



# WISBECH GRAMMAR SCHOOL

## EYFS Risk Assessment 16e

Scope:	EYFS Department
Release date:	October 2021
Review date:	(Reviewed April 2022) Next review – September 2022
Author:	EYFS Lead WGS Prep
Reviewer:	Senior Deputy Head WGS Prep

WGS Prep 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	October 2021
Risk Assessment Completed by:	Senior Deputy Head WGS Prep, Health and Safety Officer, EYFS Lead + EYFS Team
Initial Review Date for Assessment: (6 weeks after completion date)	December 2021
Assessment Review Date: (Annually or sooner if required)	October 2022

## Introduction



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.

**This policy refers to statutory guidelines and the EYFS framework.**

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.*

As well as this document, please refer to other risk assessments that cover EYFS usage of various parts of the Prep School and the Main School. For example, The Main Car park, IT Room, Music Room, areas used by the PE Dept. and Skelton Hall.

## **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 must be signed by the Senior Deputy Head WGS Prep.



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.

Ratios: 1:5 Kindergarten, 1:6 Reception



For trips:- When a school minibus is to be used, the adjustable seat belts are to be altered and checked for each child individually and fastened by an adult for all pupils.



Written parental permission must be obtained for children to take part in outings.



Providers should take essential records and equipment on outings, for example, contact telephone numbers, first aid kit, a mobile phone, full class list, medical information and relevant medicines (eg epipen, inhalers etc)



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. Adequate staff training will be in place for children with specific medical needs. (September 2021 – Epipen and Asthma training)



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.

## **Classroom**

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. A daily risk assessment tick sheet will be completed each morning by a staff member.
- ⚠ Providers must determine the regularity of these checks according to their assessment of the significance of individual risks. Daily checks of EYFS indoor and outdoor areas.
- ⚠ The provider must take all reasonable steps to ensure that hazards to children – both indoors and outdoors – are kept to a minimum.
- ⚠ 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 whom?	Action by when?	Completed
Entrance door secure and adults only able to enter using keypad.	Children + Adults Personal safety	<ul style="list-style-type: none"> <li>• Keypad entry from all doors into EYFS.</li> <li>• Problems with keypads to be reported to Facilities Manager.</li> </ul>			ongoing	
Visitors to school for sports fixtures.	Children	<ul style="list-style-type: none"> <li>• Exterior doors shut, gates locked and staff supervising.</li> <li>• Security guard escorting visitors. Monitor visitor protocols</li> </ul>			ongoing	
Visitors to school	Children + Adults Personal safety	<ul style="list-style-type: none"> <li>• All visitors to the School to go through the school's signing in procedure.</li> <li>• Visitors accompanied at all times by a member of staff.</li> </ul>			ongoing	
Injury from electric sockets	Children + Adults Electrical shock	<ul style="list-style-type: none"> <li>• Fitting socket covers.</li> <li>• Daily checks to ensure covers are in place</li> </ul>			ongoing	
Trapping hazard from doors	Children + Adults Physical injury	<ul style="list-style-type: none"> <li>• Adults to open and shut doors.</li> <li>• Children to be told not to open and shut main doors with access to outside without an adult to supervise.</li> <li>• Monitor pupil usage</li> </ul>			ongoing	
Check fire signage and fire exits are clear and children understand what they mean.	Children + Adults Personal safety	<ul style="list-style-type: none"> <li>• Ensuring adequate signage and regular evacuation practices.</li> <li>• Continue with evacuation practices and inform Facilities Manager if signage unclear/ damaged/need replacing.</li> </ul>			ongoing.	
Tripping / slipping due to poor flooring	Children + Adults Physical injury	<ul style="list-style-type: none"> <li>• Commercial Regulation standard flooring fitted August 2018.</li> <li>• Daily checks of flooring. Tears, rips or uneven flooring to be reported to Facilities Manager</li> </ul>			On going	
Ineffective heating / ventilation	Children + Adults Unhygienic	<ul style="list-style-type: none"> <li>• Monitor heating and level of ventilation.</li> <li>• Inform Facilities Manager of any problems or concerns.</li> <li>• Be aware of temp of classroom.</li> </ul>			On going	
Tripping / injury due to trailing wires and cables	Children + Adults Physical injury	<ul style="list-style-type: none"> <li>• Ensure cables are safely secured and out of reach.</li> <li>• Daily checks.</li> <li>• Reinforce message that children must not touch cables</li> </ul>			daily	
Contractors working on the premises	Children + Adults Physical injury	<ul style="list-style-type: none"> <li>• Areas to be cordoned off, contractors to be signed in.</li> <li>• Prior to visit procedures are put in place with contractors.</li> </ul>			On going	

**EYFS Wet Area...**

<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>
Sand on floor	Children + Adults Slipping hazard , physical injury	<ul style="list-style-type: none"> <li>Floor swept regularly, sand sieved for any foreign/hazardous objects- sand not returned to container after spillage.</li> <li>Change the sand regularly and clean the container.</li> <li>Children to be encouraged to be aware of safety around sand</li> </ul>			daily	
Water or gloop like substance on floor	Children + Adults Slipping hazard , physical injury	<ul style="list-style-type: none"> <li>Commercial Regulation standard flooring fitted August 2018.</li> <li>Floor mopped as excess spillage occurs.</li> <li>Water is changed daily/as necessary and container is cleaned</li> <li>Children to be encouraged to be aware of safety around water</li> </ul>			daily	
Scissors	Children + Adults Physical injury	<ul style="list-style-type: none"> <li>Children are shown safe ways to handle and store scissors and usually under supervision when in area.</li> <li>Staff encourage safe storage and scissors checked that they are fit for purpose</li> </ul>			daily	
Tools	Children + Adults Physical injury	<ul style="list-style-type: none"> <li>Children are shown safe ways to handle and store tools and usually under supervision when in area.</li> <li>Staff encourage safe storage and tools checked that they are fit for purpose</li> </ul>			daily	
Spillages of waste and accidents by children in toilet area	Children + Adults Slipping hazard , physical injury, disease/illness	<ul style="list-style-type: none"> <li>Toilet area and sinks checked regularly throughout each session and cleaned as necessary</li> </ul>			daily	
Unhygienic surfaces	Children + Adults Disease/illness	<ul style="list-style-type: none"> <li>Surfaces are cleaned regularly and especially before food activities</li> </ul>			On going	

**EYFS Outdoor Learning Area**

<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>
Gates , locks and hinges	Children + Adults Trapping hazard , physical injury	<ul style="list-style-type: none"> <li>• Gates, hinges and locks checked daily by Teachers.</li> <li>• Children to be supervised outside at all times and encouraged to stay away from gates</li> <li>• Gate is padlocked</li> </ul>			daily	
Condition of tarmac surfaces	Children + Adults Tripping hazard	<ul style="list-style-type: none"> <li>• Surfaces to be cleared and checked and issues reported.</li> </ul>			daily	
Maintenance of outdoor furniture and equipment.	Children + Adults Physical injury	<ul style="list-style-type: none"> <li>• Condition of outdoor permanent fixtures checked on regular basis.</li> <li>• Condition checked and maintenance issues reported to Facilities Manager</li> </ul>	Painting of mud kitchens, sand lid & water tray		daily	Completed March 2022
Sand pits	Children + Adults Physical injury Hygiene	<ul style="list-style-type: none"> <li>• Sand changed as necessary and checked for sharp/foreign objects.</li> <li>• Children encouraged to wash hands after working in sandpit.</li> <li>• Children taught how to play in the sand responsibly and reminded of outside classroom rules.</li> </ul>	New sand this year in all areas		daily	New sand – March 2022
Water containers	Children + Adults Hygiene Physical injury	<ul style="list-style-type: none"> <li>• Water in container to be changed as necessary and container checked for sharp/foreign objects before use.</li> <li>• Children to be taught how to play in the water responsibly and reminded of outside classroom rules.</li> </ul>			daily	
Storage of outside tools and equipment	Children + Adults Tripping hazard Physical injury	<ul style="list-style-type: none"> <li>• Maintenance of storage boxes to be checked regularly, equipment and tools stored safely within it.</li> <li>• Equipment to be stored safely in storage shed and children to have no access to it.</li> <li>• Children to be made continually aware of hazards within storage shed and to be reminded that they are not allowed into storage shed</li> </ul>			daily	
Use of outside tools and equipment	Children + Adults Physical injury	<ul style="list-style-type: none"> <li>• Tools and equipment to be stored safely in outside area and tidied up at the end of the day into plastic storage boxes.</li> <li>• Ensure children shown and reminded about correct use of tools and equipment to prevent injury/accidents.</li> </ul>			daily	
Plants	Children + Adults	<ul style="list-style-type: none"> <li>• Checks to be made regularly on plants growing in outside areas.</li> <li>• Children told not to touch plants unless working with an adult.</li> <li>• Children taught never to eat or put plant or shrubs into the mouth.</li> </ul>			daily	

**EYFS Outdoor Learning Area (continued)**

<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>
Den building equipment	Children + Adults Tripping hazard , physical injury	<ul style="list-style-type: none"> <li>• Ensure when using den building equipment, there is adequate space to move around the den building.</li> <li>• Equipment is checked regularly.</li> <li>• Weather conditions are monitored and acted upon. i.e. if it is a windy and rainy days the den equipment maybe used inside only or not used.</li> <li>• Children's behaviour to be monitored closely and children have the safe use of equipment explain regularly.</li> </ul>			Daily	
Ropes, washing line and bungee cords	Children and Adults Tripping hazard , physical injury	<ul style="list-style-type: none"> <li>• Weather conditions are monitored and acted upon.</li> <li>• There is adequate space to move around freely.</li> <li>• Children's behaviour is managed and monitored appropriate class rules taught on how to use equipment safely and this reinforced and monitored.</li> </ul>			Daily	
Plastic crates	Children and Adults Tripping hazard , physical injury	<ul style="list-style-type: none"> <li>• The ground is firm and free of loose items that may give way.</li> <li>• The crates are selected to ensure there are no holes in the sides or base that would cause fingers to become stuck in them.</li> <li>• Check resources for wear and tear prior to children's use.</li> <li>• There is adequate space to move around freely.</li> <li>• Children are discouraged from climbing on stacked crates more than two high.</li> <li>• Children are discouraged from building towers taller than themselves.</li> </ul>			Daily	
Pegs /bull dog clips	Children Physical nips	<ul style="list-style-type: none"> <li>• Ensure good practise is modelled by peers and staff.</li> <li>• Children are aware of the expectations of how to use the equipment safely.</li> </ul>			Daily	



**EYFS Outdoor Learning Area (continued)**

<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>
Wooden poles, planks and tyres	Children and Adults Tripping hazard , physical injury	<ul style="list-style-type: none"> <li>• Weather conditions monitored and acted upon.</li> <li>• Check resources for wear and tear prior to children's use.</li> <li>• There is adequate space to move around freely.</li> <li>• Children discouraged from carrying poles /planks horizontally.</li> <li>• Children to play with the poles in designated areas only.</li> </ul>			Daily	
Wooden seating.	Children physical injury	<ul style="list-style-type: none"> <li>• Weather conditions monitored and acted upon.</li> <li>• Check resources for wear and tear prior to children's use.</li> <li>• There is adequate space to move around freely and placed on a suitable safe surface.</li> <li>• Adult to be within sight or hearing of children at all times when it is in use.</li> <li>• Children will only be able to climb safely at a level that they and staff who are supervising are comfortable with.</li> <li>• Children will be encouraged to manage their own risk, but will only be allowed to use the equipment if they follow the instructions from the adult outside.</li> <li>• Equipment not used if slippery and wet.</li> </ul>			Daily	
Gates	Children + Adults Personal safety Trapping hazard	<ul style="list-style-type: none"> <li>• Adults to open and close gates at beginning and end of sessions.</li> <li>• Padlocks used. Children made aware that they are not to open or close gates without adult supervision</li> </ul>			daily	

### General Areas in EYFS classrooms

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
Injury from electric sockets	Children + Adults Electrical shock	<ul style="list-style-type: none"> <li>Children informed not to touch sockets and not asked to switch appliances on or off.</li> <li>Electrical socket covers to be fitted and checked they remain in place.</li> <li>Children to made aware of the dangers of electricity</li> </ul>			Daily	
Trapping hazard from hinges on doors	Children + Adults Physical injury	<ul style="list-style-type: none"> <li>Finger guards are fitted.</li> <li>Children informed of correct way of opening doors and not to put hands near hinges.</li> <li>Door guards to be fitted where absent</li> </ul>			Daily	Done
Tripping / slipping due to poor flooring	Children + Adults Physical injury	<ul style="list-style-type: none"> <li>Flooring checked regularly and issues reported to Estates Bursar.</li> <li>Tears, rips or uneven flooring to be reported to Facilities Manager</li> </ul>			Daily	
Ineffective heating / ventilation	Children + Adults Unhygienic	<ul style="list-style-type: none"> <li>Monitor heating and level of ventilation.</li> <li>Inform Facilities Manager of any problems or concerns.</li> <li>Consider fitting of door screen to outdoor classroom door.</li> </ul>			Daily	
Tripping / injury due to trailing wires and cables	Children + Adults Physical injury	<ul style="list-style-type: none"> <li>Cables and wires are secured/safely stored.</li> <li>Checks to be made regularly to ensure there is no tripping hazard</li> </ul>			Daily	
Protruding objects at eye level	Children + Adults Physical injury	<ul style="list-style-type: none"> <li>Checks made to identify hazards</li> <li>Check to be done daily as part of daily assessment and hazard removed</li> </ul>			Daily	

**General Areas in EYFS classrooms (continued)**

<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>
Slipping injury due to sand/water/paint or play dough on floor	Children + Adults Physical injury	<ul style="list-style-type: none"> <li>All spillages are swept/mopped up as soon as they occur</li> <li>Checks to be made regularly to ensure there is no slipping hazard</li> </ul>			Daily	
Unsuitable storage of equipment not accessed by children	Children + Adults Physical injury	<ul style="list-style-type: none"> <li>Equipment stored safely in boxes or cupboards</li> <li>Checks to make sure equipment is safely stored and not at height</li> </ul>			Daily	
Unhygienic use of sand and water	Children + Adults Unhygienic	<ul style="list-style-type: none"> <li>Sand and water changed regularly and checked for sharp/foreign objects , containers cleaned regularly</li> <li>Children to be informed of the need for hygiene procedures such as washing hands</li> <li>Children encouraged to be responsible for own cleanliness.</li> </ul>			Daily	
Poor Cleanliness of fabrics and cushions	Children + Adults	<ul style="list-style-type: none"> <li>Covers washed regularly</li> <li>Covers to be replaced when worn out/ripped</li> </ul>			Daily	
Sharp edges / corners	Children + Adults Physical injury	<ul style="list-style-type: none"> <li>Sharp edges and corners sanded and rounded.</li> <li>Children made aware of edges and corners</li> <li>Check to be done daily as part of daily assessment and hazard removed</li> </ul>			Daily	
Scissors and other sharp tools and equipment (sellotape dispenser etc.)	Children + Adults Physical injury	<ul style="list-style-type: none"> <li>Children to be taught how to use equipment safely and supervised when using tools.</li> <li>Continue to ensure children understand safety rules for using tools in the classroom and adhere to them.</li> </ul>			Daily	
Exits impeded by toys	Children + Adults Fire hazard	<ul style="list-style-type: none"> <li>Keep the exits as clear as possible.</li> <li>Children made aware of need to keep exits clear and safe</li> </ul>			daily	
Toys left on floor	Children + Adults Tripping hazard	<ul style="list-style-type: none"> <li>Children are encouraged to put toys they have been using away when they have finished with them keep toys in use in tough spots where possible.</li> <li>Adults to regularly check area for toys on floor in the thoroughfare.</li> </ul>			daily	
Tripping / slipping due to rugs	Children + Adults Tripping hazard	<ul style="list-style-type: none"> <li>Daily checks of rugs. Rugs have anti slip tape.</li> <li>Torn, ripped or uneven rugs to be reported to Facilities Manager</li> <li></li> </ul>			daily	

**Toilets / Bathrooms**

<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 whom?</b>	<b>Action by when?</b>	<b>Completed</b>
Injury from unregulated water temperature when hot water taps are on for any length of time	Children + Adults Scalding/burning	<ul style="list-style-type: none"> <li>Mixer taps in ASH to be checked for temperature.</li> </ul>			Daily	
Use and storage of cleaning materials / other substances	Children + Adults Poisoning, eye contamination, skin irritation	<ul style="list-style-type: none"> <li>All cleaning materials stored in locked cupboards in a kitchen area of the classroom.</li> <li>Ensure children are informed not to touch any that have been accidentally left out and inform an adult</li> </ul>			Daily	
Soap /water spills	Children + Adults Slipping	<ul style="list-style-type: none"> <li>Soap on sinks and picked up as soon as on floor , excessive water spills mopped up</li> <li>Regular checks of toilet areas and large groups of children to be supervised when in there</li> </ul>			Daily	