

01.1c Prioritised place risk assessment form

This risk assessment has been devised to support providers in maintaining the safety and well-being of all children and staff as they offer prioritised places. It acknowledges that some of those places will be for vulnerable children who already have additional needs and who will require their existing risk assessment to be updated. The list of examples given here is not exhaustive and should be added to with any specific considerations. Additions and amendments should be added to this form and a new form completed and attached to this original form as required. A separate form should be used for individual children, whole groups and specific areas.

Room/area/group of children referred to in this risk assessment:

Assessment carried out by:

Assessment date:

Setting manager's signature:

Hazard	People	Severity	Likelihood	Risk Level	6) Controls	7) Further Action	Likelihood
What are the risks you have identified?	Who might be harmed	How badly could they be harmed? (worst case scenario)	of harm with present controls		What controls can be put in place?	What needs to be changed, by whom and by what date?	of harm with extra controls
Examples Maintaining adequate ratios; Working with mixed age groups in one area; Staff shortages; Child becomes ill; Educator becomes ill; Maintaining allergy information; Providing meals; Children's emotional well-being; Dsrupction of key person system	Examples Staff; Children Students; Volunteers; Children with additional needs; Staff with additional needs	Choose one option Death; Major Injury (Hospital/A&E/GP treatment required); Minor Injury or Illness (First-aid required); Superficial Injury or Discomfort (No first-aid); Emotional well-being	Choose From Very likely; Likely; Remote	Choose From High; Medium; Low; Insignificant	Examples Additional procedures; Personal Protective Equipment; Closing off unused rooms/areas in setting; Children bringing own lunch	Examples Increased Supervision; Changes to existing procedures; Local Authority guidance; Personal Protective Equipment; Others as identified	Choose From Very Likely; Likely; Remote

Hazard	People	Severity	Likelihood	Risk level	Controls	Further action	Likelihood

If, following risk assessment and control measures, the level of risk remains high and the risk of harm remains very likely then the place should not be offered.

Please note, this is a template we use and not a completed version. This is a working document which gets updated continually.