	Use of Mats	C Keegan	T Denmead	30th Nov
E.005	Athletics	C Keegan	T Denmead	30th Nov
E.006	Dance	C Keegan	T Denmead	30th Nov
E.007	Gymnastics	C Keegan	T Denmead	30th Nov
E.008	Team Games: Rugby, Lacrosse, Netball, Football, Hockey, Volleyball and Basketball	C Keegan	T Denmead	30th Nov
E.009	Racket Games: Tennis	C Keegan	T Denmead	30th Nov
E.010	Striking Games: Hockey and Cricket	C Keegan	T Denmead	30th Nov
E.011	Swimming	C Keegan	T Denmead	30th Nov
E.012	Generic Swimming Gala	C Keegan	T Denmead	30th Nov
E.013	PE Activity: Away Matches / Home matches off Site	C Keegan	T Denmead	30th Nov
E.014	PE Wednesday Afternoon	C Keegan	T Denmead	30th Nov
E.015	Sports Days	C Keegan	T Denmead	30th Nov
Onsite Facilities				
E.101	MUGA	C Keegan	T Denmead	30th Nov
E.102	Playground Area & Grass Area	C Keegan	T Denmead	30th Nov
E.103	Prep Hard Courts (Tennis/Netball & Football area)	C Keegan	T Denmead	30th Nov
External Facilities				
E.201	Cheltenham Rugby Club	I Parker	T Denmead	30th Nov
E.203	Cheltenham Cricket Club	I Parker	T Denmead	30th Nov
E.204	Walking to and from Victoria Ground	I Parker	T Denmead	30th Nov
E.205	Charlton Kings Cricket Club	I Parker	T Denmead	30th Nov
E.206	NEW: Plock Court Astro	C Keegan	T Denmead	30th Nov

PITTVILLE CIRCUS DAY NURSERY

Ref	Location/Activity	Responsibility	Reviewer	Date
Ground Floor				
F.001	Front Office & Entrance	K Hawkes	T Denmead	30th Nov
F.002	Kitchen	R Fisher	T Denmead	30th Nov
F.003	Sensory Room	K Hawkes	T Denmead	30th Nov
F.004	Laundry Room	K Hawkes	T Denmead	30th Nov
F.005	Resource Room	K Hawkes	T Denmead	30th Nov
F.006	Maintenance Office & WC	J Griffiths	T Denmead	30th Nov
F.007	COSH Cupboard	J Griffiths	T Denmead	30th Nov
F.008	Plant Room	J Griffiths	T Denmead	30th Nov
F.009	Dining Room	E Alder	T Denmead	30th Nov
F.010	Corridors & Stairs	E Alder	T Denmead	30th Nov
F.011	Teddy Bears	TB Room Lead	T Denmead	30th Nov
F.012	Teddy Bears Toilets	TB Room Lead	T Denmead	30th Nov
F.013	Wise Bears	TB Room Lead	T Denmead	30th Nov
F.014	Wise Bears Toilets	TB Room Lead	T Denmead	30th Nov
F.015	Lift	E Alder	T Denmead	30th Nov
F.016	Lift Motor Room	J Griffiths	T Denmead	30th Nov
F.017	Library	E Alder	T Denmead	30th Nov
F.018	Storeroom (by Under 2's garden)	K Hawkes	T Denmead	30th Nov
F.019	Cloakroom	K Hawkes	T Denmead	30th Nov
F.020	Manager's Office	K Hawkes	T Denmead	30th Nov
F.021	PTA Cupboard	J Griffiths	T Denmead	30th Nov
F.022	Staff Work Area	K Hawkes	T Denmead	30th Nov
F.023	Visitor Toilet	E Alder	T Denmead	30th Nov
F.024	Disabled Toilet	E Alder	T Denmead	30th Nov
F.025	Front Car Park	E Alder	T Denmead	30th Nov
F.026	Back Car Park	E Alder	T Denmead	30th Nov
F.027	Under 2's Playground	K Hawkes	T Denmead	30th Nov
F.028	Main Playground	K Hawkes	T Denmead	30th Nov
F.029	Bin Area & Container	J Griffiths	T Denmead	30th Nov
First Floor				
F.101	Staff Room	E Alder	T Denmead	30th Nov
F.102	Cot Rooms	BC Room Lead	T Denmead	30th Nov
F.103	Fuzzy Bears	FB Room Lead	T Denmead	30th Nov
F.104	Nappy Changing Area	BC Room Lead	T Denmead	30th Nov
F.105	Bear Cubs	BC Room Lead	T Denmead	30th Nov
F.106	Storeroom	E Alder	T Denmead	30th Nov
F.107	Cuddly Bears	CB Room Lead	T Denmead	30th Nov

CHARLTON KINGS DAY NURSERY

Ref	Location/Activity	Responsibility	Reviewer	Date
Lower Ground Floor				
G.001	Front Office & Entrance	D Berry	T Denmead	30th Nov
G.002	Manager's Office	D Berry	T Denmead	30th Nov
G.003	Boiler Room & Utilities Cupboard	J Griffiths	T Denmead	30th Nov
G.004	Dining Room	D Berry	T Denmead	30th Nov
G.005	Dumbwaiter	D Berry	T Denmead	30th Nov
G.006	Children's Toilet	D Berry	T Denmead	30th Nov
G.007	Visitor Toilet	D Berry	T Denmead	30th Nov
G.008	COSH Cupboard	J Griffiths	T Denmead	30th Nov
G.009	Kitchen	R Fisher	T Denmead	30th Nov
G.010	Storeroom	D Berry	T Denmead	30th Nov
G.011	Corridors & Stairs	D Berry	T Denmead	30th Nov
G.012	Front Outside Space	D Berry	T Denmead	30th Nov
Upper Ground Floor				
G.101	Office	M Dodds	T Denmead	30th Nov
G.102	Library	V McCormack	T Denmead	30th Nov
G.103	Server Room	T Denmead	T Denmead	30th Nov
G.104	Fuzzy Bears	FB Room Lead	T Denmead	30th Nov
G.105	Fuzzy Bears Toilet & Nappy Changing	FB Room Lead	T Denmead	30th Nov
G.106	Teddy Bears	TB Room Lead	T Denmead	30th Nov
G.107	Teddy Bears Toilets	TB Room Lead	T Denmead	30th Nov
G.108	Wise Bears & Corridor	WB Room Lead	T Denmead	30th Nov
G.109	Wise Bears Toilets	WB Room Lead	T Denmead	30th Nov
G.110	Laundry Room	V McCormack	T Denmead	30th Nov
G.111	Playground	V McCormack	T Denmead	30th Nov
G.112	Wise Bears Playground	WB Room Lead	T Denmead	30th Nov
First Floor				
G.201	Staff WCs	V McCormack	T Denmead	30th Nov
G.202	Bear Cubs	BC Room Lead	T Denmead	30th Nov
G.203	Nappy Changing	CB Room Lead	T Denmead	30th Nov
G.204	Cuddly Bears	CB Room Lead	T Denmead	30th Nov
G.205	Cot Room	BC Room Lead	T Denmead	30th Nov
G.206	Sensory Room	V McCormack	T Denmead	30th Nov
Second Floor				
G.301	Staff Kitchen	V McCormack	T Denmead	30th Nov
G.302	Staff Room	V McCormack	T Denmead	30th Nov
G.303	Staff Work Area	V McCormack	T Denmead	30th Nov
G.304	Loft Space	J Griffiths	T Denmead	30th Nov

DAY NURSERY – EXTRA ACTIVTIES & OTHER RISK ASSESSMENTS

Ref	Location/Activity	Responsibility	Reviewer	Date
Pittville Circus Extra Activities				
H.001	Walk to Pittville Park	K Hawkes	M Dodds	30th Nov
H.002	Walk to Tesco's	K Hawkes	M Dodds	30th Nov
H.003	Walk to Whaddon Recreation Ground	K Hawkes	M Dodds	30th Nov
H.004	Walk to Sainsbury's	K Hawkes	M Dodds	30th Nov
H.005	Oakhaven Care Home	K Hawkes	M Dodds	30th Nov
Charlton Kings Extra Activities				
H.101	Beeches Field & Playground	D Berry	M Dodds	30th Nov
H.102	Charlton Kings Library	D Berry	M Dodds	30th Nov
H.103	Grange Field	D Berry	M Dodds	30th Nov
H.104	Local Walk Charlton Kings	D Berry	M Dodds	30th Nov
H.105	Charlton Kings Care Home	D Berry	M Dodds	30th Nov
Both Day Nurseries Extra Activities				
H.201	Cheltenham Children's Library	D Berry	M Dodds	30th Nov
H.202	Forest School (Lineover Woods)	D Berry	M Dodds	30th Nov
H.203	The Brook & Field	D Berry	M Dodds	30th Nov
H.204	Graduation at the School	M Dodds	M Dodds	30th Nov
H.205	Animals, Bugs & Chicks Visit	K Hawkes	M Dodds	30th Nov
H.206	Dunalley School – Forest School	K Hawkes	M Dodds	30th Nov
Both Day Nurseries Other Risk Assessments				
H.301	Bear Cubs & Fuzzy Bears Nappy Rooms – Privacy window	FB Room Lead	M Dodds	30th Nov
H.302	Bear Cubs Gym Equipment	BC Room Lead	M Dodds	30th Nov
H.303	Children's Medication	D Berry	M Dodds	30th Nov
H.304	Cuddly Bears Nappy Room – No privacy window	CB Room Lead	M Dodds	30th Nov
H.305	Food Preparation – Adults & Children	K Hawkes	M Dodds	30th Nov
H.306	Food Tray Activities	V McCormack	M Dodds	30th Nov
H.307	Paddling Pool	D Berry	M Dodds	30th Nov
H.308	Real Tools	K Hawkes	M Dodds	30th Nov
H.309	Climbing Frame	V McCormack	M Dodds	30th Nov
H.310	Gym Equipment	E Alder	M Dodds	30th Nov
H.311	Scooter Boards	E Alder	M Dodds	30th Nov
H.312	Volunteers	V McCormack	M Dodds	30th Nov
H.313	Water Beads (NOT ALLOWED)	E Alder	M Dodds	30th Nov

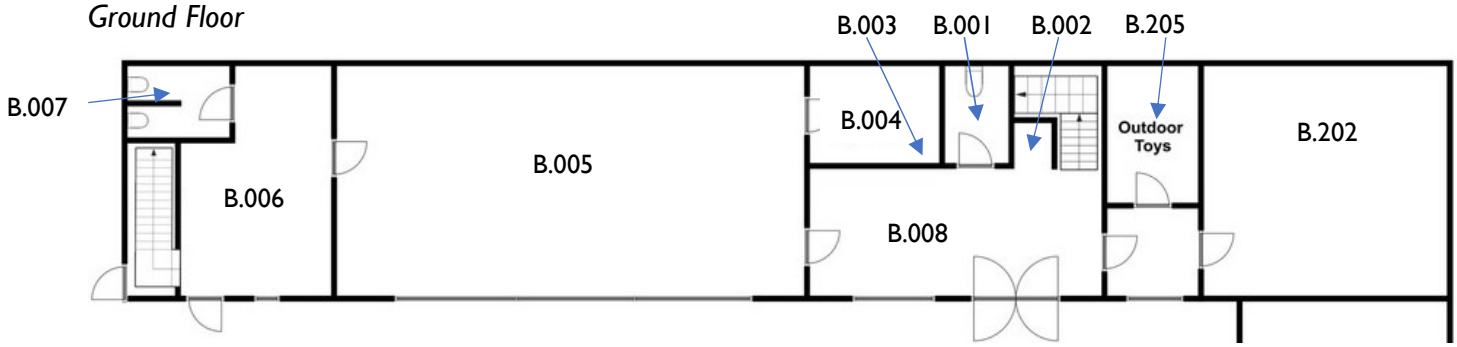
H.314	Young Workers	D Berry	M Dodds	30th Nov
H.315	Cooking with Children	E Alder	M Dodds	30th Nov
H.316	Crossing Pittville Circus Road	E Alder	M Dodds	30th Nov
H.317	Discovery Garden	E Alder	M Dodds	30th Nov
H.318	Wise Bears Free Flow	WB Room Lead	M Dodds	30th Nov
H.319	School Pond	E Alder	M Dodds	30th Nov
H.320	Staff Medication	K Hawkes	M Dodds	30th Nov
H.321	Use of School Facilities	K Hawkes	M Dodds	30th Nov
H.322	Bouncy Castle	V McCormack	M Dodds	30th Nov
H.323	Ice and Snow	V McCormack	M Dodds	30th Nov
H.324	Carrying a Child/Resources on Stairs	D Berry	M Dodds	30th Nov
H.325	Soft Play	V McCormack	M Dodds	30th Nov

OTHER ANNUAL RISK ASSESSMENTS

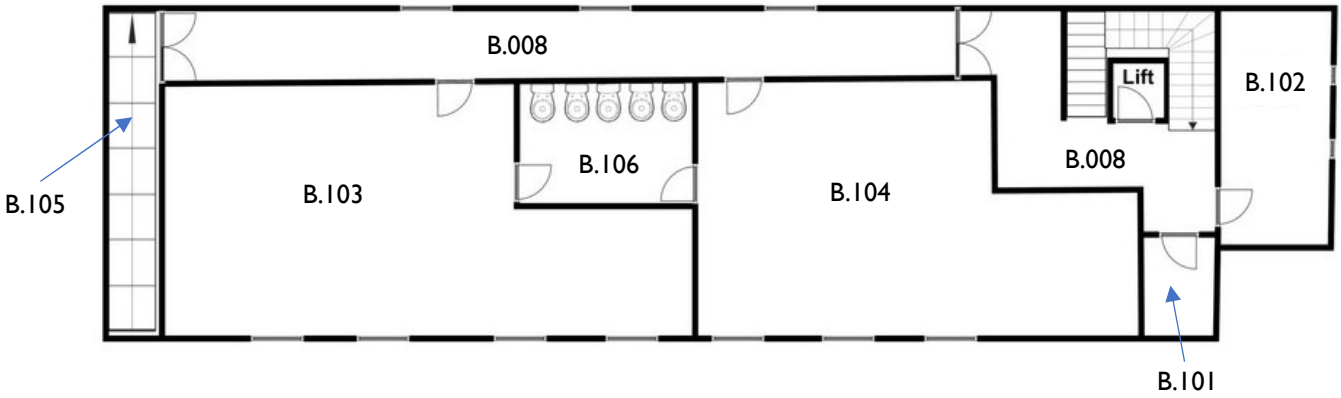
Ref	Location/Activity	Responsibility	Reviewer	Date
Catering				
X.001	Kitchen Equipment	R Fisher	T Denmead	30th Nov
X.002	Pre-Prep Dining Room Setup	R Fisher	T Denmead	30th Nov
Estates				
X.101	Display Posters not covered by Fire Retardant Coverings	J Griffiths	T Denmead	30th Nov
X.102	COSSH Estates Workshop	J Griffiths	T Denmead	30th Nov
X.103	COSSH Cleaning	J Griffiths	T Denmead	30th Nov
X.104	Contractors with Red Lanyards	J Griffiths	T Denmead	30th Nov
X.105	Contractors with Green Lanyards	J Griffiths	T Denmead	30th Nov
X.106	Security of Kindergarten Building	J Griffiths	T Denmead	30th Nov
X.107	Security of Andrews Building	J Griffiths	T Denmead	30th Nov
X.108	Security of Pre-Prep Building	J Griffiths	T Denmead	30th Nov
X.109	Security of Prep Building	J Griffiths	T Denmead	30th Nov
X.110	Security of Pittville Circus Day Nursery Building	J Griffiths	T Denmead	30th Nov
X.111	Security of Charlton Kings Building	J Griffiths	T Denmead	30th Nov
X.112	COSH Catering	R Fisher	T Denmead	30th Nov
X.113	Work Experience Students Under 16	T Denmead	T Denmead	30th Nov
Human Resources/Other				
X.201	Sexual Harassment Prevention	T Denmead	T Denmead	30th Nov
X.202	External Clubs & Peripatetic Lessons (School & Day Nurseries)	T Denmead	T Denmead	30th Nov
X.203	Hiring of Facilities	T Denmead	T Denmead	30th Nov
X.204	Use of Images and Videos of Pupils	T Denmead	T Denmead	30th Nov

APPENDIX B – LOCATIONS & REFERENCES

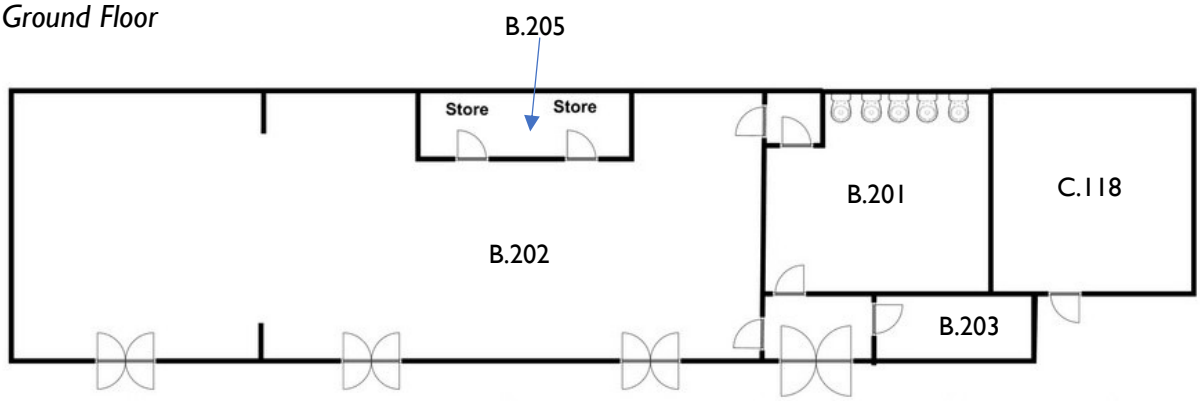
Andrews Building
Ground Floor



Andrews Building
First Floor

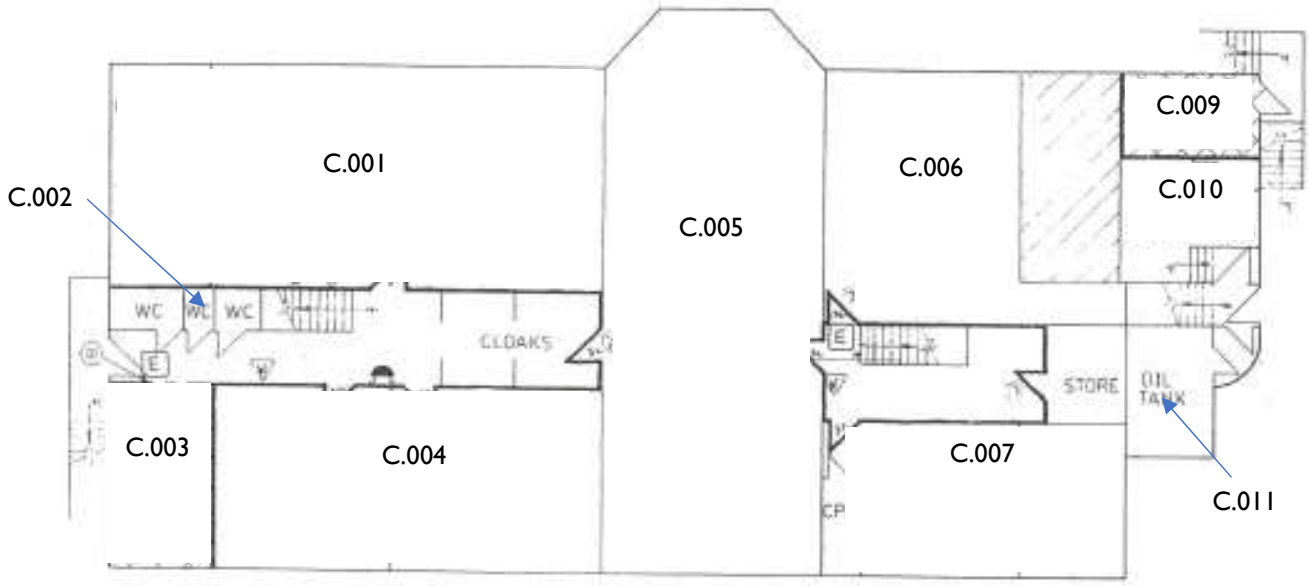


Kindergarten
Ground Floor



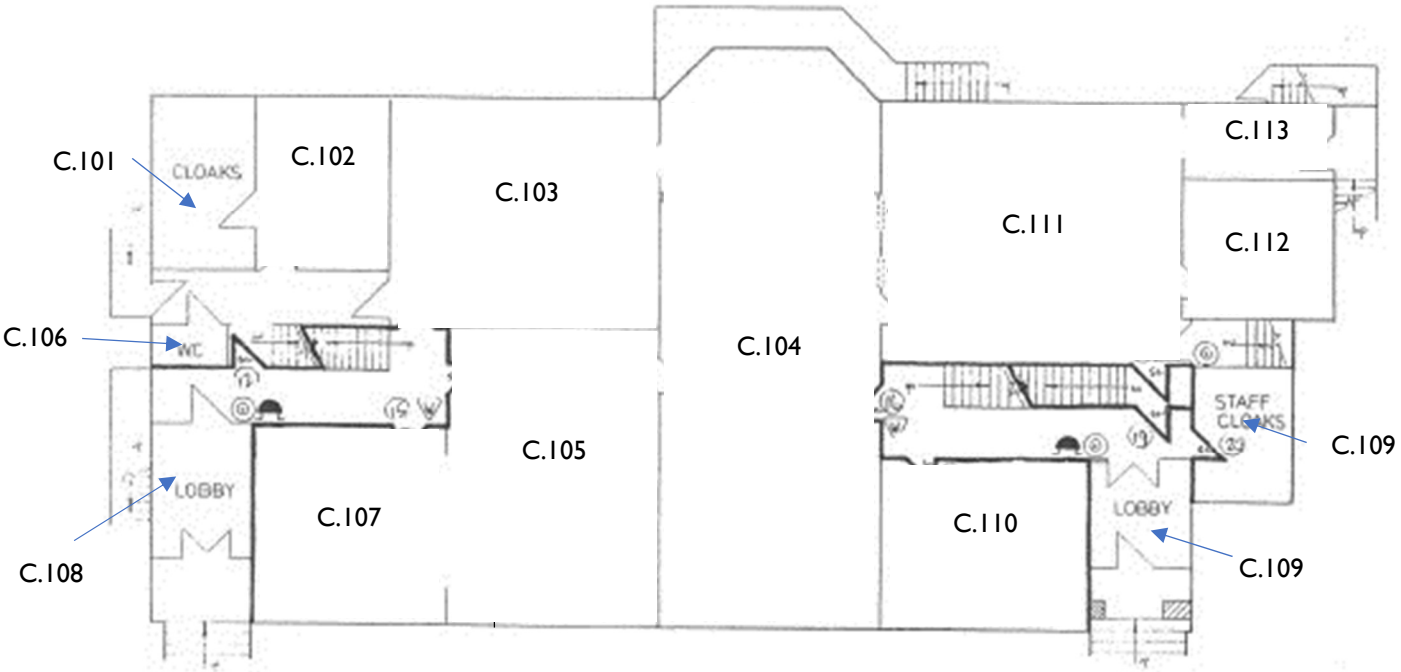
Pre-Prep Building

Basement



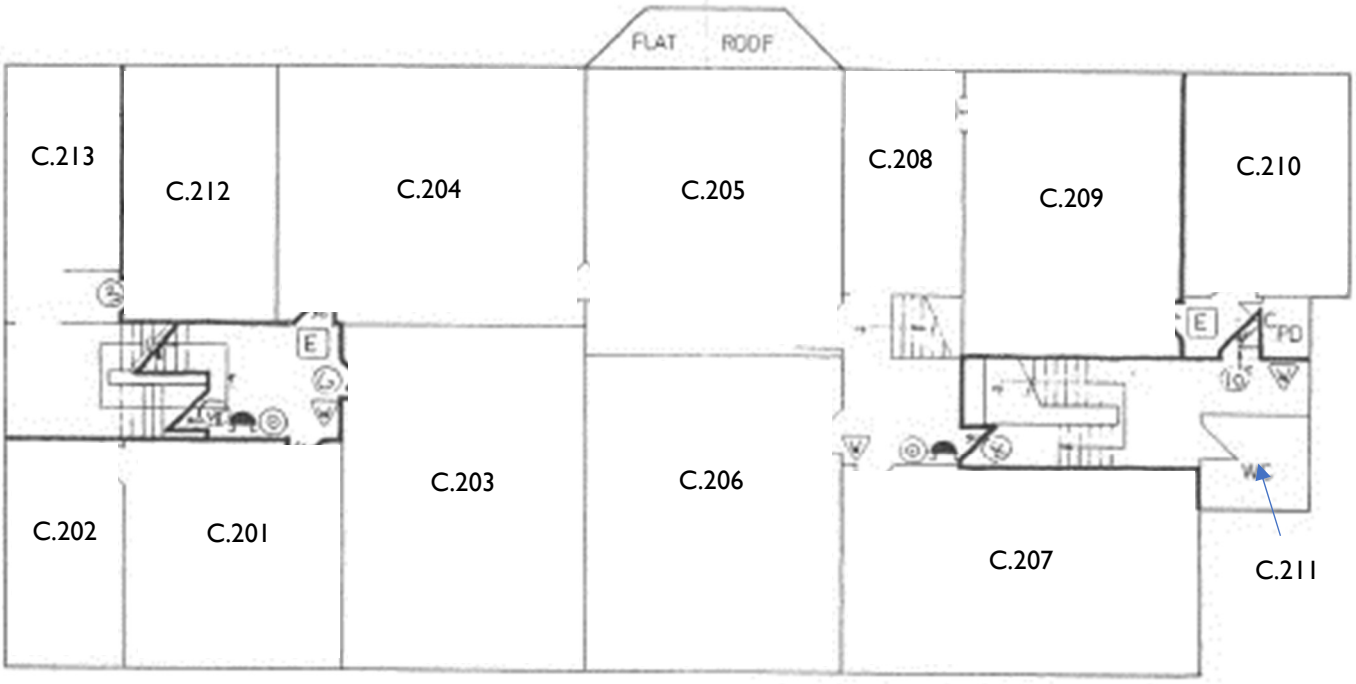
Pre-Prep Building

Ground Floor



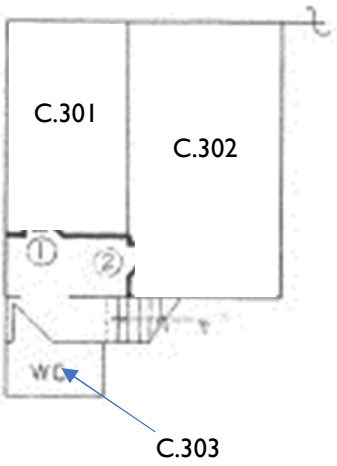
Pre-Prep Building

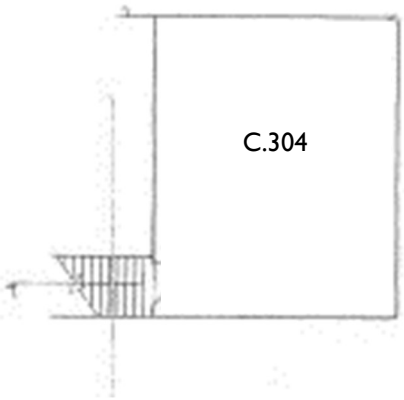
First Floor



Pre-Prep Building

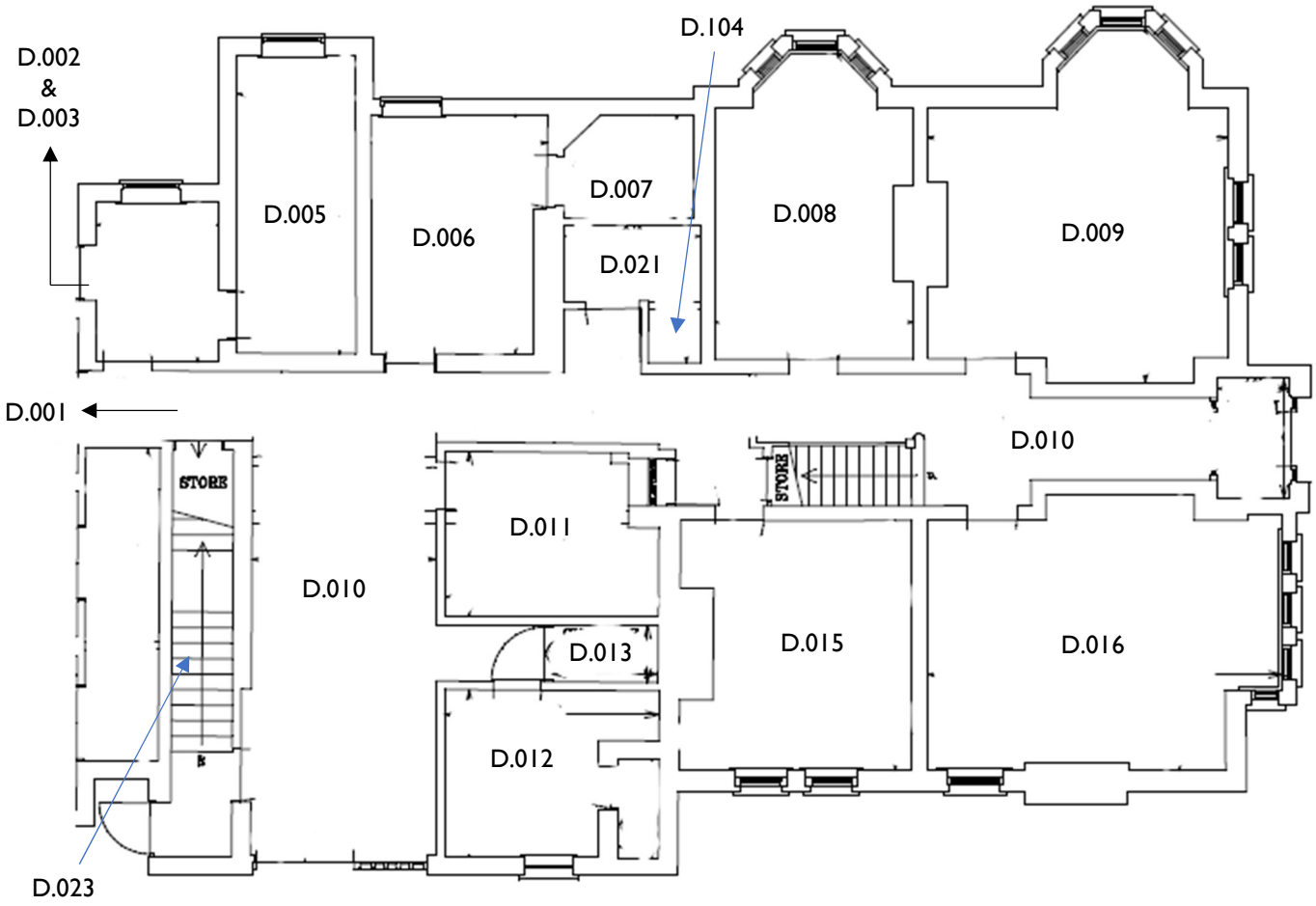
Second Floor





Prep Building

Ground Floor



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Email: office@berkhampsteadschool.co.uk

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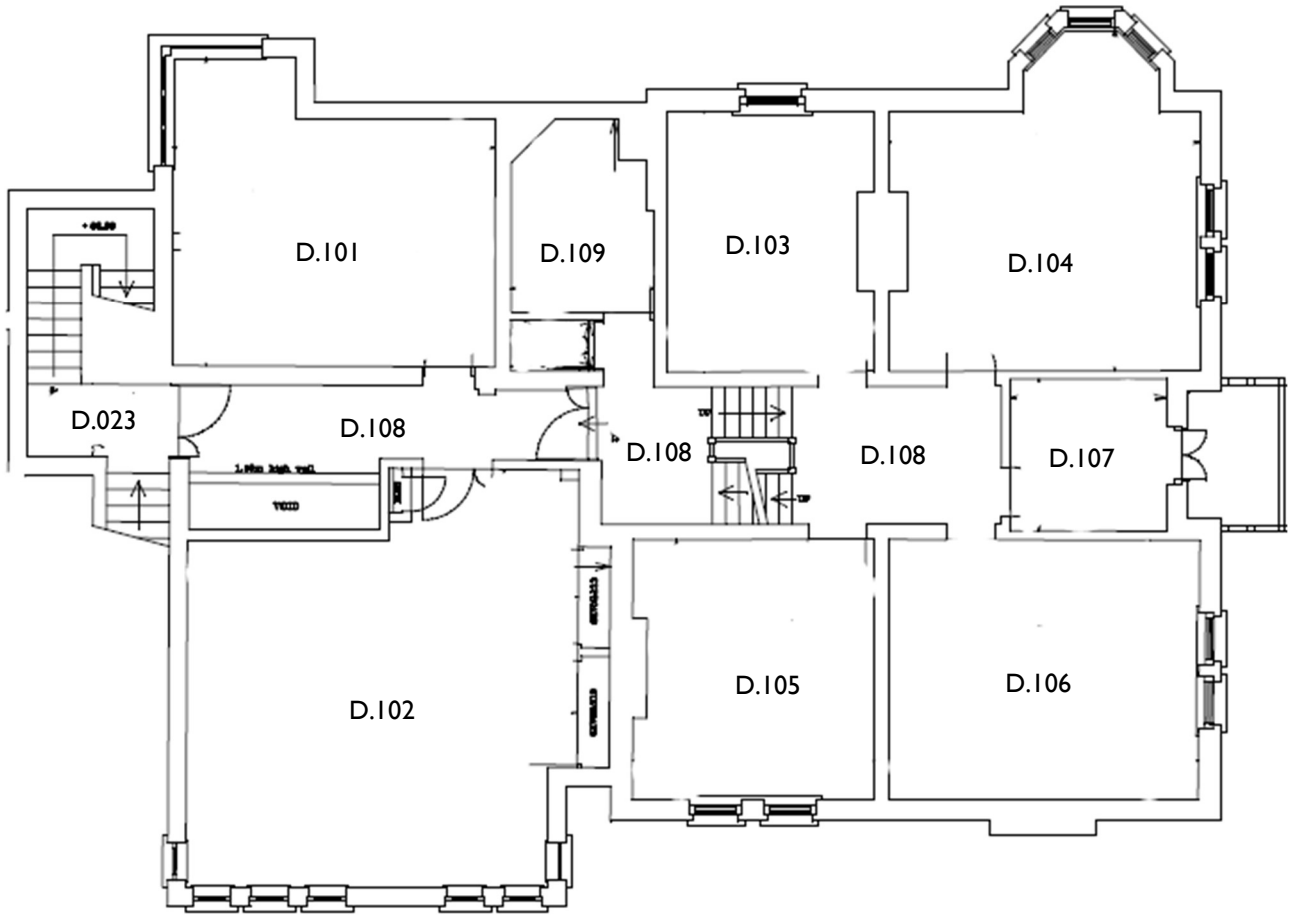
Prep Building

First Floor



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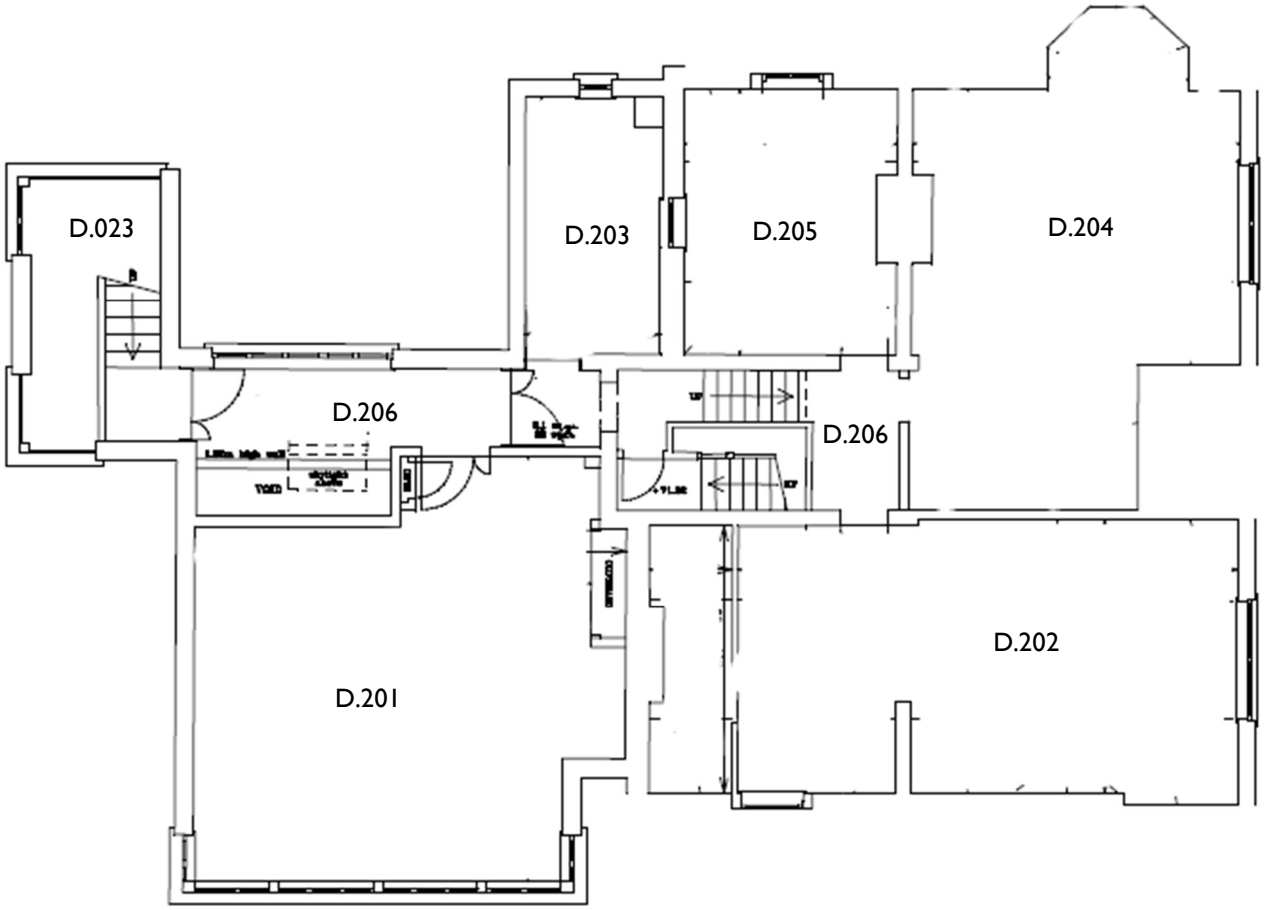
Prep Building
Second Floor



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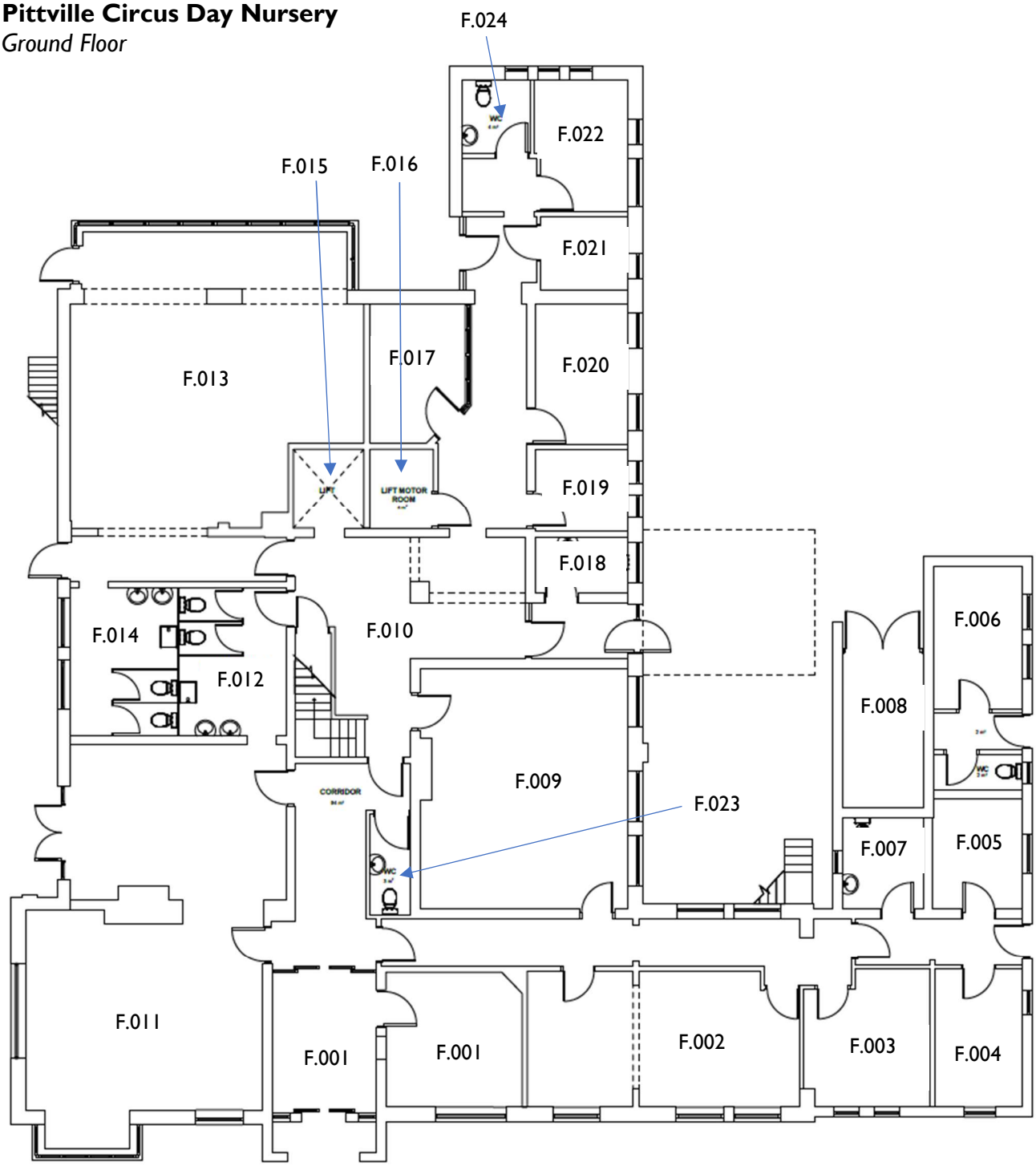
Pittville Circus Day Nursery

Ground Floor



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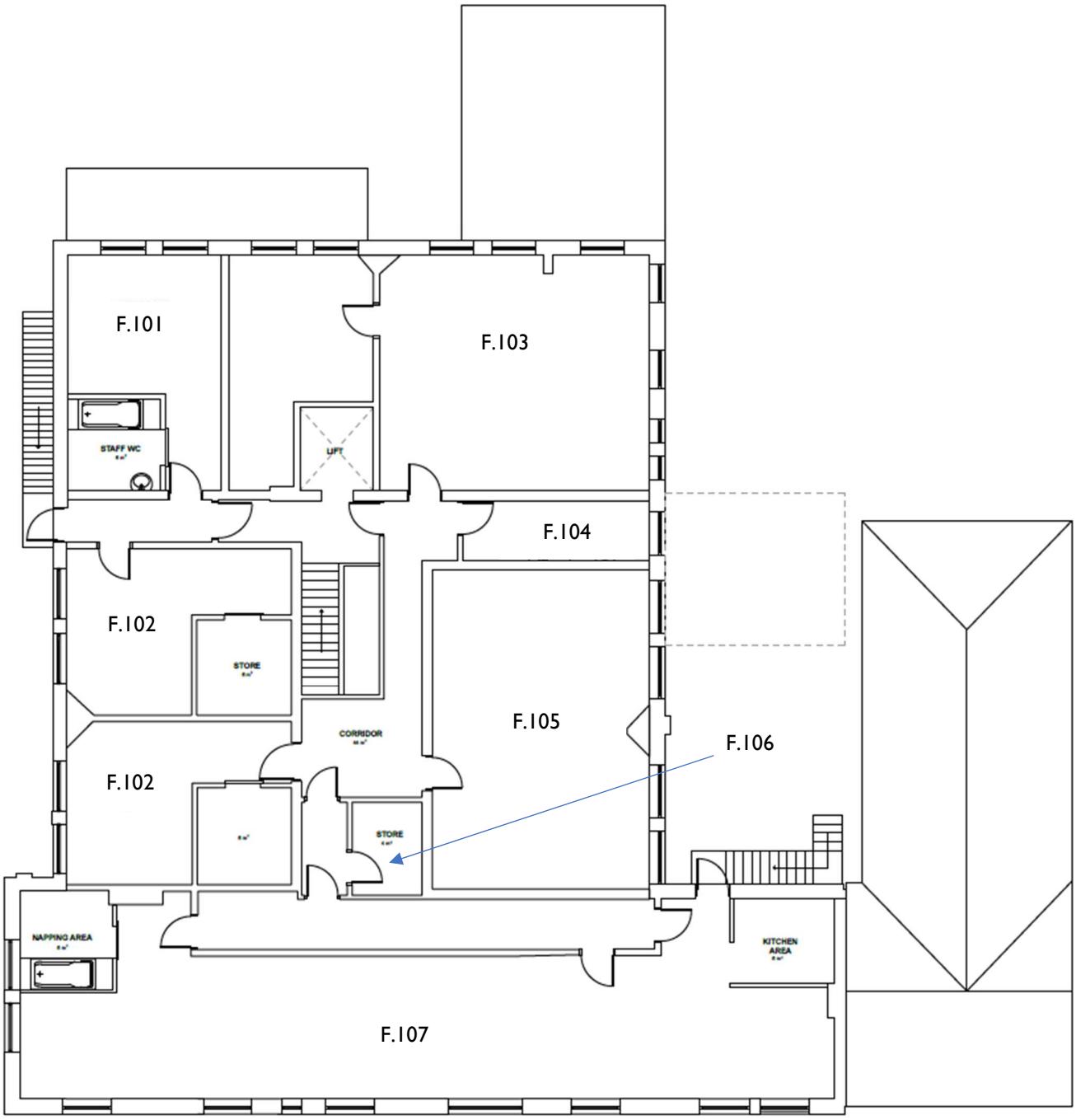
Pittville Circus Day Nursery

First Floor



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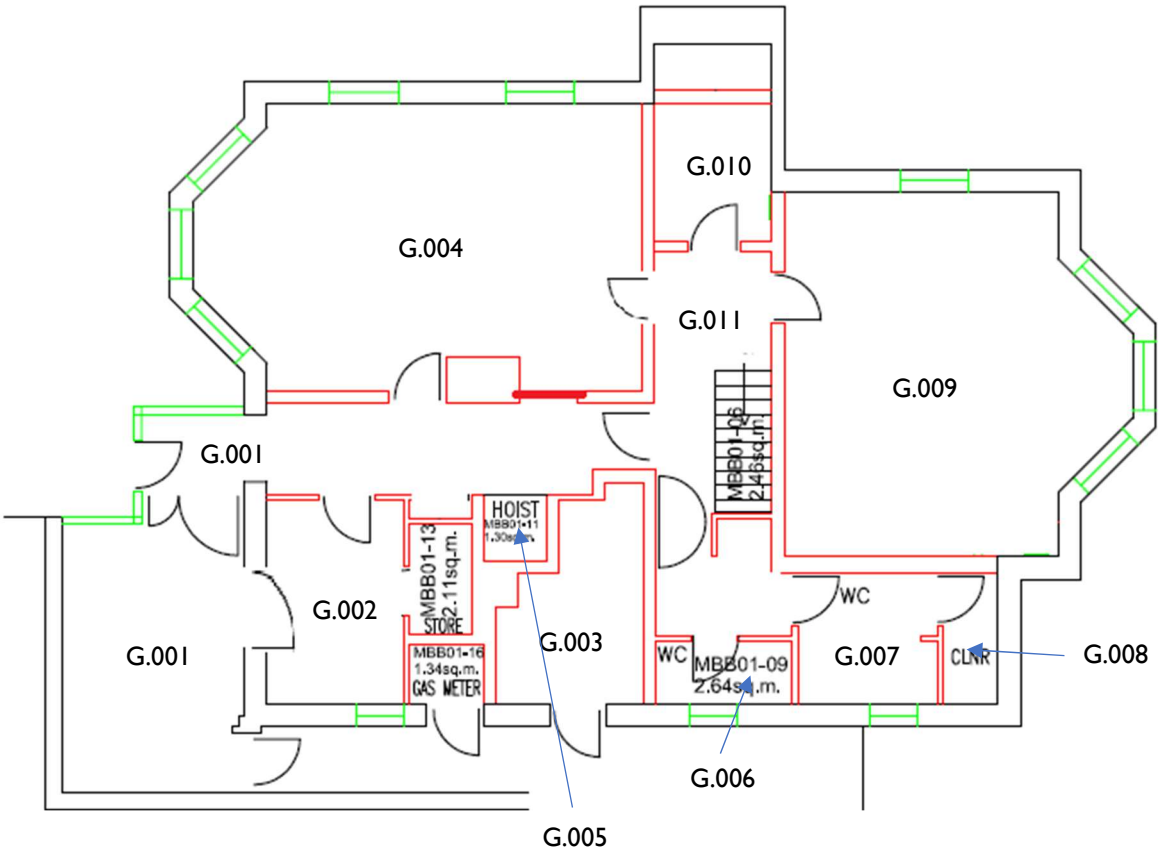
Charlton Kings Day Nursery

Lower Ground Floor



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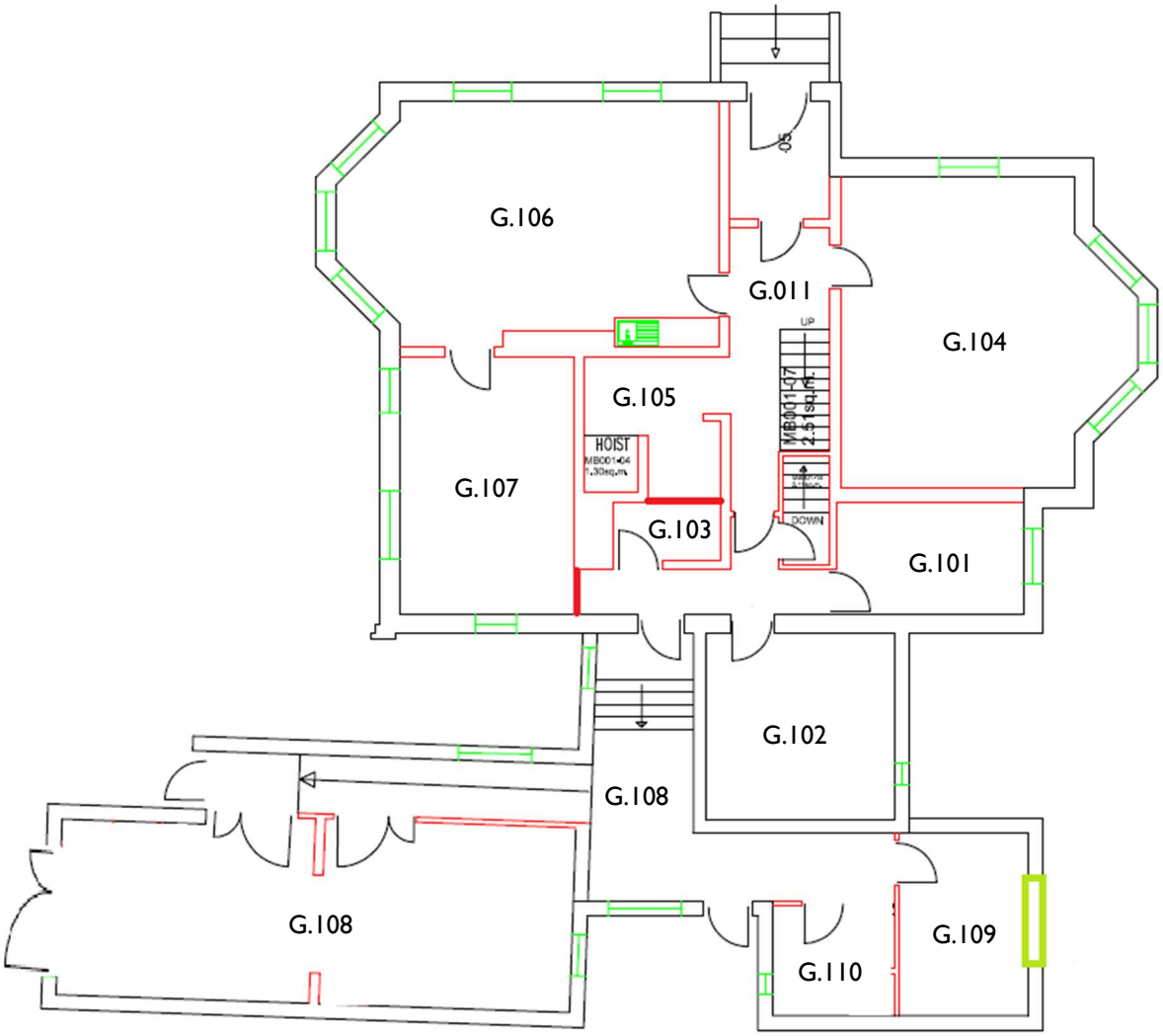
Charlton Kings Day Nursery
Upper Ground Floor



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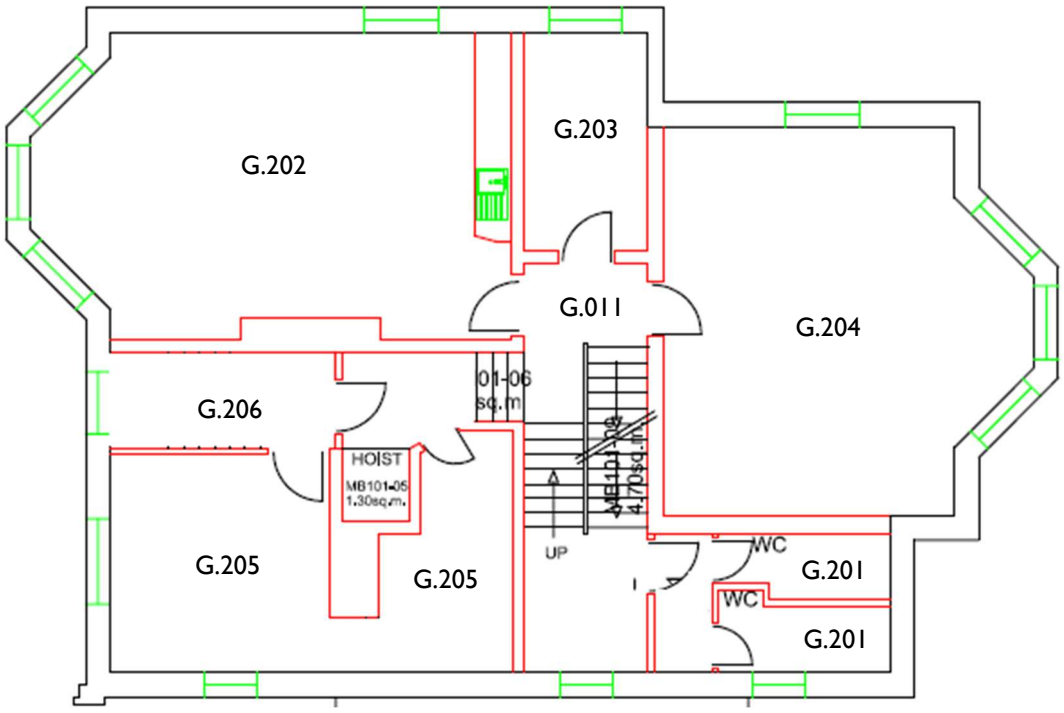
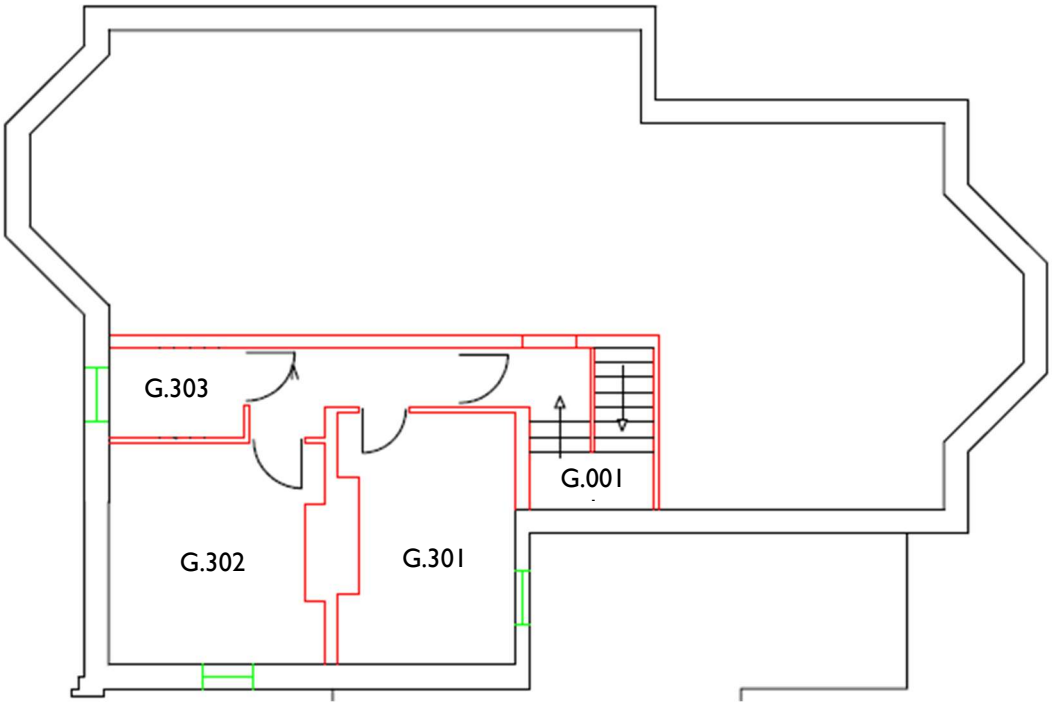
Charlton Kings Day Nursery
First Floor



Charlton Kings Day Nursery
Second Floor



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APPENDIX C – RISK ASSESSMENT TEMPLATES

Risk assessment templates are on the following pages.