

# The Grange Primary School Early Years Indoor Risk Assessment

## September 2018



## The Grange Primary School EYFS - Suitable Premises, Environment and Equipment Risk Assessment

Risk Assessment Title	Indoor spaces, furniture, equipment toys to comply with sections of EYFS
Date of Risk Assessment	September 2018
Risk Assessment Completed by	EYFS Team Leader
Assessment Review Date: (Annually or sooner if required)	September 2019



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**

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***

## **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.**

**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 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.

### ***Statutory guidance to which providers should have regard***



Providers should obtain written parental permission for children to take part in outings.



Providers should take essential records and equipment on outings, for example, contact telephone numbers for the parents of children on the outing, first aid kit, and a mobile phone.



### **Medicines**



Providers must implement an effective policy on administering medicines.



The policy must include effective management systems to support individual children with medical needs.





-  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.

### **Extract from the statutory framework for the early years foundation stage**



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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.
-  Providers must determine the regularity of these checks according to their assessment of the significance of individual risks.
-  The provider must take all reasonable steps to ensure that hazards to children – both indoors and outdoors – are kept to a minimum.

#### **Statutory guidance to which providers should have regard**

-  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.

<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>
<i>Entrance door open when parents enter and leave.(morning and end of the day)</i>	<i>Children + Adults Personal safety</i>	<i>Door closed by adult on the door after parents have dropped children off.2 adults to stay on the door at all times monitoring children/adults</i>	<i>Problems with locks/security to be reported to site manager.</i>	<i>T/TA/EYP identified on rota, adult on the door.</i>
<i>Trapping hazard from doors</i>	<i>Children + Adults Physical injury</i>	<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>	<i>T/TA /EYP/EYP identified on rota</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 /EYP identified on rota</i>
<i>Tripping / slipping due to poor flooring</i>	<i>Children + Adults Physical injury</i>	<i>Daily checks of flooring and issues reported to site manager</i>	<i>Tears, rips or uneven flooring to be reported to caretaker</i>	<i>T/TA/EYP identified on rota</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/EP identified on rota</i>
<i>Tripping / injury due to trailing wires and cables</i>	<i>Children + Adults Physical injury</i>	<i>Ensure cables are safely secured and out of reach</i>	<i>Daily checks. Reinforce message that children are not to touch cables</i>	<i>T/TA/EYP identified on rota</i>

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<i>Sand/ malleable substances 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 /EYP</i>
<i>Water on floor</i>	<i>Children + Adults Slipping hazard , physical injury</i>	<i>Floor mopped as excess spillage occurs</i>	<i>Water is changed daily/as necessary and container is cleaned Children to be encouraged to be aware of safety around sand</i>	<i>T/TA/EYP</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/EYP</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 Woodwork bench to be modelled by adult.</i>	<i>Staff encourage safe storage and tools checked that they are fit for purpose</i>	<i>T/TA/EYP</i>
<i>Spillages of waste and accidents by children in toilet area</i>	<i>Children + Adults Slipping hazard , physical injury, disease/illness</i>	<i>Toilet area and sinks checked regularly throughout each session and cleaned as necessary</i>		<i>T/TA/EYP</i>
<i>Unhygienic surfaces</i>	<i>Children + Adults Disease/illness</i>	<i>Surfaces are cleaned regularly and sprayed with anti-bacterial spray before food activities</i>		<i>T/TA /EYP</i>

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<i>Exits impeded by toys</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/EYP</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 /EYP</i>
<i>Tripping / slipping due to poor flooring</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 /EYP</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 /EYP</i>

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<i>Chocking on fruit – snack</i>	<i>Children</i>	<i>Encourage and children to sit at the table to eat snack.</i>		<i>T/TA /EY identified on rota</i>
<i>Fridge</i>	<i>Children + Adults Physical injury</i>	<i>Adult accesses fridge door</i>		<i>T/TA /EYP identified on rota</i>
<i>Tripping / slipping due to spillages</i>	<i>Children + Adults Physical injury</i>	<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>	<i>T/TA /EYP identified on rota</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 /EYP identified on rota</i>
<i>Milk in fridge out of date</i>	<i>Children + Adults Physical injury</i>	<i>Check to be done daily as part of daily assessment</i>		<i>T/TA /EYP identified on rota</i>

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<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 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 /EYP/caretaker</i>
<i>Burns from excessive Radiator / pipe temperature</i>	<i>Children + Adults Scalding/burning</i>	<i>Children warned to stay away from pipes and radiator and monitored when in toilets. Radiator cover fitted.</i>	<i>Regular checks to be made to ensure pipes and radiator are not too hot-radiator/pipe covers to be fitted if necessary</i>	<i>T/TA /EYP /caretaker</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 /EYP /caretaker</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 /EYP</i>