



Pikes Lane Primary School

EYFS Risk Assessment

Policy

Policy Leader: K.Hilton

Linked Governor Sub Committee: Resources and Leadership



General Risk Analysis

- be aware of the temperature of tap water
- keep kitchen work surfaces clutter free
- keep unused electrical sockets switched off (plastic socket covers not to be used)
- mop up spilt liquids promptly and display a warning sign
- sweep up spilt sand promptly
- keep the floor clutter free
- make sure that computer cables do not trail on the floor
- check all play equipment regularly
- replace worn hand grips and pedals on bikes/scooters where possible
- use 'finger safe' products on outside doors and warn children of danger of trapping fingers
- supervise children outside at all times
- make sure that the gates are bolted and locked
- no children in the kitchen unsupervised
- ensure that indoor and outdoor provision is set up and ready for learning
- ensure water bottles are accessible at all times

Indoor Environment Risk Assessment

Potential Hazard or Risk	Degree of Risk			Notes, Actions, Workplace Precautions in Place
	LOW	MED	HIGH	
Windows which can be opened or are insecure.	☐			Windows are all in good state of repair and visually checked when used.
External doors easily opened from the inside by children.	☐			Access to the outdoor area is locked at a high level, out of reach of children. Internal doors that lead to corridors have high handles. Nursery have additional baby gates where required.
Malfunctioning door locks on bathrooms & toilets; risk of becoming trapped inside.	☐			All locks work well and are regularly inspected by the EYFS staff and any concerns are passed onto the sit manager.
Children getting their fingers stuck in the classroom doors.		☐		All internal doors have plastic finger cover guards. All external doors have hand/finger catchers to prevent children catching their fingers when going outside. New nursery classroom to be installed-awaiting.
Obstruction of fire doors, equipment (cleaners etc) left lying in passageways, etc	☐			All equipment stored away safely. Vigilant cleaning of play resources. Encouraging children to tidy when they have finished. No areas set up directly in line of fire exits.
Toys / activity equipment in need of repair.	☐			Any broken or damaged toys are taken out of circulation until repaired – or thrown away.
Continuous provision shelving broken.	☐			All shelving for children to access is regularly checked to ensure they are in good working order.
Child becoming injured on furniture.		☐		All small tables are rounded on the corners or have corner catchers to prevent children injuring their heads/face if they fall. Tables are of correct height and standard for the children.
Unsafe use / positioning of ladders / stepladders	☐			Staff are not permitted to use step ladders or ladders without appropriate 'Working at Height' training and must be used when children are not present.
Cutting themselves/others		☐		Children have access to scissors in continuous provision in nursery and reception. Children in pre-school use scissors with adult supervision. All scissors are child friendly.

Slips/trips/falls.		☐		Children running around the area are asked to walk. Carpet trims are regularly checked. Rugs are straightened to avoid trips. Chairs are tucked under tables. Classroom has enough space for children to safely move around.
Electric shock from sockets	✓			Sockets do not have plastic covering as recommended. Switches are turned off when not in use.
Security				
No outside perimeter fencing, walls or other barrier to prevent children from wandering.	☐			Outside perimeter secured by fence and locked gates. Playground gates are locked when not in use.
External doors / windows do not lock properly.	☐			All windows and doors close securely.
No Visitors Book / records kept of visitors in school.	☐			All visitors are asked to sign in at the main school office.
Visitors to the EYFS arrive and leave unchallenged.	☐			No visitor can access the EYFS without coming through the main school entrance.

Outdoor Environment Checklist

Is the outdoor environment safe and secure?	✓
Is the outdoor environment accessed in all weathers?	✓
Does the learning environment enable children to continue to develop as independent learners?	✓
Are learning opportunities maximised by using the space and time available to you creatively?	✓
Can the children use the outdoor environment for all aspects of their learning?	✓
Is the outdoor environment easily accessible to the children?	✓
Is the outdoor environment always supervised?	✓
Is the learning environment too hot/ too cold/ too stuffy/ too dark?	X
Is there adequate space for the children to learn and play?	✓
Do you offer a range of outdoor activities for each of the seven areas of learning?	✓

Points to consider

Visibility-

How much of the outside area can be seen?

All parts can be seen. Some areas can be seen from inside the building. The adult(s) outside are to make sure that the children are always in sight. Ensure the shutters are open for visibility. If the shutters are closed, adults must supervise on both sides.

Are there any blind spots?

When the shutters are down on the main EYFS outdoor area, the grassed area is not easily visible.

Is condensation an issue?

No

Access Points/security-

How do the children access the outside environment?

Through any of the outdoor doors. Under no circumstances do EYFS children go outdoors unattended.

How the access points are made secure?

All gates are locked; internal doors are locked until the outdoor area is secure.

How often are fencing/gates checked by staff?

At the beginning of each session by EYFS staff and regular safety checks by the site manager.

Are the access points used by staff, children, parents or visitors to access other areas of the site?	Yes. The gates are used in the morning and afternoon by parents dropping off and collecting children.
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Equipment-

Which equipment/resources will always require adult supervision?	All outdoor activities have general adult supervision to ensure that everyone is safe and that children are playing/working appropriately.
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Which equipment/resources will require regular safety checks?	All items are checked daily but the vehicles and climbing frame have regular safety checks.
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How often and by whom will these checks be made?	All staff are responsible for this on a daily basis. Head of EYFS/Site manager to check the climbing frame and large equipment regularly.
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Pupils-

Are there any children who will need particular support and supervision in the outside environment?	Any child with an EHCP, behavioural issues or physical disability
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How many children can have access to the environment?	All children have access, with at least one adult from each class
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Other-

How will weather conditions affect surfaces, equipment, activities and access?	Surfaces are obviously affected, but access is only allowed if the surfaces are safe. This is checked by Head of EYFS and Site Manager in adverse weather conditions. Resources are stored inside and are therefore not affected. Staff use their judgement to decide on safety of climbing frame in adverse weather conditions.
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First aid - are adults working in early years aware of the designated first aider in school?	There are designated first aiders in EYFS.
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Is the environment close to public access points or public footpaths?	No
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General Outdoor Area Risk Assessment

Who could be harmed	Children Adults
Level of Risk	Low
Existing controls	Outdoor equipment is checked daily to ensure everything is safe and in working order

- Staff made aware of any common possible hazards e.g. by the site manager
- Gate to be locked promptly
- Cable reels to be stacked no more than two high and children not to stand on them when they are stacked two high. The area to be supervised by a member of staff

How serious is the risk of injury?

Low

What further action is needed to control the risk?

Continual vigilance by all staff

Who will be responsible for what action and when/how often will it be taken?

All staff – on going

How checked and by whom?

All staff, at the beginning of each session

Vehicles area – main EYFS outdoors

Possible Risks Level of Risk	Existing Controls Low/Medium/high
▪ Broken parts ▪ Flat tyres ▪ Rusting or flaking metal ▪ Children falling off a vehicle ▪ Children crashing into another vehicle	▪ Vehicles to be checked daily to ensure they are in working order; no broken parts, good condition etc – staff to give them a 'test drive' before each session ▪ Adult supervision ▪ Ensure the children are clear about the expectations and routines for using the wheeled toys before the children can access them independently. ▪ Wheeled toys to be used in the clearly marked roadway

Sand pit – pre-school, nursery and reception's outdoor areas.

Possible Risks Level of Risk	Existing Controls Low/Medium/high
- Children getting sand in their eyes - Any litter/insects etc getting into the sand and going unnoticed - Animals defecating in the sand area	- Model appropriate use of area – adult to keep a close eye on this area to ensure children are playing appropriately - Make sure that the sand pit cover is put on at the end of the day to avoid anything getting in the sand - Sand area to be covered. Checked and changed regularly.

Water resources – pre-school, nursery and reception areas

Possible Risks Level of Risk	Existing Controls Low/Medium/High
- Children getting water in their eyes - Damage to the guttering creating sharp edges - Children ingesting soapy water - Children ingesting stagnant water - Wet/dirty clothing	- Model appropriate use of area – adult to keep a close eye on this area to ensure children are playing appropriately - Make sure that the guttering is checked on a daily basis for damage - Model use of the area, adults to supervise the children. Discourage children from consuming the water - Water is changed daily; the water trays are cleaned and washed. Any water that has been left overnight will be changed. Mud/soil in water cleaned out - Children are actively encouraged to wear aprons to protect their uniform. Children get changed if their clothing is wet

Mud Kitchen – pre-school, nursery and reception

Possible Risks Level of Risk	Existing Controls Low/Medium/high
- Children getting mud in their eyes - Children consuming mud - Children exploring in stagnant water/mud - Animals defecating in the mud area - Children hurting themselves on tools	- Model appropriate use of area – adult to keep a close eye on this area to ensure children are playing appropriately - Adults to encourage hand washing after playing in this area - Mud to be covered each evening and if it starts to rain - Mud to be changed regularly - Supervision when tools are used such as: hammers, vegetable peelers and knives

Climbing frame – Reception EYFS outdoors

Possible Risks Level of Risk	Existing Controls Low/Medium/high
- Falling / slipping / being pushed - Banging / bumping on the equipment - Being stuck at the top - Friction burn from ropes - Splinters	- Model appropriate use of area – adult to keep a close eye on this area to ensure children are playing appropriately - Adults to remain vigilant in supervising area - Safety surface meets size requirements - Children only allowed to use the equipment over 3 years old - Staff to discourage older children from using the equipment outside of school hours - Daily checks of the equipment- wood/foot holes and rope - Annual safety assessment from an outdoor agency

Reception outdoor area-grassed hill

Possible Risks Level of Risk	Existing Controls Low/Medium/high
- Falling / slipping / being pushed - Banging / bumping on the equipment - Being stuck at the top - Friction burn from the grass	- Model appropriate use of area – adult to supervise - Supervision when jumping off the area - Artificial grass checked regularly to ensure it is secure - Children encouraged to slide down - A small number of children on the hill at any one time

Loose Parts-pre-school, nursery and reception

Possible Risks Level of Risk	Existing Controls Low/Medium/high
- Falling resources - Splinters - Slips/trips/falls - Trapped fingers	- Model appropriate use of the resources - Wooden blocks stored at a safe height - Children encouraged to build to a safe height - Cable reels and wooden blocks regularly checked for splinters (sanded and varnished when needed) - Supervision when it is wet outdoors

COVID Specific Risk Assessment

Possible Risks Level of Risk	Existing Controls Low/Medium/high
Children and staff contracting and spreading coronavirus	▪ Staff wash hands on entry to classroom and regularly throughout the day ▪ Children wash their hands on entry, before and after eating, after outdoor play, after sneezing and using the toilet ▪ Catch it, bin it, kill it encouraged with children ▪ Children in year group bubbles pre-school/nursery /reception ▪ RSL/RKH share provision indoors and RCM use their own classroom ▪ Each year group has their own toilet ▪ Each class has their own sink ▪ Parents are asked to wear masks on site ▪ Parents do not enter the classrooms at this moment in time ▪ Staff have access to full PPE ▪ Staff wear a mask in another classroom and when speaking to parents ▪ Tables wiped throughout the day ▪ Resources sterilised in fluid once per month or more when children place objects in their mouth ▪ Hand washing before using play dough/sand and water ▪ Sand changed regularly ▪ Water and dough changed daily