



# **Latchford St James C of E Primary School**

**Early Years  
Risk Assessment**

**September 2020**

**Latchford St James C of E Primary School EYFS**  
 - Suitable Premises, Environment and Equipment Risk Assessment

<b>Risk Assessment Title</b>	Outdoor and indoor spaces, furniture, equipment toys to comply with sections of EYFS
<b>EYFS Space</b>	Nursery / Reception (highlight as appropriate)
<b>Date of Risk Assessment</b>	02/09/20
<b>Risk Assessment Completed by</b>	EYFS Team Leader + EYFS Team
<b>Initial Review Date for Assessment: (6 weeks after completion date)</b>	22/10/20 Reviewed October 2020
<b>Assessment Review Date: (Annually or sooner if required)</b>	September 2022

- a **hazard** is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer etc;
- the **risk** is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

## **Extract from the Statutory Framework for the Early Years Foundation Stage**

*It is essential that children are provided with safe and secure environments in which to interact and explore rich and diverse learning and development opportunities. Providers need to ensure that, as well as conducting formal risk assessment, they constantly reappraise both the environments and activities to which children are being exposed and make necessary adjustments to secure their safety at all times.*

*Suitable premises, environment and equipment - Outdoor and indoor spaces, furniture, equipment and toys, must be safe and suitable for their purpose.*

**Schools will not be required to have separate policies for the EYFS provided that the requirements are met through their policies which cover children of a statutory age.**

### **Outings**

Children must be kept safe whilst on outings.

- For each specific outing, providers must carry out a full risk assessment, which includes an assessment of required adult: child ratios.
- This assessment must take account of the nature of the outing, and consider whether it is appropriate to exceed the normal ratio requirements (as set out in this document), in accordance with providers' procedures for supervision of children on outings.

### ***Statutory guidance to which providers should have regard***

- Providers should obtain written parental permission for children to take part in outings.
- Providers should take essential records and equipment on outings, for example, contact telephone numbers for the parents of children on the outing, first aid kit, and a mobile phone.
- Records should be kept about vehicles in which children are transported, including insurance details and a list of named drivers.

## **Medicines**

- Providers must implement an effective policy on administering medicines.
- The policy must include effective management systems to support individual children with medical needs.
- Providers must keep written records of all prescribed medicines administered to children, and inform parents.
- Providers must obtain prior written permission for each and every medicine from parents before any medication is given.

## **Specific legal requirements - Risk assessment**

- The provider must conduct a risk assessment and review it regularly – at least once a year or more frequently where the need arises.
- The risk assessment must identify aspects of the environment that need to be checked on a regular basis: providers must maintain a record of these particular aspects and when and by whom they have been checked.
- Providers must determine the regularity of these checks according to their assessment of the significance of individual risks.
- The provider must take all reasonable steps to ensure that hazards to children – both indoors and outdoors – are kept to a minimum.

## ***Statutory guidance to which providers should have regard***

- The risk assessment should cover anything with which a child may come into contact.
- The premises and equipment should be clean, and providers should be aware of the requirements of health and safety legislation (including hygiene requirements).
- This should include informing and keeping adults up-to-date.
- A health and safety policy should be in place which includes procedures for identifying, reporting and dealing with accidents, hazards and faulty equipment.

## Entrance and Corridors

What are the Hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary	Action by who?	Action by when?	Completed
Entrance door	Children + Adults Personal safety	Door kept shut/secure at all times and checked regularly	Any problems with locks/security to be reported to site manager/EYFS Lead/HT	EYFS staff		
Electric sockets	Children + Adults Electrical shock	Socket covers where appropriate	Check socket covers	EYFS staff	Sept 2020	Yes/No
Trapping hazard from doors	Children + Adults Physical injury	Adults to open and shut doors , finger guards in place	Children to be reminded not to open and shut main doors with access to outside	EYFS staff	Sept 2020	Yes/No
Fire signage	Children + Adults Personal safety	Ensuring adequate signage and regular evacuation practices	Regular evacuation practices. Inform site manager if signage unclear/damage/need replacing	EYFS staff	Sept 2020 and termly	Yes/No
Tripping / slipping due to poor flooring	Children + Adults Physical injury	Daily checks of flooring and issues reported to site manager	Problems with tears, rips or uneven flooring to be reported to site manager	EYFS staff		

### Wet Areas

What are the Hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary	Action by who?	Action by when?	Completed
Sand on floor	Children + Adults Slipping hazard , physical injury	Floor swept regularly, sand sieved for any foreign/hazardous objects- sand not returned to container after spillage.	Change the sand regularly and clean the container. Children to be encouraged to be aware of safety around sand.	EYFS staff		
Water on floor	Children + Adults Slipping hazard , physical injury	Floor mopped as excess spillage occurs	Water is changed daily and container is cleaned. Children to be encouraged to be aware of safety around water.	EYFS staff		
Scissors	Children + Adults Physical injury	Children are shown safe ways to handle and store scissors and are usually under supervision when in area	Staff encourage safe storage and scissors checked that they are fit for purpose	EYFS staff		
Tools	Children + Adults Physical injury	Children are shown safe ways to handle and store tools and are usually under supervision when in area	Staff encourage safe storage and tools checked that they are fit for purpose	EYFS staff		
Spillages of waste and accidents by children in toilet area	Children + Adults Slipping hazard , physical injury, disease/illness	Toilet area and sinks checked regularly and cleaned as necessary	Any problems reported to site manager.	EYFS staff		
Unhygienic surfaces	Children + Adults Disease/illness	Surfaces are cleaned regularly and sprayed with anti-bacterial spray before food activities		EYFS staff		

### Carpeted Areas

What are the Hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary	Action by who?	Action by when?	Completed
Exits impeded by toys	Children + Adults Fire hazard	Keep the exits as clear as possible	Children made aware of need to keep exits clear and safe	EYFS staff		
Toys left on floor	Children + Adults Tripping hazard	Children are encouraged to put toys they have been using away when they have finished with them	Adults to regularly check area for toys on floor in the thoroughfare	EYFS staff		
Sockets	Children + Adults Electrical shock	Socket covers in place	Daily room checks to ensure covers are in place prior commencement of activities.  Check socket covers	EYFS staff	Sept 2020	Yes/No
Tripping / slipping due to poor flooring	Children + Adults Tripping hazard	Daily checks of flooring and issues reported to site manager	Tears, rips or uneven flooring to be reported to site manager	EYFS staff		
Tripping / injury due to trailing wires and cables	Children + Adults Tripping hazard	Ensure cables are safely secured and out of reach	Daily checks. Reinforce message that children are not to touch cables	EYFS staff		

### All Other Rooms/Areas

What are the Hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary	Action by who?	Action by when?	Completed
Electric sockets	Children + Adults Electrical shock	Socket covers in place	Daily checks to ensure covers are in place prior commencement of activities.  Check socket covers	EYFS staff	Sept 2020	Yes/No
Trapping hazard from hinges on doors	Children + Adults Physical injury	Finger guards are fitted	Children informed of correct way of opening doors and not to put hands near hinges	EYFS staff		
Fire signage	Children + Adults Personal safety	Ensuring adequate signage and regular evacuation practices	Regular evacuation practices and inform site manager if signage unclear/damage/need replacing	EYFS staff		
Tripping / slipping due to poor flooring	Children + Adults Physical injury	Flooring checked regularly and issues reported to site manager	Tears, rips or uneven flooring to be reported to site manager	EYFS staff		
Heating / ventilation	Children + Adults Unhygienic	Monitor heating and level of ventilation	Inform site manager of any problems or concerns	EYFS staff		
Tripping / injury due to trailing wires and cables	Children + Adults Physical injury	Cables and wires are secured/safely stored	Checks to be made regularly to ensure there is no tripping hazard	T EYFS staff		
Contractors working on the premises	Children + Adults Physical injury	Areas to be cordoned off and children and adults informed to keep away from areas where work taking place. Workers to have signed in at reception and wear identification		EYFS staff		



<b>Food Preparation Area</b> (general access not allowed, specific adult led activities only)						
<b>What are the Hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>What further action is necessary</b>	<b>Action by who?</b>	<b>Action by when?</b>	<b>Completed</b>
Knives and sharp implements	Children + Adults Physical injury	Sharp equipment to be stored in drawers and cupboards away from children	Children to be supervised at all times in kitchen areas and taught how to use implements/equipment correctly	EYFS staff		
Kettle in nursery	Children + Adults Scalding/burning injury	Kettle to be stored on units away from the edges	Gate to be locked whilst Nursery children are in school.	EYFS staff		
Cooker/oven	Children + Adults Scalding/burning injury	Children to stand safe distance away from cooker	Children to be supervised at all times in kitchen areas and not to touch cooker/oven or touch pans	EYFS staff		
Electrical appliances	Children + Adults Electrical shock	Appliances to be safely stored and checked on a regular basis	Children to be supervised at all times in kitchen areas and not to use electrical appliances	EYFS staff		
Cooking utensils	Children + Adults Physical injury	Utensils to be stored safely in drawers or cupboards away from children	Children to be supervised at all times in kitchen areas and not expected to find/get utensils from drawers/cupboards	EYFS staff		
Fridge (correct storage of food, in date etc.)	Children + Adults Ill health	Food/drinks/medicines to be correctly store in fridge	Food/drinks to be checked regularly	EYFS staff		
Toaster	Children + Adults Physical injury Electrical shock	Children to stand safe distance away from toaster	Children to be supervised at all times in kitchen areas and not to use toaster.	EYFS staff		
No fire blanket	Children + Adults	Ensure that there is a fire blanket	Adults know where the fire blanket is located and how to use it.	EYFS staff	Sept 2020	

## Outdoor Play Areas

What are the Hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary	Action by who?	Action by when?	Completed
Gates , locks and hinges	Children + Adults Trapping hazard , physical injury	Gates, hinges and locks checked daily by site manager/EYFS lead	Children to be supervised outside at all times and encouraged to stay away from gates	EYFS staff		
Uneven tarmac surfaces	Children + Adults Tripping hazard	Surfaces regularly checked	Surfaces to be cleared and checked and issues reported	EYFS staff		
Tripping hazard on soft surface	Children + Adults Tripping hazard	Surfaces regularly checked	Surfaces to be cleared and checked and issues reported	EYFS staff		
Wooden furniture	Children + Adults Physical injury	Garden furniture condition checked on regular basis	Condition checked and maintenance issues reported to site manager	EYFS staff		
Sand containers	Children + Adults Physical injury Hygiene	Sand changed on regular basis and checked for sharp/foreign objects Children encouraged to wash hands after working in sand	Children to be supervised outside at all times and continued to be informed of the need for hygiene procedures after use	EYFS staff		
Water containers	Children + Adults Hygiene Physical injury	Water in container to be changed daily and container checked for sharp/foreign objects before use	Children to be supervised outside at all times and continued to be informed of the need for hygiene procedures after use	EYFS staff		
Mud kitchen	Children Hygiene, consumption of soil	Children to be given clear instructions not to eat soil. Ensure children wash hands after playing in the mud kitchen.	Adult supervision in the outdoor area and reminder of hygiene procedures when necessary.	EYFS staff		
Outdoor climbing frame/slide	Children Physical Injury	Children to be informed of clear rules. Up the stairs and down the slide. No jumping from top of the frame.	Adult supervision, if a child does not follow the rules they will not be able to play in this area for rest of the day.	EYFS staff		
Storage of outside tools and equipment	Children + Adults Tripping hazard Physical injury	Maintenance of play storage to be checked regularly, equipment and tools stored safely within it Equipment to be stored safely in storage cupboard and children to have no access to it	Children to be made continually aware of hazards within play storage and to be reminded that they are not allowed into storage cupboard	EYFS staff		
Use of outside tools and equipment	Children + Adults Physical injury	Tools and equipment to be stored safely in outside storage cupboard and children to be supervised when using them	Ensure children shown and reminded about correct use of tools and equipment to prevent injury/accidents	EYFS staff		
Plants	Children + Adults	Checks to be made regularly on plants growing in outside areas	Children to be supervised when planting and reminded of good hygiene practice.	EYFS staff		

Den building equipment	Children + Adults Tripping hazard , physical injury	There is adequate space to move around the den building. Equipment is checked regularly. Weather conditions are monitored and acted upon	Children's behaviour to be monitored closely and children have the safe use of equipment explain regularly.	EYFS staff		
Plastic crates	Children and Adults Tripping hazard , physical injury	The ground is firm and free of loose items that may give way The crates are selected to ensure there are no holes in the sides or base that would cause fingers to become stuck in them. The resource is monitored prior to and during use for wear and tear. There is adequate space to more around freely	Children are discouraged from climbing on staked crates more than two high. Children are discouraged from building towers taller than themselves.	EYFS staff		
Equipment trolleys	Children and Adults Tripping hazard , physical injury	Ensure that the children are informed not to run with or climb on the trolleys Ensure good practise is modelled by peers and staff.	Equipment checked prior to and during use for wear and tear	EYFS staff		
Pegs	Children Physical nips	Ensure good practise is modelled by peers and staff.	Children are aware of the expectations of how to use the equipment safely.	EYFS staff		
Wooden poles and planks	Children and Adults Tripping hazard , physical injury	Weather conditions monitors and acted upon. The resource is monitored prior to and during use for wear and tear. There is adequate space to more around freely	Children discourages from carrying poles /planks horizontally. Children to play with the poles in designated areas only.	EYFS staff		
Scarves, ribbons and fabric	Children Physical injury	Ensure good practise is modelled by peers and staff.	Children are aware of the expectations of how to use the equipment safely.	EYFS staff		
Skipping ropes	Children Physical injury	Ensure good practise is modelled by peers and staff.	Children are aware of the expectations of how to use the equipment safely.	EYFS staff		

<b>Snack Areas</b>						
<b>What are the Hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>What further action is necessary</b>	<b>Action by who?</b>	<b>Action by when?</b>	<b>Completed</b>
Choking on fruit – snack	Children	Children to sit at table to eat snack and grapes cut in half.		EYFS staff		
Tripping / slipping due to spillages	Children + Adults Physical injury	Flooring checked regularly and all spillages mopped up immediately	Children to be informed that they must report all spillages to a member of staff.	EYFS staff		
Unhygienic/ dirty equipment	Children + Adults Unhygienic	Children informed of correct use of equipment and it's changed/cleaned regularly	Equipment to be replaced when damaged	EYFS staff		

<b>Toilets / Bathrooms</b>						
<b>What are the Hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>What further action is necessary</b>	<b>Action by who?</b>	<b>Action by when?</b>	<b>Completed</b>
Injury from hot water taps	Children + Adults Scalding/burning	Automatic push taps that turn off after time Children made aware of need for taps to go off	Checks to be made that taps are off.	EYFS staff		
Burns from excessive Radiator / pipe temperature	Children + Adults Scalding/burning	Children warned to stay away from pipes and radiators	Regular checks to be made to ensure pipes and radiator are not too hot-radiator/pipe covers to be fitted if necessary	EYFS staff		
Soap /water spills	Children + Adults Slipping	Soap cleaned up as soon as on floor, excessive water spills mopped up	Regular checks of toilet areas	EYFS staff		
Unhygienic toilet areas	Children + Adults Illness from germs	Toilets are cleaned each day and any toilet accidents would be mopped up immediately	Regular checks of toilet areas	EYFS staff		