

Indoor environment

Hazard	Risk	Rating	Control Measures
Children leaving EYFS area	Unsupervised children	Low	• Supervision when entering and leaving school to ensure children do not leave premises • Staff only release children into the care of the individuals who have been notified by parents • Minimal number of parents in cloakroom area • Formal registration takes place at 9.00am and 1.00pm and the whereabouts of children is monitored throughout the day i.e. by regular headcounts • Where necessary, at crucial times of the session, areas are restricted to help with the safe supervision of children particularly where numbers of staff may have been reduced • Supervision levels both inside and outside are continually assessed by members of staff • Procedures are in place for summoning assistance from other staff members i.e. in the case of an accident / incident • All external doors prevent unwanted visitors from entering the building whilst allowing people to escape quickly in the event of an emergency • Doors are supervised when parents are leaving after any unusual activities
Inappropriate behaviour	Harm to children	Low	• The school behaviour management policy is in place and is implemented • Records are kept where serious physical intervention has been used towards a child
Incidents and accidents	Harm to children	Low	• A written record of all accidents, incidents and first aid are kept on a central online form (iPad) • Parents are informed of any accident or injury involving the head as soon as possible • At least one Paediatric first aider is on the premises at all times when children are present • All members of staff are aware of the first aid arrangements that are in place • An appropriate number of first aid boxes are at strategic points throughout the school building
Visitors on site	Safeguarding risk	Low	• All visitors are directed to the correct entrance • There is a system in place for all visitors to “sign in” • Visitors are issued with an identity badge and asked to wear this at all times whilst on the premises
Doors	Trapping fingers in door and hinges	Low	• Finger guards fitted to doors • All doors, including fire doors, are regularly checked and are maintained in a good working condition
Spillage on floor	Slipping on spillages	Medium	• Floors checked regularly by staff, especially in messy play areas, and spillages cleaned up as soon as possible • Children encouraged to tidy spillages or ask an adult for help • Wet floor signs used when necessary
Equipment on the floor	Tripping hazard	Medium	• Equipment provided is age / stage appropriate • Children reminded to keep equipment out of the walkways

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Scissors/Tools	Using tools inappropriately	Medium	- Children reminded on how to use equipment safely and appropriately - Separate risk assessment completed for woodwork/using real tools
Electrical equipment	Electrocution	Medium	- Children reminded on how to use electrical equipment safely - Children reminded how to behave around electrical sockets
Food preparation	Food poisoning	Low	- Food preparation area cleaned before use - Children instructed how to prepare food and hygiene rules - Area tidied away after use
Toilets	Germs Slips and trips	Medium	- Children reminded on how to use toilet area appropriately - Monitoring of toilet area for wet floors, accidents and paper towels

Outdoor environment

Hazard	Risk	Rating	Control Measures
Climbing equipment	Falling Bumping head	Medium	- All fixed play equipment e.g. climbing frames, slides etc complies with a relevant British Standard or European Standard and is age / stage appropriate for children using it. - All play equipment and safety surfacing is visually checked on a daily basis or prior to each use and issues are reported immediately, including condition and fixings. - Appropriate safety surfaces, which are in good condition, are in place to prevent injury from falls - Use of play equipment is undertaken under close supervision at all times - The number and age range of pupils using play equipment at any one time is restricted (as necessary) by members of staff - All play equipment and surfacing is inspected and maintained annually by a competent person
Bikes/scooters	Falls, scraps and bangs	Medium	- There is close supervision and controlled numbers of pupil using equipment at any one time - Children are reminded how to use equipment appropriately - Equipment is checked daily to ensure all fixings are secure
Boundary fence	Children leaving designated area	Low	- Perimeter fence in place - Gates are regularly checked to ensure that they remain secure
Floor surfaces	Slips and trips	Low	All surfaces are checked daily for any hazards or substances and issues are reported immediately
Mud kitchen		Low	- Mud kitchen area is checked daily to ensure it is free from hazards or substances that may cause harm - Children are reminded how to use tools and equipment within the mud kitchen - Set number of children are allowed in the mud kitchen at one time to minimise risk of overcrowding

Storage		Low	• Children access storage area only under supervision • Storage is not above child height to minimise risk of equipment falling onto children. • Heavy equipment is not carried by children
Seating areas		Low	• Seating areas are checked daily to ensure it is free from hazards or substances that may cause harm • Seating areas are checked daily to be in appropriate working order before use
Heavy equipment		Medium	• Equipment provided is age / stage appropriate • Heavy equipment is not carried by children
Off-site visits		Low	• School educational visits procedures are followed and specific risk assessments written for individual visits • The risk assessment has been shared with relevant members of staff, volunteers etc • Written parental permission has been given prior to any outings taking place