Cape Primary

EYFS

Risk Assessment

Early Years Foundation Stage

General Risk Assessments

- be aware of the temperature of tap water
- keep kitchen work surface clutter free
- keep unused electrical sockets secure with safety covers
- mop up spilt liquids promptly and ensure wet floor sign is used
- sweep up spilt sand promptly
- keep floor clutter free
- make sure that computer cables do not trail on the floor
- make sure that the computer is not left on unattended
- check all play equipment regularly
- replace worn handgrips and pedals where possible
- warn children about the dangers of trapping fingers in doors
- supervise children outside at all times (at least one Teacher to be outside at all times)
- Ensure all safety doors are closed at all times.
- Ensure alarm is always on, on the fire exit door in Nursery.
- No children to be left in the staff room unsupervised.
- Ensure fire exit doors are closed at all times.

Outdoor Environment Checklist

Is the outdoor environment safe and secure?	✓
Is the learning environment an emotionally safe place for children to be?	✓
Is the outdoor environment accessed in all weathers?	✓
Does the learning environment enable children to continue to develop as independent learners?	✓
Are learning opportunities maximised by using the space and time available to you creatively?	✓
Can the children use the outdoor environment for all aspects of their learning?	✓
Is the outdoor environment easily accessible to the children?	✓
Is the outdoor environment always supervised?	✓
Is there adequate space for the children to learn and play?	✓
Do you offer a range of outdoor activities for each of the 7 areas of learning?	✓

Points to consider:

Visibility-	
How much of the outside area can be seen?	All parts of the Reception outside area can be seen. The adults outside make sure that the children are always in sight.
Are there any blind spots?	In Nursery there is a corner outside that cannot be seen if under the covered part, however this can be seen by the adults inside, and adults outside move themselves around to ensure they can see all children.
Access Points/security	
How do the children access the outside environment?	In Reception, children cannot access the outside area freely due to a staircase. This is managed by choosing children from across the year group to go outside with 2 adults, 3 times a day. These children then stay outside for 20-25 minute sessions, when all children and adults come inside. In Nursery the outside area is on the same level and so is accessed freely by the children.
How often are fencing/gates checked by staff?	At the beginning of each session by foundation stage staff and regular safety checks by the caretaker.
Are the access points used by staff, children, parents or visitors to access other areas of the site?	Yes. One gate leads to the Junior school playground, one to the staff car park. The gate to the staff carpark is very rarely used and is padlocked at all times. The junior playground can be shut off from the infant playground to make it

	more enclosed for the children.
Equipment	
Which equipment/resources will always require adult supervision?	All outdoor activities have general adult supervision to ensure that everyone is safe and that children are playing/working appropriately. This equipment is checked before children access them to make sure they are suitable and safe for use.
Which equipment/resources will require regular safety checks?	All items are checked daily but the vehicles, the climbing frame, and the sand and water trays are have regular safety checks
How often and by whom will these checks be made?	Before each session by staff members on duty in the outside area.
Pupils	
Are there any children who will need particular support and supervision in the outside environment?	yes 1:1 support.
How many children can have access to the environment?	All children have access, 3 times a day- no more than 25 children at one time. In Nursery all children have access to the outside area, staff monitor usage and ratios and move themselves accordingly.
How will this be controlled, so you know who is outside at any given time?	In Reception, children 'sign up' to going outside by putting a photograph of themselves by the door, a maximum of 25 children can go outside at any time. The staff : child ratio is higher than

	required in Nursery and so this means that children can use the outside area freely.
Other	
How will weather conditions affect surfaces, equipment, activities and access?	The climbing frame and pirate ship are the only items that stay out permanently, all other items are stored in the garage or under the shelter. Surfaces are obviously effected but access is only allowed if the surfaces are safe. The caretaker clears any potential hazards such as wet leaves, ice etc. The decking in the Reception area is not used in icy/wet conditions as this can be extremely slippy.
First aid - are adults working in early years aware of the designated first aider in school?	All LSP's are first aid trained in the Early Years. All staff are aware of this.

General Outdoor Area Risk Assessment

Who could be harmed	Children
Existing controls	▪ Outdoor equipment is checked daily to ensure everything is safe and in working order ▪ Staff made aware of any common possible hazards e.g. by the caretaker ▪ All gates to be closed at all times
How serious is the risk of injury?	Low
What further action is needed to control the risk?	Continual vigilance by all staff. Ensure staff ratios are correct.
Who will be responsible for what action and when/how often will it be taken?	All staff – on going

How checked and by whom?	All staff, at the beginning of each session

Individual activity risk assessments

SEVERITY		LIKELIHOOD	
Rating		Rating	
5	Death/ Permanent disability	5	Will almost certainly happen.
4	Serious injury/ long term sickness	4	Highly likely to happen.
3	Temporary disability 3-day Absence	3	Possible.
2	Required medical attention.	2	Might/less likely.
1	Minor injury e.g. bruise, graze	1	Remote possibility

Severity x Likelihood = Risk Factor	
Factor	Risk Assessment
16-25	Unacceptable! Requires immediate attention.
10-15	A high priority for action.
6-9	Medium risk – do something as soon as possible.
3-5	Low priority - examine practicality of change.
1-2	Low risk – no further action required.

Vehicles area (tricycles, scooters etc)

Possible risks	Existing Controls	Severity	likelihood	Severity x likelihood
▪ Broken parts ▪ Flat tyres ▪ Rusting or flaking metal ▪ Children falling off a vehicle	▪ Vehicles to be checked daily to ensure they are in working order; no broken parts, good condition etc – staff to give them a 'test drive' before each session ▪ Adult supervision ▪ Ensure the children are clear about the expectations and routines for using the wheeled toys before the children can access them independently. ▪ Four wheeled toys to be used in the clearly marked roadway.	1 2	3 2	3 4

Sand tray

Possible risks	Existing Controls	Severity	likelihood	Severity x likelihood
▪ Children getting sand flicked in their eyes ▪ Any litter/insects etc getting	▪ Model good playing – adult to keep a close eye on this area to ensure children are playing appropriately ▪ Make sure that the sand tray lid is put on at the end of the day to avoid anything getting in the sand	2 1	2 1	4 1

into the sand and going unnoticed ▪ The tray being left out overnight out of the shelter	▪ Wheel the tray under the shelter at the end of the day for overnight shelter ▪ Staff to work together when lifting the lid on/off and when moving the tray to prevent staff injury	1	1	1

Water tray

Possible risks	Existing Controls	Severity	likelihood	Severity x likelihood
▪ Children getting water in their eyes	▪ Model good playing – adult to keep a close eye on this area to ensure children are playing appropriately	2	2	4
▪ Any litter/insects etc getting into the water and going unnoticed	▪ Make sure that the water is changed at the beginning of each session. Empty the tray at the end of the day and store in the garage.	1	1	1
▪ The tray being left out overnight	▪ Wheel the tray into the garage at the end of the day for overnight shelter ▪ Staff to work together when moving the tray to prevent staff	1	1	1

	injury			

Climbing frame

Possible risks	Existing Controls	Severity	likelihood	Severity x likelihood
▪ Children falling from the climbing frame	▪ Ensure children are clear about the expectations and routines for using the frame. This to be the focus of an adult led activity before the children can access it independently.	2	2	4
▪ Loose fixings	▪ To check the slide fixings regularly before use	2	2	4
▪ Children falling onto a hard surface	▪ Put the slide/climbing frame on the grass	1	1	1
▪ The climbing frame being effected by the weather	▪ Ensure the climbing frame has not been affected by the weather – check daily	2	2	4