|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Department:** | **Service:** | | **Reference:** | |
| **Activity:*****Pupils using indoor play equipment and toys*** | | **Site:** | | |
| **People at Risk:*****Children*** | | **Additional Information:** | | |
| **Name of Person Completing Form: Job Title: Date:** | | | | **Review Date:** |

| **Hazard** | **Risk** | **Initial Rating**  **L, M, H** | **Existing Control Measures** | **Final Rating**  **L, M, H** | **Additional Action Required**  **(action by whom and completion date – use separate Action Plan if necessary)** |
| --- | --- | --- | --- | --- | --- |
| ***Pupils placing toys or small items in their mouths*** | ***Choking or poisoning*** | *H* | ***Pupils are supervised by a teacher at all times.***  ***Only toys which are good quality, non-toxic and appropriate for the age of the children are used.***  ***First aid provision in school is adequate.***  ***All equipment is safely stored when not in use.***  ***All play equipment and toys are purchased from reputable suppliers and are regularly inspected for defects and contamination. Any defective items are removed immediately.*** | *M* |  |
| ***Finger traps in toys and equipment*** | ***Entrapment*** | *M* | ***All apparatus are constructed, assembled, used and maintained in line with the manufacturer’s instructions.*** | *L* |  |
| ***Mounting/dismounting equipment*** | ***Falls*** | *M* | ***Pupils are supervised by a teacher at all times*** | *L* |  |
| ***Sharp edges on equipment*** | ***Cuts*** | *M* | ***All play equipment and toys are regularly inspected for defects and simple records are kept. Any worn or damaged items are removed immediately. This ensures the equipment is free from splinters, and is of a smooth construction.*** | *L* |  |
| ***Collision with fixed or portable equipment or other pupils*** | ***Injuries arising from slips, trips, falls and collisions*** | *M* | ***Activities are organised so as to reduce the risk of collision with other pupils, equipment or structures***  ***Pupils are supervised by a teacher at all times.***  ***Additionally, account is taken of people who may enter the room while children are at play in order to ensure that they are not put in danger and the play activities are not affected*** | *L* |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |