

## Risk Assessment ID:

<b>Activity</b>	EYFS Environment Risk Assessment		
<b>Site</b>	Thorpe Hesley Primary School		
<b>Location (building/department)</b>	Infant Building		
<b>Frequency of Activity</b>	<b>Common (daily/weekly)</b>	Frequent (once a term)	Infrequent (once a year)

<b>Hazard</b> <i>Name the items or situation which is hazardous</i>	<b>Risk</b> <i>How could the hazard cause harm?</i>	<b>Risk Rating</b> <small>(Conse X Likel = Risk)</small>			<b>Control Measures</b>				<b>Residual Risk Rating</b>	
		Consequence	Likelihood	Risk Score	<b>Current Control Measures</b> <i>What are we doing to reduce this risk?</i>	<b>Additional Control Measures</b> <i>Are there any extra steps we can take to reduce this risk?</i>	Risk Score	Likelihood	Risk Score	<b>Risk Score - after taking into account the control measures?</b>
<b>Classrooms</b>										
<i>Entrance door</i>	<i>Children + Adults Personal safety</i>	2	2		<i>Door kept shut/secure at all times and checked regularly</i>	<i>Problems with locks/security to be reported to site manager</i>	1	1		
<i>Injury from electric sockets</i>	<i>Children + Adults Electrical shock</i>	5	3		<i>Talk to children about being safe around sockets.</i>	<i>Report any problems to site manager</i>	4	2		
<i>Trapping hazard from doors</i>	<i>Children + Adults Physical injury</i>	3	3		<i>Adults to open and shut doors , finger guards in place</i>	<i>Children to be told not to open and shut main doors with access to outside</i>	2	2		
<i>Fire signage</i>	<i>Children + Adults Personal safety</i>	4	1		<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>	3	1		
<i>Tripping / slipping due to poor flooring</i>	<i>Children + Adults Physical injury</i>	4	3		<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>	3	2		
<i>Ineffective heating / ventilation</i>	<i>Children + Adults Unhygienic</i>	3	2		<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>	2	1		
<i>Tripping / injury due to trailing wires and cables</i>	<i>Children + Adults Physical injury</i>	4	2		<i>Ensure cables are safely secured and out of reach</i>	<i>Daily checks. Reinforce message that children are not t touch cables</i>	3	1		
<i>Contractors working on the</i>	<i>Children + Adults</i>	2	2		<i>Areas to be cordoned off,</i>	<i>Prior to visit procedures are put in</i>	1	1		

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premises	Physical injury				contractors to be signed in	place with contractors. All contractors are DBS checked.			
Sand on floor	Children + Adults Slipping hazard , physical injury	3	5		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	2	3	
Water on floor	Children + Adults Slipping hazard , physical injury	3	5		Floor mopped as excess spillage occurs	Water is changed daily/as necessary and container is cleaned Children to be encouraged to be aware of safety around sand	2	3	
Scissors	Children + Adults Physical injury	3	4		Children are shown safe ways to handle and store scissors and usually under supervision when in area	Staff encourage safe storage and scissors checked that they are fit for purpose	2	3	
Tools	Children + Adults Physical injury	3	4		Children are shown safe ways to handle and store tools and usually under supervision when in area	Staff encourage safe storage and tools checked that they are fit for purpose Pencils are to be stored flat.	2	3	
Spillages of waste and accidents by children in toilet area	Children + Adults Slipping hazard , physical injury, disease/illness	4	4		Toilet area and sinks checked regularly throughout each session and cleaned as necessary	Staff to use allocated spillage mops located in cleaners cupboard.	2	3	
Unhygienic surfaces	Children + Adults Disease/illness	3	4		Surfaces are cleaned regularly and sprayed with anti-bacterial spray before food activities		2	2	
Exits impeded by equipment	Children + Adults Fire hazard	3	2		Keep the exits as clear as possible	Children made aware of need to keep exits clear and safe	2	1	
Toys left on floor	Children + Adults Tripping hazard	3	5		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	2	3	
Slipping injury due to sand/water/paint or play dough on floor	Children + Adults Physical injury	3	5		All spillages are swept/mopped up as soon as they occur	Checks to be made regularly to ensure there is no slipping hazard	2	3	
Unsuitable storage of equipment not accessed by	Children + Adults Physical injury	3	2		Equipment stored safely in boxes or cupboards	Checks to make sure equipment is safely stored and not at height	2	1	

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<i>children</i>									
<i>Unhygienic use of sand and water</i>	<i>Children + Adults Unhygienic</i>	3	3		<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>	2	2	
<i>Poor Cleanliness of fabrics and cushions and carpets</i>	<i>Children + Adults</i>	3	2		<i>Covers washed regularly</i>	<i>Covers to be replaced when worn out/ripped</i>	2	1	
<i>Protruding objects at eye level</i>	<i>Children + Adults Physical injury</i>	4	2		<i>Checks made to identify hazards</i>	<i>Check to be done daily as part of daily assessment and hazard removed</i>	3	1	
<i>Sharp edges / corners</i>	<i>Children + Adults Physical injury</i>	4	2		<i>Children made aware of edges and corners</i>	<i>Check to be done daily as part of daily assessment and hazard removed</i>	3	1	
<i>Fire doors</i>	<i>Children and adults</i>	3	2		<i>Fire doors and checked by caretaker.</i>	<i>Some fire doors open easily. Bolts have been placed on the firedoors and staff need to check they have been unbolted in a morning. Fire doors are bolted overnight only.</i>	2	1	
<i>Pencils in trays and transported</i>	<i>Children and adults</i>	3	2		<i>Pencils are kept in trays and children are shown how to transport them around the classroom.</i>	<i>Ensure that pencils are not kept in upright containers.</i>	2	1	
<b>Food Preparation Area -Not accessed by children</b>									
<i>Knives and sharp implements</i>	<i>Children + Adults Physical injury</i>	4	2		<i>Sharp equipment to be stored in drawers and cupboards</i>	<i>Children not to be allowed in kitchen areas.</i>	3	1	
<i>Kettle</i>	<i>Children + Adults Scalding/burning injury</i>	4	2		<i>Kettle to be stored on units away from the edges</i>	<i>Children not to be allowed in kitchen areas.</i>	3	1	
<i>Electrical appliances</i>	<i>Children + Adults Electrical shock</i>	4	2		<i>Appliances to be safely stored and checked on a regular basis</i>	<i>Children not to be allowed in kitchen areas.</i>	3	1	
<i>Cooking utensils</i>	<i>Children + Adults Physical injury</i>	4	2		<i>Utensils to be stored safely in drawers or cupboards</i>	<i>Children not to be allowed in kitchen areas.</i>	3	1	
<i>Fridge (correct storage of food, in date etc.)</i>	<i>Children + Adults Ill health</i>	3	2		<i>Food/drinks/medicines to be correctly store in fridge</i>	<i>Food/drinks to be checked regularly Temperature log is kept.</i>	2	1	
<i>Fire blanket</i>	<i>Children + Adults</i>	3	2		<i>Ensure that there is a fire blanket in nursery.</i>	<i>Adults know where the fire blanket is located and how to use it</i>	2	1	
<i>Use and storage of cleaning materials / other substances</i>	<i>Children + Adults Poisoning, eye contamination, skin irritation</i>	4	2		<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>	3	1	
<i>Hot drinks</i>	<i>Children and adults</i>	4	2		<i>Hot drinks to be made in covered</i>	<i>Drinks to be kept in the kitchen area</i>	3	1	

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				thermos cups.				
<b>Outdoor Area</b>								
Gates , locks and hinges	Children + Adults Trapping hazard , physical injury	4	2		Gates , hinges and locks checked daily by site manager	Children to be supervised outside at all times and encouraged to stay away from gates	3	1
Poor condition of tarmac surfaces	Children + Adults Tripping hazard	3	2		Surfaces regularly checked	Surfaces to be cleared and checked and issues reported	2	1
Grassed area swept for unwanted objects, broken glass, animal faeces , small holes etc.	Children + Adults Tripping hazard , physical injury	4	3		Checks of grassed areas carried out daily	Children to be supervised outside at all times and grassed areas maintained in good condition	3	2
Poor maintenance of garden furniture	Children + Adults Physical injury	3	2		Garden furniture condition checked on regular basis	Condition checked and maintenance issues reported to site manager	2	1
Poor location of garden furniture	Children + Adults Tripping , falling hazard , physical injury	3	2		Play equipment stored safely and checked on a regular basis	Safe location of equipment to be considered	2	1
Sand pits	Children + Adults Physical injury Hygiene	3	3		Sand changed on regular basis and checked for sharp/foreign objects Children encouraged to wash hands after working in sandpit	Children to be supervised outside at all times and continued to be informed of the need for hygiene procedures after use	2	2
Water containers	Children + Adults Hygiene Physical injury	3	3		Water in container to be changed regularly 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	2	2
Storage of outside tools and equipment	Children + Adults Tripping hazard Physical injury	4	2		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	Children to be made continually aware of hazards within play shed and to be reminded that they are not allowed into storage shed/garage	3	1
Use of outside tools and equipment	Children + Adults Physical injury	4	2		Tools and equipment to be stored safely in outside storage shed and children to be supervised when using them	Ensure children shown and reminded about correct use of tools and equipment to prevent injury/accidents	3	1
Plants	Children + Adults	3	2		Checks to be made regularly on plants growing in outside areas	Children told to wash hands when handling plants	2	1
Weeds/ Berries	Children and adults	4	2		Regular checks that weeds and berries are not accessible in the outdoor area.	Staff to remove any weeds or berries that and report larger jobs to the site manager.	3	1
External Fencing	Children and Adults	4	2		Children are monitored when using the outdoor areas. External open fencing onto a public park means that strangers can approach the fence.	Children to be moved away from outdoor area if anyone approaches the fencing and this needs to be reported to ELT.	3	1
Den building equipment	Children + Adults Tripping hazard , physical injury	4	3		There is adequate space to move around the den building. Equipment is checked regularly. Weather conditions are monitored	Children's behaviour to be monitored closely and children have the safe use of equipment explain regularly.	3	2

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					<i>and acted upon. i.e. if it is a windy and rainy days the den equipment maybe used inside only.</i>			
<i>Ropes, washing line and bungee cords</i>	<i>Children and Adults Tripping hazard , physical injury</i>	3	3		<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>	2	2
<i>Plastic crates</i>	<i>Children and Adults Tripping hazard , physical injury</i>	3	3		<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 move 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>	2	2
<i>Mud kitchen</i>	<i>Children and Adults Illness from soil</i>	3	3		<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>	2	2
<i>Pegs</i>	<i>Children Physical nips</i>	3	3		<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>	2	2
<b>Snack Area / Nursery Lunch Area</b>								
<i>Choking on fruit – snack</i>	<i>Children</i>	4	4		<i>Adults present at all times when children are eating.</i>		3	2
<i>Tripping / slipping due to spillages</i>	<i>Children + Adults Physical injury</i>	3	4		<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>	2	3
<i>Unhygienic/ dirty equipment</i>	<i>Children + Adults Unhygienic</i>	4	3		<i>Children informed of correct use of equipment and it's changed/cleaned regularly</i>	<i>Equipment to be replaced when damaged</i>	3	2
<i>Milk in fridge out of date</i>	<i>Children + Adults Physical injury</i>	4	2		<i>Check to be done daily as part of daily assessment</i>		3	1
<i>Allergies</i>	<i>Children and adults</i>	4	4		<i>Children with allergies are identified and medicines/protocol is in place.</i>	<i>Emergency procedure to be followed</i>	3	2
<b>Toilet Area</b>								
<i>Injury from unregulated water temperature when hot water taps are on for any length of time</i>	<i>Children + Adults Scalding/burning</i>	4	2		<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>	3	1
<i>Soap /water spills</i>	<i>Children + Adults Slipping</i>	3	4		<i>Soap on sinks and picked up as soon as on floor , excessive</i>	<i>Regular checks of toilet areas and large groups of children to be</i>	2	3

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					<i>water spills mopped up</i>	<i>supervised when in there</i>			
<i>Use of nappy changing station</i>	<i>Children and adults</i>	4	3		<i>Children to only use the change station when with an adult. Stairs to be used to access and children not to be left unattended.</i>	<i>Regular checks of the condition of the station</i>	3	2	
<b>Other Areas</b>									
<i>Medicines</i>	<i>Children + Adults</i>	4	2		<i>Follow the whole school medicine policy. Inhalers and other medicines to be kept in first aid cupboard in the kitchen area and other medicines to be kept in the fridge.</i>	<i>Daily log to be kept of medicines administered.</i>	3	1	
<i>Team Teach</i>	<i>Children + Adults</i>	4	2		<i>Dynamic risk assessments are made for children not on behaviour plans. Children who are on behaviour plans staff follow the risk assessment for each child.</i>	<i>In emergency situations T/TA to notify ELT and another member of staff who is team teach trained to support. The rest of the children in class to be removed from the classroom if needed.</i>	3	1	
<i>Flight risk</i>	<i>Children and adults</i>	4	2		<i>Children who have one to one support are monitored for potential risks. When external gates are open at the beginning and end of day they remain with the child they support. This includes dinnertimes and fire drills.</i>	<i>ELT to be notified and staff to follow the missing children policy.</i>	3	1	

### Review

	Name	Role	Date (last review)
Owner	Sarah Cullumbine	EYFS Lead	September 2023
Scheduled Annual Review	September 2025		
Additional review	Sarah Hewitt	Head Teacher	September 2023

### Risk Rating Matrix

<b>Consequence</b>				
1	2	3	4	5
Insignificant	Minor	Moderate	Major	Catastrophic


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<b>Likelihood</b>	1 Rare	1	2	3	4	5
	2 Unlikely	2	4	6	8	10
	3 Possible	3	6	9	12	15
	4 Likely	4	8	12	15	20
	5 Certain	5	10	15	20	25

Low Risk	Moderate Risk	Significant Risk	High Risk
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① (if the risk rating for any task scores above 14 (High Risk), the H&S team must be notified and a review of the activity must be carried out immediately)

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

 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

3.76 Providers must ensure that they take all reasonable steps to ensure staff and children in their care are not exposed to risks and must be able to demonstrate how they are managing risks 44. Providers must determine where it is helpful to make some written risk assessments in relation to specific issues, to inform staff practice, and to demonstrate how they are managing risks if asked by parents and/or carers or inspectors. Risk assessments should identify aspects of the environment that need to be checked on a regular basis, when and by whom those aspects will be checked, and how the risk will be removed or minimised.

[https://assets.publishing.service.gov.uk/media/65aa5e42ed27ca001327b2c7/EYFS\\_statutory\\_framework\\_for\\_group\\_and\\_school\\_based\\_providers.pdf](https://assets.publishing.service.gov.uk/media/65aa5e42ed27ca001327b2c7/EYFS_statutory_framework_for_group_and_school_based_providers.pdf)

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3.62 Providers must ensure a first aid box with appropriate items for use on children is always accessible. Providers must keep a written record of accidents or injuries and first aid treatment. Providers must inform parents and/or carers of any accident or injury sustained by the child on the same day as, or as soon as reasonably practicable after, and of any first aid treatment given.

3.63 Registered providers must notify Ofsted, or the agency with which a provider of CoDP is registered, of any serious accident, illness, or injury to, or death of, any child while in their care, and of the action taken. This must be done as soon as is reasonably practicable, but in any event, within 14 days of the incident occurring. A registered provider who, without reasonable excuse, does not meet this requirement commits an offence. Providers must notify local child protection agencies of any serious accident or injury to, or the death of, any child while in their care, and must act on any advice from those agencies. Safety of premises

3.64 Providers must ensure that their premises, including overall floor space and outdoor spaces, are fit for purpose and suitable for the age of children cared for and the activities provided on the premises. Providers must comply with requirements of health and safety legislation, including fire safety and hygiene requirements.

3.65 Providers must take reasonable steps to ensure the safety of children, staff, and others on the premises in the case of fire or any other emergency. Providers must have:

- An emergency evacuation procedure.
- Appropriate fire detection and control equipment (for example, fire alarms, smoke detectors, fire blankets and/or fire extinguishers) which is in working order.

Fire exits must be clearly identifiable, and fire doors free of obstruction and easily opened from the inside. Indoor space requirements

3.66 The premises and equipment must be organised in a way that meets the needs of children. Providers must meet the following indoor space requirements<sup>43</sup> where indoor activity in a building(s) forms the main part of (or is integral) to the provision:

- Children under two years: 3.5m<sup>2</sup> per child.
- 43 These judgements should be based on useable areas of the rooms used by the children, not including storage areas, thoroughfares, dedicated staff areas, cloakrooms, utility rooms, kitchens and toilets.
- 36
- Two-year-olds: 2.5m<sup>2</sup> per child.
- Children aged three to five years: 2.3m<sup>2</sup> per child.

3.67 Where the space standards are applied, providers cannot increase the number of children on roll because they additionally use an outside area. Forest and other exclusively (or almost exclusively) outdoor provision is not required to meet the space standards above as long as children's needs can be met. For this kind of provision, indoor space requirements can be used as a guide for the minimum area needed. Outdoor access

3.68 Providers must provide access to an outdoor play area. If that is not possible, they must ensure that outdoor activities are planned and taken on a daily basis (unless circumstances make this inappropriate, for example unsafe weather conditions). Providers must follow their legal responsibilities under the Equality Act 2010 (for example, the provisions on reasonable adjustments).