**Woburn Lower School/Heritage Centre/Church Walkway**

**Risk Assessment**



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| **Risk Assessment for:**  The use of the Heritage Centre Gate as access for parents to pick up and drop off children to Woburn Lower School as from September 2024. | **What are you risk assessing?**  To assess whether using the Heritage Centre Gate is a safe assess for up to 60 children and parents at any one time to enter Woburn Lower School. The walkway is part of the Church and is maintained by them, but a daily risk assessment would be carried out by our Site Agent. | |
| **Establishment:**  Woburn Lower School/Heritage Centre | **Assessment by:**  Paula Black – Head Teacher at Woburn Lower School | **Date:**  1.9.2024 |
| **Risk assessment number/ref: 8** | **Approved by Health and Safety Governor:**  Suzanne Stretton | **Date:**  5.9.2024 |

| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **What further action is necessary?** | **Action by whom?** | **Action by when?** | **Date completed** |
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| Slips, trips, falls and injuries | Parents/carers and children may be injured if they trip over objects or slip on spillages.  Cuts and abrasions, other physical and major injuries.  Parents/children may touch poisonous plants/plants they have an allergic reaction to/be bitten by an insect  Children could fall/hurt themselves climbing on gravestones/posts or fences or cause damage  Parents could knock their heads due to the low height of the gate leading to the playground | * All areas only accessed during daylight hours * Reminder to take care given to all parents/carers, particularly during wet weather. * All parents/carers and children advised to only walk within the grounds of the Heritage Centre. * Daily risk assessment made by Woburn Lower School Site Agent - Spills / trip hazards immediately cordoned off / signed and then dealt with. * Use of the access is for pupil drop off/collection only. Staff will use the existing school entrance. * At least one member of staff present in the playground will have paediatric first aid qualifications * There is a first aid box located in the playground * Parents have been reminded to be aware of the low height of the gate and there is signage there. * Parents have been reminded not to let children climb on gravestones/posts or fences | *Alterations to gate height actioned August 2024*  Signage to be refreshed and Site Agent to look into alterations to the gate entrance | Headteacher – Woburn Lower School  Site Agent – Woburn Lower School  Site agent – Woburn Lower School | Daily checks to be maintained  September 2024 | Ongoing  September 2024 |
| Vehicle movements | Parents/carers and children may be injured in light of the access from Bedford Street also being used by a limited number of vehicles. | * Parents/carers asked to keep their children close to them and to be extra vigilant when entering the access to the Heritage Centre. |  | Parents/careres | Ongoing | Ongoing |

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**Risk assessment review due: September 2025**