



WISBECH GRAMMAR SCHOOL

EYFS Risk Assessment (16e)

Scope:	EYFS Department
Release date:	September 2026
Author:	Assistant Deputy Head Prep School
Reviewer:	Senior Deputy Head Prep School
Approval body:	Board of Directors <i>(released pending ratification at Michaelmas Term EdComm meeting)</i>
Review date	September 2027

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	September 2026
Risk Assessment Completed by:	Senior Deputy Head WGS Prep, Health and Safety Officer, Assistant Deputy WGS Prep + EYFS/KS1 Team
Initial Review Date for Assessment: (6 weeks after completion date)	November 2026
Assessment Review Date: (Annually or sooner if required)	September 2027

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 (Age 3-4), 1:6 Reception



For trips:- When a school minibus or coach 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. For smaller children, car seats are used and fitted by adults.



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.
-  Adequate staff training will be in place for children with specific medical needs. (Epipen and Asthma training). The training is reviewed annually for all staff.
-  Written records are kept of all prescribed medicines administered to children and parents are informed if used.
-  Prior written permission is obtained for each and every medicine from parents before any medication is given.

Classroom

EYFS Statutory Framework 2024

Safety and suitability of premises, environment and equipment

Accident or injury

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 requirements⁴³ where indoor activity in a building(s) forms the main part of (or is integral) to the provision:

- Two-year-olds: 2.5m² per child.
- Children aged three to five years: 2.3m² 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).

Sleeping arrangements (please refer to Safer Sleep Policy)

3.69 Sleeping children must be frequently checked to ensure that they are safe. Being safe includes ensuring that cots and bedding are in good condition and suited to the age of the child, and that babies are placed down to sleep safely in line with the latest government safety guidance: Sudden infant death syndrome (SIDS) - NHS (www.nhs.uk). Practitioners may also find it helpful to read NHS advice on safety of sleeping children: Reduce the risk of sudden infant death syndrome (SIDS) - NHS (www.nhs.uk).

Toilets and intimate hygiene (please refer to Intimate Care Policy)

3.71 Providers must ensure:

- There is an adequate number of toilets and hand basins available - there should usually be separate toilet facilities for adults.
- There are suitable hygienic changing facilities for changing any children who are in nappies.
- There is an adequate supply of clean bedding, towels, spare clothes, and any other necessary items.

37 Organising premises for confidentiality and safeguarding

3.72 Providers must ensure:

- There is an area where staff may talk to parents and/or carers confidentially.
- There is an area for staff to take breaks away from areas being used by children.
- Children are only released into the care of individuals of whom the parent has explicitly notified the provider.

- *Children do not leave the premises unsupervised.*
- *They take all reasonable steps to prevent unauthorised persons entering the premises and have an agreed procedure for checking the identity of visitors.*
- *They consider what additional measures are necessary when children stay overnight.*

Insurance

3.73 Providers must carry the appropriate insurance (e.g. public liability insurance) to cover all premises from which they provide childcare.

Safety on outings

3.74 Children must be kept safe while on outings. Providers must assess potential risks or hazards for the children, and must identify the steps to be taken to remove, minimise, and manage those risks and hazards. The assessment must include consideration of adult to child ratios. The risk assessment does not necessarily need to be in writing; this is up to providers.

3.75 Vehicles transporting children, and the driver of those vehicles, must be adequately insured.

Risk assessment

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.

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	- Keypad entry from all doors into EYFS. - Problems with keypads to be reported to Facilities Manager.	Free-flow door will be open during school time. The Kindergarten wooden gate will be closed during school hours. The children are closely supervised outdoors.	EYFS/KS1 Staff	ongoing	
Visitors to school for sports fixtures.	Children	Exterior doors shut, gates locked and staff supervising.		EYFS/KS1 Staff	ongoing	
Visitors to school	Children + Adults Personal safety	- All visitors to the School to go through the school's signing in procedure. - Visitors accompanied at all times by a member of staff. - Visitor badges to be worn at all times.		EYFS/KS1 Staff	ongoing	
Injury from electric sockets	Children + Adults Electrical shock	- Fitting socket covers. - Daily checks to ensure covers are in place		EYFS/KS1 Staff	ongoing	
Trapping hazard from doors	Children + Adults Physical injury	- Adults to open and shut doors. - Children to be told not to open and shut main doors with access to outside without an adult to supervise. - Monitor pupil usage		EYFS/KS1 Staff	ongoing	
Check fire signage and fire exits are clear and children understand what they mean.	Children + Adults Personal safety	- Ensuring adequate signage and regular evacuation practices. - Continue with evacuation practices and inform Facilities Manager if signage unclear/ damaged/need replacing.		EYFS/KS1 Staff	ongoing.	
Tripping / slipping due to poor flooring	Children + Adults Physical injury	- Commercial Regulation standard flooring fitted August 2018. - Daily checks of flooring. Tears, rips or uneven flooring to be reported to Facilities Manager		EYFS/KS1 Staff	On going	
Ineffective heating / ventilation	Children + Adults Unhygienic	- Monitor heating and level of ventilation. - Inform Facilities Manager of any problems or concerns. - Be aware of temp of classroom.		EYFS/KS1 Staff	On going	
Tripping / injury due to trailing wires and cables	Children + Adults Physical injury	- Ensure cables are safely secured and out of reach. - Daily checks. - Reinforce message that children must not touch cables		EYFS/KS1 Staff	daily	
Contractors working on the premises	Children + Adults Physical injury	- Areas to be cordoned off, contractors to be signed in. - Prior to visit procedures are put in place with contractors.		EYFS/KS1 Staff	On going	

EYFS Wet Area...						
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	Sand needs to be replaced later in the year – Lent 2027	EYFS/KS1 Staff	daily	
Water or gloop like substance on floor	Children + Adults Slipping hazard, physical injury	- Commercial Regulation standard flooring fitted August 2018. - 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 water		EYFS/KS1 Staff	daily	
Scissors	Children + Adults Physical injury	- 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		EYFS/KS1 Staff	daily	
Tools	Children + Adults Physical injury	- 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		EYFS/KS1 Staff	daily	
Spillages of waste and accidents by children in toilet area	Children + Adults Slipping hazard, physical injury, disease/illness	Toilet area and sinks checked regularly throughout each session and cleaned as necessary		EYFS/KS1 Staff	daily	
Unhygienic surfaces	Children + Adults Disease/illness	Surfaces are cleaned regularly and always before food activities		EYFS/KS1 Staff	On going	

EYFS Outdoor Learning Area						
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 Teachers/EYFS practitioners. - Children to be supervised outside at all times and encouraged to stay away from gates - Gate is closed		EYFS/KS1 Staff	daily	
Condition of tarmac surfaces	Children + Adults Tripping hazard	Surfaces to be cleared and checked and issues reported.		EYFS/KS1 Staff	daily	
Maintenance of outdoor furniture and equipment.	Children + Adults Physical injury	- Condition of outdoor permanent fixtures checked on regular basis. - Condition checked and maintenance issues reported to Facilities Manager		EYFS/KS1 Staff	daily	
Sand pits	Children + Adults Physical injury Hygiene	- Sand changed as necessary and checked for sharp/foreign objects. - Children encouraged to wash hands after working in sandpit. - Children taught how to play in the sand responsibly and reminded of outside classroom rules.	Sand to be replaced Lent 2027	EYFS/KS1 Staff	daily	
Water containers	Children + Adults Hygiene Physical injury	- Water in container to be changed as necessary and container checked for sharp/foreign objects before use. - Children to be taught how to play in the water responsibly and reminded of outside classroom rules.		EYFS/KS1 Staff	daily	
Storage of outside tools and equipment	Children + Adults Tripping hazard Physical injury	- Maintenance of storage boxes to be checked regularly, equipment and tools stored safely within it. - Equipment to be stored safely in storage shed and children to have no access to it. - Children to be made continually aware of hazards within storage shed and to be reminded that they are not allowed into storage shed		EYFS/KS1 Staff	daily	
Use of outside tools and equipment	Children + Adults Physical injury	- Tools and equipment to be stored safely in outside area and tidied up at the end of the day into plastic storage boxes. - Ensure children shown and reminded about correct use of tools and equipment to prevent injury/accidents.		EYFS/KS1 Staff	daily	
Plants	Children + Adults	- Checks to be made regularly on plants growing in outside areas. - Children told not to touch plants unless working with an adult. - Children taught never to eat or put plant or shrubs into the mouth.		EYFS/KS1 Staff	daily	

EYFS Outdoor Learning Area (continued)						
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
Den building equipment	Children + Adults Tripping hazard, physical injury	- Ensure when using den building equipment, 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 or not used. - Children's behaviour to be monitored closely and children have the safe use of equipment explain regularly.		EYFS/KS1 Staff	Daily	
Pegs /bulldog clips	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/KS1 Staff	Daily	
Ropes, washing line and bungee cords	Children and Adults Tripping hazard, physical injury	- Weather conditions are monitored and acted upon. - There is adequate space to move around freely. - Children's behaviour is managed and monitored appropriate class rules taught on how to use equipment safely and this reinforced and monitored.		EYFS/KS1 Staff	Daily	
Wooden seating	Children physical injury	- Weather conditions monitored and acted upon. - Check resources for wear and tear prior to children's use. - Adult to be within sight or hearing of children at all times when it is in use. - Children will only be able to climb safely at a level that they and staff who are supervising are comfortable with. - 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. - Equipment not used if slippery and wet.		EYFS/KS1 Staff	Daily	
Gates	Children + Adults Personal safety Trapping hazard	- Adults to open and close gates at beginning and end of sessions. - Children made aware that they are not to open or close gates without adult supervision		EYFS/KS1 Staff		

EYFS Outdoor Learning Area (continued)

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
Planks	Children and Adults Tripping hazard, physical injury Splinters	- The ground is firm and free of loose items that may give way. - Check planks for wear, tear and splinters prior to children's use. - There is adequate space to move around freely. - There should be a minimum of two children per plank when carrying them. - All children should be taught how to safely carry and place the planks. - Children are taught to assess the risk and make adjustments before balancing on the planks. - 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. - Children's behaviour is managed and monitored appropriate class rules taught on how to use equipment safely and this reinforced and monitored. - Equipment not used if slippery and wet. - Planks should only be placed on top of one tyre (in height). Tyres should not be stacked when using the planks. - Adults should supervise the use of the planks, crates and tyres at all times. - Children to play with the planks in designated areas only.	Maintenance team to be informed if planks need attention	EYFS/KS1 Staff	Daily	
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. - Check resources for wear and tear prior to children's use. - There is adequate space to move around freely. - Children are discouraged from climbing on stacked crates more than two high. - Children are discouraged from building towers taller than themselves.		EYFS/KS1 Staff	Daily	
Tyres	Children and Adults Tripping hazard, physical injury	- The ground is firm and free of loose items that may give way. - Check tyres for wear and tear prior to children's use. - There is adequate space to move around freely. - Children are discouraged from climbing on stacked tyres. - Children are discouraged from building towers taller than three tyres. - Planks should only be placed on top of one tyre (in height). Tyres should not be stacked when using the planks.		EYFS/KS1 Staff	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	- Children informed not to touch sockets and not asked to switch appliances on or off. - Electrical socket covers to be fitted and checked they remain in place. - Children to made aware of the dangers of electricity		EYFS/KS1 Staff	Daily	
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. - Door guards to be fitted where absent		EYFS/KS1 Staff	Daily	Done
Tripping / slipping due to poor flooring	Children + Adults Physical injury	- Flooring checked regularly and issues reported to Estates Bursar. - Tears, rips or uneven flooring to be reported to Facilities Manager		EYFS/KS1 Staff	Daily	
Ineffective heating / ventilation	Children + Adults Unhygienic	- Monitor heating and level of ventilation. - Inform Facilities Manager of any problems or concerns. - Consider fitting of door screen to outdoor classroom door.		EYFS/KS1 Staff	Daily	
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		EYFS/KS1 Staff	Daily	
Protruding objects at eye level	Children + Adults Physical injury	- Checks made to identify hazards - Check to be done daily as part of daily assessment and hazard removed		EYFS/KS1 Staff	Daily	

General Areas in EYFS classrooms (continued)						
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
Slipping injury due to sand/water/paint or play dough on floor	Children + Adults Physical injury	- All spillages are swept/mopped up as soon as they occur - Checks to be made regularly to ensure there is no slipping hazard		EYFS/KS1 Staff	Daily	
Unsuitable storage of equipment not accessed by children	Children + Adults Physical injury	- Equipment stored safely in boxes or cupboards - Checks to make sure equipment is safely stored and not at height		EYFS/KS1 Staff	Daily	
Unhygienic use of sand and water	Children + Adults Unhygienic	- Sand and water changed regularly and checked for sharp/foreign objects , containers cleaned regularly - Children to be informed of the need for hygiene procedures such as washing hands - Children encouraged to be responsible for own cleanliness.	Sand in outdoor sandpits to be changed in Lent 2027	EYFS/KS1 Staff	Daily	
Poor Cleanliness of fabrics and cushions	Children + Adults	- Covers washed regularly - Covers to be replaced when worn out/ripped		EYFS/KS1 Staff	Daily	
Sharp edges / corners	Children + Adults Physical injury	- Sharp edges and corners sanded and rounded. - Children made aware of edges and corners - Check to be done daily as part of daily assessment and hazard removed	Maintenance team to be informed if equipment needs attention	EYFS/KS1 Staff	Daily	
Scissors and other sharp tools and equipment (sellotape dispenser etc.)	Children + Adults Physical injury	- Children to be taught how to use equipment safely and supervised when using tools. - Continue to ensure children understand safety rules for using tools in the classroom and adhere to them.		EYFS/KS1 Staff	Daily	
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/KS1 Staff	daily	
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 keep toys in use in tough spots where possible. - Adults to regularly check area for toys on floor in the thoroughfare.		EYFS/KS1 Staff	daily	
Tripping / slipping due to rugs	Children + Adults Tripping hazard	- Daily checks of rugs. - Torn, ripped or uneven rugs to be reported to Facilities Manager		EYFS/KS1 Staff	daily	

Toilets / Bathrooms						
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
Injury from unregulated water temperature when hot water taps are on for any length of time	Children + Adults Scalding/burning	Mixer taps in ASH to be checked for temperature.		EYFS/KS1 Staff	Daily	
Use and storage of cleaning materials / other substances	Children + Adults Poisoning, eye contamination, skin irritation	- All cleaning materials stored out of reach in a kitchen area of the classroom. - Ensure children are informed not to touch any that have been accidentally left out and inform an adult		EYFS/KS1 Staff	Daily	
Soap /water spills	Children + Adults Slipping	- Soap on sinks and picked up as soon as on floor, excessive water spills mopped up - Regular checks of toilet areas and large groups of children to be supervised when in there		EYFS/KS1 Staff	Daily	

Further risks:

Product Safety Alert: Water Beads (PSA7)

This is a Product Safety Alert from the Office for Product Safety and Standards (OPSS) for a product commonly known as ‘water beads’. Water beads can pose a serious risk of a) gastrointestinal blockage requiring surgery or b) asphyxiation (suffocation or choking). This Alert is for consumers (particularly parents and caregivers to young children), childcare and educational establishments, local authority trading standards and businesses to warn of the potential harm that water beads can pose.

[Product Safety Alert: Water Beads \(PSA7\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/product-safety-alerts/water-beads)

EYFS Invacuation/Lockdown Procedure (please refer to school lockdown policy)

- Routes to safe area kept clear.
- Safety area floor space kept clear in case of emergency invacuation.
- Reception Class – behind stage, bolt all stage doors, lights off, sit quietly.
- Kindergarten – move to kitchen/cupboard area. Close and lock the kitchen door. Sit quietly.
- Switch off lights, ensure all outside doors are closed and locked.
- Lockdown instructions to be on display in the classroom and all members of staff aware of it.

Children with allergies have been identified and considered when serving food and drinks on site. All adults have completed allergy training.