



Reception Classroom and Outdoor Area Risk Assessment

2019 / 2020

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	January 2020
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

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
<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

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
<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</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>	

		<i>items</i>				
--	--	--------------	--	--	--	--

Early Years Classrooms each monitored by 1 adult at all times

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
<i>Exits/ doors impeded by toys / resources</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>Daily</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>Various times a day</i>	
<i>Sockets covered</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>Gate to snack area</i>	<i>Children + Adults Personal safety Trapping hazard</i>	<i>Adults to open and close gates at beginning and end of sessions</i>	<i>Children made aware that they are not to open or close gates</i>	<i>T/TA</i>	<i>Various times a day</i>	
<i>Tripping / slipping</i>	<i>Children + Adults Tripping hazard</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>Daily</i>	
<i>Tripping / injury due to trailing wires and cables</i>	<i>Children + Adults Tripping hazard</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>Daily</i>	
<i>Chairs</i>	<i>Children + Adults Tripping hazard</i>	<i>Children are encouraged to put push chairs in and sit appropriately on them</i>	<i>Remind children to push chairs in and not to tip and balance on them when sitting.</i>	<i>T/TA</i>	<i>Various times a day</i>	
<i>Scissors and other sharp tools and equipment</i>	<i>Children + Adults Physical injury</i>	<i>All stored in allocated pots or drawers</i>	<i>Remind children of correct storage handle of tools when walking with them</i>	<i>T/TA</i>	<i>Various times a day</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>Various times a day</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>	<i>Regularly</i>	
<i>Unhygienic use of sand and water</i>	<i>Children + Adults Unhygienic</i>	<i>Water changed weekly and sand 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>Daily</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>Various times a day</i>	
<i>Poor Cleanliness of fabrics and cushions</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>Regularly</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>Daily</i>	
<i>Sharp edges / corners</i>	<i>Children + Adults Physical injury</i>	<i>Children made aware of edges and corners on tables, storage units</i>	<i>Check to be done daily as part of daily assessment and hazard removed</i>	<i>T/TA</i>	<i>Daily</i>	

Reception Creative 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
<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>Daily</i>	
<i>Water on floor</i>	<i>Children + Adults Slipping hazard , physical injury</i>	<i>Floor mopped as excess spillage occurs</i>	<i>Children to be encouraged to be aware of safety around sand</i>	<i>T/TA</i>	<i>Daily</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>Daily</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</i>	<i>T/TA</i>	<i>Daily</i>	
<i>Unhygienic surfaces</i>	<i>Children + Adults Disease/illness</i>	<i>Surfaces are cleaned regularly and sprayed with anti-bacterial spray before a new activity/ food activities</i>	<i>Staff ensure art table is clean after every transition</i>	<i>T/TA</i>	<i>Daily</i>	

Snack 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
<i>Electrical appliances</i>	<i>Children + Adults Electrical shock</i>	<i>Appliances to be safely stored and checked on a regular basis and pat tested</i>	<i>Children to be supervised at all times in snack areas and not to use electrical appliances</i>	<i>T/TA</i>	<i>Daily</i>	
<i>Cooking utensils</i>	<i>Children + Adults Physical injury</i>	<i>Utensils to be stored safely in drawers or cupboards</i>	<i>Children to be supervised at all times in kitchen areas and not expected to find/get utensils from drawers/cupboards</i>	<i>T/TA</i>	<i>Daily</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>Various times a day</i>	
<i>Fridge (correct storage of food, in date etc.)</i>	<i>Children + Adults Ill health</i>	<i>Food/drinks to be correctly store in fridge</i>	<i>Food/drinks to be checked regularly</i>	<i>T/TA</i>	<i>Daily</i>	
<i>Fridge</i>	<i>Children + Adults Physical injury</i>	<i>Adults have modelled to children how to access the fridge in need be</i>	<i>Children informed of correct way of opening door and not to put hands near hinges</i>	<i>T/TA</i>	<i>Daily</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 to be supervised at all times in kitchen areas</i>	<i>T/TA</i>	<i>Daily</i>	
<i>Unhygienic surfaces</i>	<i>Children + Adults Disease/illness</i>	<i>Surfaces are cleaned regularly and sprayed with anti-bacterial spray before a new activity/ food activities</i>	<i>Staff ensure snack table is clean after every transition</i>	<i>T/TA</i>	<i>Daily</i>	
<i>Milk in fridge Reviewed January 2020</i>	<i>Children + Adults Physical injury</i>	<i>Morning checks for milk out of date or leaking bottles</i>	<i>TA organises and checks milk for children</i>	<i>T/TA Author</i>	<i>Daily Amy Lawro</i>	

Outdoor Area Monitored by 1 adult at all times

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
<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>Daily</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>Regularly</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>Daily</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>Regularly</i>	
<i>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>Regularly</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 playing 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</i>	<i>Daily</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>Daily</i>	
<i>Storage of outside tools and equipment</i>	<i>Children + Adults Tripping hazard Physical injury</i>	<i>Maintenance of play shed 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</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</i>	<i>T/TA</i>	<i>Daily</i>	
<i>Big blue play house</i> <i>Reviewed January 2020</i>	<i>Children + Adults Physical injury</i>	<i>Tools and equipment to be stored safely. Children always supervised when in the house</i>	<i>Ensure children shown and reminded about correct use of only 2 children upstairs</i>	<i>T/TA</i> <i>Author</i>	<i>Daily</i> <i>Amy Lawro</i>	
<i>Plants</i>	<i>Children + Adults</i>	<i>Checks to be made regularly on plants growing in outside areas</i>	<i>Children told not to touch plants</i>	<i>T/TA</i>	<i>Regularly</i>	

Deconstructed Role play Area equipment	Children + Adults Tripping hazard , physical injury	There is adequate space to move around the den building. Equipment is checked regularly. Weather conditions are monitored and acted upon.	Children's behaviour to be monitored closely and children have the safe use of equipment explain regularly.	T/TA	Daily	
Big wooden pirate ship climbing frame	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 inline with schools policy.	T/TA	Daily	
Bikes and scooters	Children and Adults , physical injury	Ensure children are riding the bikes safely and all in the same direction. Children to be aware of other children on marked road area around climbing frame. Only one child at a time on a scooter or bike.	Other children encouraged to be aware of children on bikes and scooters. Scooters or bikes never going too fast.	T/TA	Daily	
'Woody Den' Mud Kitchen/ Digging area	Children and Adults Tripping hazard , physical injury. Children move logs and branches around to make dens and shelters	Ensure children are always wearing welly boots when in the area. Swap shoes with welly boots in cloakroom area. Tuck under peg to avoid tripping over them. Ensure children use digging equipment safely.	Equipment checked prior to and during use for wear and tear Children's behaviour is managed in line with schools policy. Area checked for fox poo before children are allowed in to explore.	T/TA	Daily	
Builders Area	Children and Adults Tripping hazard , physical injury	Children to use equipment safely and in area designated. Not to build towers of bricks too high Children to play with pebbles safely Take care whilst building and creating with crates.	Children are aware of the expectations of how to use the equipment safely.	T/TA	Daily	
Wooden/ plastic poles and planks	Children and Adults Tripping hazard , physical injury	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	Children discourages from carrying poles /planks horizontally. Children to play with the poles in designated areas only.	T/TA	Daily	
Reviewed January 2020				Author	Amy Lawro	

Toilets

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
<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 Children made aware of need for taps to go off</i>	<i>Checks to be made that taps are off</i>	<i>T/TA identified on rota</i>	<i>Regularly</i>	
<i>Use and storage of cleaning materials / other substances</i>	<i>Children + Adults Poisoning, eye contamination, skin irritation</i>	<i>All cleaning materials stored in locked cupboards</i>	<i>Ensure children are informed not to touch any that have been accidentally left out and inform an adult</i>	<i>T/TA identified on rota</i>	<i>Daily</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 identified on rota</i>	<i>Daily</i>	
<i>Hand drier</i>	<i>Children + Adults Scalding/burning</i>	<i>Hand drier on a timer and children shown correct way of using it</i>	<i>Regular check of temperature of drier and any issues reported to site manager</i>	<i>T/TA identified on rota</i>	<i>Daily</i>	