



# Early Years Risk Assessment

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## Key Document Details

**School Name:** Haydon Wick Primary School  
**Version no:** 1  
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**Approved by:** Principal

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## 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	December 2019
Risk Assessment Completed by	EYFS Team



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.

**ALL ROOMS**

<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>
<i>Injury from electric sockets</i>	<i>Children + Adults Electrical shock</i>	<i>Electric sockets checked by site manger</i>	<i>Daily room checks, children told not to touch them ever.</i>	<i>T/TA</i>	<i>Daily</i>	
<i>Trapping hazard from hinges on doors</i>	<i>Children + Adults Physical injury</i>	<i>Finger guards are fitted</i>	<i>Children informed of correct way of opening doors and not to put hands near hinges</i>	<i>T/TA</i>	<i>Daily</i>	
<i>Inadequate 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</i>	<i>Daily</i>	
<i>Tripping / slipping</i>	<i>Children + Adults Physical injury</i>	<i>Flooring checked regularly 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>Daily</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 r concerns</i>	<i>T/TA</i>	<i>Daily</i>	
<i>Tripping / injury due to trailing wires and cables</i>	<i>Children + Adults Physical injury</i>	<i>Cables and wires are secured/safely stored</i>	<i>Checks to be made regularly to ensure there is no tripping hazard</i>	<i>T/TA</i>	<i>Daily</i>	

**Entrance Cloak Room**

<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>
<i>Insecure entrance door</i>	<i>Children + Adults Personal safety</i>	<i>Door kept shut/secure at all times and checked regularly</i>	<i>Regular checks to ensure door is secure</i>	<i>T/TA</i>	<i>Daily</i>	
<i>Injury from electric sockets</i>	<i>Children + Adults Electrical shock</i>	<i>Electric sockets checked by site manger</i>	<i>Daily room checks, children told not to touch them ever.</i>	<i>T/TA</i>	<i>Regularly</i>	
<i>Trapping hazard from doors</i>	<i>Children + Adults Physical injury</i>	<i>Adults to open and shut doors Finger Protector Hinge Guard Cover Door stops to main rooms</i>	<i>Children to be told not to open or shut main doors in classrooms and with access to outside</i>	<i>T/TA</i>	<i>Regularly</i>	
<i>Tripping / slipping</i>	<i>Children + Adults Physical injury</i>	<i>Daily checks of flooring Rips in carpets, mats. Issues reported to site manager. Reminding children to be aware</i>	<i>Tears, rips or uneven flooring to be reported to site manager. Wet floors reported to site manager immediately as well as blocking access for children and adults.</i>	<i>T/TA</i>	<i>Regularly</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>Daily</i>	
<i>Coat pegs</i>	<i>Children + Adults Physical injury</i>	<i>Ensure children hang PE bags and coats on their own peg. Ensure any coats that fall on the floor are picked up. Children are reminded to take turns whilst reaching for their items</i>	<i>Adults check the areas frequently for any items that may have fallen on the floor</i>	<i>T/TA</i>	<i>Various times a day</i>	