



Creative Children's Academy Trust (CCAT) Thorpe Hesley Primary School

Foundation Stage Risk Assessment

Taken to Local Governing Board – Curriculum, Data and Safeguarding

On:

To be reviewed **annually** / two yearly / as required

To be reviewed on: (eg) Autumn term 2023

Policy and procedure are common to all our CCAT schools.
Any administrative variations within this policy are highlighted in **blue**.

Creative Children's Academy Trust (CCAT) partners



Thorpe Hesley Primary School EYFS - Suitable Premises, Environment and Equipment Risk Assessment

Risk Assessment Title	Outdoor and indoor spaces, furniture, equipment toys to comply with sections of EYFS
Date of Risk Assessment	September 2022
Risk Assessment Completed by	EYFS Team Leader + EYFS Team
Assessment Review Date: (Annually or sooner if required)	September 2023



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.

Specific legal requirements - Risk assessment

Extract from the statutory framework for the early years foundation stage

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.



Drivers using their own transport should have adequate insurance cover.

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.

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.

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.

Nursery and Reception Classrooms				
What are the Hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary	Action by who?
<i>Entrance door</i>	<i>Children + Adults Personal safety</i>	<i>Door kept shut/secure at all times and checked regularly</i>	<i>Problems with locks/security to be reported to site manager</i>	<i>T/TA</i>
<i>Injury from electric sockets</i>	<i>Children + Adults Electrical shock</i>	<i>Talk to children about being safe around sockets.</i>		<i>T/TA</i>
<i>Trapping hazard from</i>	<i>Children + Adults</i>	<i>Adults to open and</i>	<i>Children to be told not to</i>	<i>T/TA</i>

<i>doors</i>	<i>Physical injury</i>	<i>shut doors , finger guards in place</i>	<i>open and shut main doors with access to outside</i>	
<i>Fire signage</i>	<i>Children + Adults Personal safety</i>	<i>Ensuring adequate signage and regular evacuation practices</i>	<i>Continue with evacuation practices and inform site manager if signage unclear/damage/need replacing</i>	<i>T/TA Caretaker</i>
<i>Tripping / slipping due to poor flooring</i>	<i>Children + Adults Physical injury</i>	<i>Daily checks of flooring and issues reported to site manager</i>	<i>Tears, rips or uneven flooring to be reported to site manager</i>	<i>T/TA</i>
<i>Ineffective heating / ventilation</i>	<i>Children + Adults Unhygienic</i>	<i>Monitor heating and level of ventilation</i>	<i>Inform site manager of any problems or concerns. Add ventilation by opening windows as required</i>	<i>T/TA</i>
<i>Tripping / injury due to trailing wires and cables</i>	<i>Children + Adults Physical injury</i>	<i>Ensure cables are safely secured and out of reach</i>	<i>Daily checks. Reinforce message that children are not t touch cables</i>	<i>T/TA</i>
<i>Contractors working on the premises</i>	<i>Children + Adults Physical injury</i>	<i>Areas to be cordoned off, contractors to be signed in</i>	<i>Prior to visit procedures are put in place with contractors. All contractors are DBS checked.</i>	<i>T/TA</i>

What are the Hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary	Action by who?
<i>Sand on floor</i>	<i>Children + Adults Slipping hazard , physical injury</i>	<i>Floor swept regularly , sand sieved for any foreign/hazardous objects- sand not returned to container after spillage</i>	<i>Change the sand regularly and clean the container Children to be encouraged to be aware of safety around sand</i>	<i>T/TA</i>
<i>Water on floor</i>	<i>Children + Adults Slipping hazard , physical injury</i>	<i>Floor mopped as excess spillage occurs</i>	<i>Water is changed daily/as necessary and container is cleaned Children to be encouraged to be aware of safety around sand</i>	<i>T/TA</i>
<i>Scissors</i>	<i>Children + Adults Physical injury</i>	<i>Children are shown safe ways to handle and store scissors and usually under supervision when in area</i>	<i>Staff encourage safe storage and scissors checked that they are fit for purpose</i>	<i>T/TA</i>
<i>Tools</i>	<i>Children + Adults Physical injury</i>	<i>Children are shown safe ways to handle and store tools and usually under supervision when in area</i>	<i>Staff encourage safe storage and tools checked that they are fit for purpose Pencils are to be stored flat.</i>	<i>T/TA</i>
<i>Spillages of waste and accidents by children in toilet area</i>	<i>Children + Adults Slipping hazard , physical injury, disease/illness</i>	<i>Toilet area and sinks checked regularly throughout each session and cleaned as necessary</i>	<i>Staff to use allocated spillage mops located in cleaners cupboard.</i>	<i>T/TA</i>
<i>Unhygienic surfaces</i>	<i>Children + Adults Disease/illness</i>	<i>Surfaces are cleaned regularly and sprayed with anti-bacterial spray before food activities</i>		<i>T/TA</i>
<i>Exits impeded by equipment</i>	<i>Children + Adults Fire hazard</i>	<i>Keep the exits as clear as possible</i>	<i>Children made aware of need to keep exits clear and safe</i>	<i>T/TA</i>
<i>Toys left on floor</i>	<i>Children + Adults Tripping hazard</i>	<i>Children are encouraged to put toys they have been using away when they have finished with them</i>	<i>Adults to regularly check area for toys on floor in the thoroughfare</i>	<i>T/TA</i>
<i>Slipping injury due to sand/water/paint or play dough on floor</i>	<i>Children + Adults Physical injury</i>	<i>All spillages are swept/mopped up as soon as they occur</i>	<i>Checks to be made regularly to ensure there is no slipping hazard</i>	<i>T/TA</i>
<i>Unsuitable storage of equipment not accessed by children</i>	<i>Children + Adults Physical injury</i>	<i>Equipment stored safely in boxes or cupboards</i>	<i>Checks to make sure equipment is safely stored and not at height</i>	<i>T/TA</i>

What are the Hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary	Action by who?
<i>Unhygienic use of sand and water</i>	<i>Children + Adults Unhygienic</i>	<i>Sand and water changed regularly and checked for sharp/foreign objects , containers cleaned regularly</i>	<i>Children to be informed of the need for hygiene procedures such as washing hands Children encouraged to be responsible for own cleanliness</i>	<i>T/TA</i>
<i>Insecure door</i>	<i>Children + Adults Personal safety</i>	<i>Door kept shut/secure at all times and checked regularly</i>	<i>Problems with locks/security to be reported to site manager</i>	<i>T/TA</i>
<i>Poor Cleanliness of fabrics and cushions and carpets</i>	<i>Children + Adults</i>	<i>Covers washed regularly</i>	<i>Covers to be replaced when worn out/ripped</i>	<i>T/TA</i>
<i>Protruding objects at eye level</i>	<i>Children + Adults Physical injury</i>	<i>Checks made to identify hazards</i>	<i>Check to be done daily as part of daily assessment and hazard removed</i>	<i>T/TA</i>
<i>Sharp edges / corners</i>	<i>Children + Adults Physical injury</i>	<i>Children made aware of edges and corners</i>	<i>Check to be done daily as part of daily assessment and hazard removed</i>	<i>T/TA</i>
<i>Fire doors</i>	<i>Children and adults</i>	<i>Fire doors and checked by caretaker.</i>	<i>Some fire doors open easily. Bolts have been placed on the fire doors and staff need to check they have been unbolted in a morning. Fire doors are bolted overnight only.</i>	<i>Caretaker T/TA</i>
<i>Pencils in pots and transported</i>	<i>Children and adults</i>	<i>Pencils are kept in trays and children are shown how to transport them around the classroom.</i>	<i>Ensure that not pencils are kept in upright containers.</i>	<i>T/TA</i>

Food Preparation Area – General access not allowed by children

What are the Hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary	Action by who?
<i>Knives and sharp implements</i>	<i>Children + Adults Physical injury</i>	<i>Sharp equipment to be stored in drawers and cupboards</i>	<i>Children not to be allowed in kitchen areas.</i>	<i>T/TA</i>
<i>Kettle</i>	<i>Children + Adults Scalding/burning injury</i>	<i>Kettle to be stored on units away from the edges</i>	<i>Children not to be allowed in kitchen areas.</i>	<i>T/TA</i>
<i>Cooker/oven</i>	<i>Children + Adults Scalding/burning injury</i>	<i>Children to stand safe distance away from cooker</i>	<i>Cooker to be supervised by an adult at all times.</i>	<i>T/TA</i>
<i>Electrical appliances</i>	<i>Children + Adults Electrical shock</i>	<i>Appliances to be safely stored and checked on a regular basis</i>	<i>Children not to be allowed in kitchen areas.</i>	<i>T/TA</i>
<i>Cooking utensils</i>	<i>Children + Adults Physical injury</i>	<i>Utensils to be stored safely in drawers or cupboards</i>	<i>Children not to be allowed in kitchen areas.</i>	<i>T/TA</i>
<i>Fridge (correct storage of food, in date etc.)</i>	<i>Children + Adults Ill health</i>	<i>Food/drinks/medicines to be correctly store in fridge</i>	<i>Food/drinks to be checked regularly Temperature log is kept.</i>	<i>T/TA</i>
<i>Fire blanket</i>	<i>Children + Adults</i>	<i>Ensure that there is a fire blanket</i>	<i>Adults know where the fire blanket is located and how to use it</i>	<i>T/TA</i>
<i>Use and storage of cleaning materials / other substances</i>	<i>Children + Adults Poisoning, eye contamination, skin irritation</i>	<i>All cleaning materials to be stored in cupboards and not left out on unit tops</i>	<i>Children not to be allowed in the kitchen area.</i>	<i>T/TA</i>
<i>Hot drinks</i>	<i>Children and adults</i>	<i>Hot drinks to be made in covered thermos cups.</i>	<i>Drinks to be kept in the kitchen area</i>	<i>T/TA</i>

Outdoor Play Area

What are the Hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary	Action by who?
<i>Gates , locks and hinges</i>	<i>Children + Adults Trapping hazard , physical injury</i>	<i>Gates , hinges and locks checked daily by site manager</i>	<i>Children to be supervised outside at all times and encouraged to stay away from gates</i>	<i>T/TA</i>
<i>Poor condition of tarmac surfaces</i>	<i>Children + Adults Tripping hazard</i>	<i>Surfaces regularly checked</i>	<i>Surfaces to be cleared and checked and issues reported</i>	<i>T/TA</i>
<i>Grassed area swept for unwanted objects, broken glass, animal faeces , small holes etc.</i>	<i>Children + Adults Tripping hazard , physical injury</i>	<i>Checks of grassed areas carried out daily</i>	<i>Children to be supervised outside at all times and grassed areas maintained in good condition</i>	<i>T/TA</i>
<i>Poor maintenance of garden furniture</i>	<i>Children + Adults Physical injury</i>	<i>Garden furniture condition checked on regular basis</i>	<i>Condition checked and maintenance issues reported to site manager</i>	<i>T/TA</i>
<i>Poor location of garden furniture</i>	<i>Children + Adults Tripping , falling hazard , physical injury</i>	<i>Play equipment stored safely and checked on a regular basis</i>	<i>Safe location of equipment to be considered</i>	<i>T/TA</i>
<i>Sand pits</i>	<i>Children + Adults Physical injury Hygiene</i>	<i>Sand changed on regular basis and checked for sharp/foreign objects Children encouraged to wash hands after working in sandpit</i>	<i>Children to be supervised outside at all times and continued to be informed of the need for hygiene procedures after use</i>	<i>T/TA identified</i>
<i>Water containers</i>	<i>Children + Adults Hygiene Physical injury</i>	<i>Water in container to be changed regularly and container checked for sharp/foreign objects before use</i>	<i>Children to be supervised outside at all times and continued to be informed of the need for hygiene procedures after use</i>	<i>T/TA</i>
<i>Storage of outside tools and equipment</i>	<i>Children + Adults Tripping hazard Physical injury</i>	<i>Maintenance of play shed/garage to be checked regularly , equipment and tools stored safely within it Equipment to be stored safely in storage shed/garage and children to have no access to it</i>	<i>Children to be made continually aware of hazards within play shed and to be reminded that they are not allowed into storage shed/garage</i>	<i>T/TA</i>
<i>Use of outside tools and equipment</i>	<i>Children + Adults Physical injury</i>	<i>Tools and equipment to be stored safely in outside storage shed and children to be supervised when using them</i>	<i>Ensure children shown and reminded about correct use of tools and equipment to prevent injury/accidents</i>	<i>T/TA</i>
<i>Plants</i>	<i>Children + Adults</i>	<i>Checks to be made regularly on plants growing in outside areas</i>	<i>Children told to wash hands when handling plants</i>	<i>T/TA</i>

What are the Hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary	Action by who?
<i>Den building equipment</i>	<i>Children + Adults Tripping hazard , physical injury</i>	<i>There is adequate space to move around the den building. Equipment is checked regularly. Weather conditions are monitored and acted upon. i.e. if it is a windy and rainy days the den equipment maybe used inside only.</i>	<i>Children's behaviour to be monitored closely and children have the safe use of equipment explain regularly.</i>	<i>T/TA</i>
<i>Ropes, washing line and bungee cords</i>	<i>Children and Adults Tripping hazard , physical injury</i>	<i>Weather conditions are monitored and acted upon. There is adequate space to move around freely.</i>	<i>Children's behaviour is managed inline with schools policy.</i>	<i>T/TA</i>
<i>Plastic crates</i>	<i>Children and Adults Tripping hazard , physical injury</i>	<i>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 children prior to and during use for wear and tear. There is adequate space to more around freely</i>	<i>Children are discouraged from climbing on staked crates more than two high. Children are discouraged from building towers taller than themselves.</i>	<i>T/TA</i>
<i>Mud kitchen</i>	<i>Children and Adults Illness from soil</i>	<i>Ensure good practise is modelled by peers and staff on how to work in the mud kitchen.</i>	<i>Children to wash hands after working in the mud kitchen.</i>	<i>T/TA</i>
<i>Pegs</i>	<i>Children Physical nips</i>	<i>Ensure good practise is modelled by peers and staff.</i>	<i>Children are aware of the expectations of how to use the equipment safely.</i>	<i>T/TA</i>
<i>Wooden poles and planks</i>	<i>Children and Adults Tripping hazard , physical injury</i>	<i>Weather conditions monitors and acted upon. The resource is children prior to and during use for wear and tear. There is adequate space to more around freely</i>	<i>Children discourages from carrying poles /planks horizontally. Children to play with the poles in designated areas only.</i>	<i>T/TA</i>
<i>Bike Ramp</i>	<i>Children and Adults Tripping hazard , physical injury</i>	<i>To be checked and maintained regularly.</i>		<i>T/TA</i>

Snack Area/Nursery Lunch Area

What are the Hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary	Action by who?
<i>Chocking on fruit – snack</i>	<i>Children</i>	<i>Adults present at all times when children are eating.</i>		<i>T/TA</i>
<i>Fridge</i>	<i>Children + Adults Physical injury</i>	<i>Adults to check fridge temperatures.</i>		<i>T/TA</i>
<i>Tripping / slipping due to spillages</i>	<i>Children + Adults Physical injury</i>	<i>Flooring checked regularly and all spillages moped up immediately</i>	<i>Children to be informed that they must report all spillages to a member of staff.</i>	<i>T/TA</i>
<i>Unhygienic/ dirty equipment</i>	<i>Children + Adults Unhygienic</i>	<i>Children informed of correct use of equipment and it's changed/cleaned regularly</i>	<i>Equipment to be replaced when damaged</i>	<i>T/TA</i>
<i>Milk in fridge out of date</i>	<i>Children + Adults Physical injury</i>	<i>Check to be done daily as part of daily assessment</i>		<i>T/TA</i>
<i>Allergies</i>	<i>Children and adults</i>	<i>Children with allergies are identifies and medicines/protocol is in place.</i>	<i>Emergency procedure to be followed</i>	<i>T/TA</i>
<i>Tables</i>	<i>Children and adults</i>	<i>Tables to be cleaned before and after eating with an antibacterial spray.</i>		<i>T/TA</i>

Toilets / Bathrooms

What are the Hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary	Action by who?
<i>Injury from unregulated water temperature when hot water taps are on for any length of time</i>	<i>Children + Adults Scalding/burning</i>	<i>Automatic push taps that turn off after time. These are due to be replaced with lever taps. Children made aware of need for taps to go off</i>	<i>Checks to be made that taps are off</i>	<i>T/TA</i>
<i>Soap /water spills</i>	<i>Children + Adults Slipping</i>	<i>Soap on sinks and picked up as soon as on floor , excessive water spills mopped up</i>	<i>Regular checks of toilet areas and large groups of children to be supervised when in there</i>	<i>T/TA</i>