



## RISK ASSESSMENT (FORM HS3)

<b>School:</b> Kings Road Primary	<b>Classroom:</b> EYFS Classrooms and outdoor environment	<b>Assessment date:</b> 03/09/2024
<b>Activity covered by this assessment:</b>		<b>Date to be reviewed:</b> 03.09.2025
<b>Staff involved in the assessment:</b> Vikki Hodges, Lisa Ingleson		<b>Manager's signature:</b> V. Hodges

HAZARD	PERSONS AT RISK (e.g. staff, visitors, pregnant workers, young persons)	ACTION ALREADY TAKEN TO REDUCE THE RISKS (Control measures)	FURTHER ACTION REQUIRED (If existing controls are inadequate)	BY WHO AND WHEN
INDOOR CLASSROOMS, CLOAKROOMS AND TOILET AREAS				
Cloakroom: Trip hazard.	Children. Staff	Children instructed to keep all items on designated pegs. Cloakroom monitor and teacher / TA to check regularly.		All and as required
Exposed wires connecting laptop to screen.	Children. Staff	Wires clipped together kept tidy at front. Children all aware not to touch any wires.		All staff, as required
Plug sockets	Children	Sockets located behind furniture where possible, Children aware not to touch the sockets.		All staff, as required
Tables and chairs	Children and pregnant staff members	Tables only to be moved with adult supervision. Chairs to be stacked at the end of a day. 6 maximum in each stack.		All staff, as required
Scissors	Children	Child friendly scissors only to be kept in continuous provision, children are taught how to safely and suitable use these.		All staff, as required
Doors and cupboards for finger traps	Children	Classroom door has finger trap protector. Storage and stockroom cupboards not to be opened by children.		All staff, as required

Restricted medicines (insulin test, refills, glucose gel)	Children	Stored in a labelled tub. Reachable by adults, not children. All staff aware of where medication is in each room. All staff aware of children in year group with medical needs.		All staff, as required
Inhalers	Children	Stored away from children, in a labelled box and all staff aware of where to find them.		All staff, as required including lunchtime staff
Outdoor Shutters	Children and adults	Only adults to control shutters – regular maintenance as per the manufacturers guidance.		All Staff Sit Manager
Sand/rice on floor	Children + Adults	Slipping hazard, physical injury Floor swept regularly, sand sieved for any foreign/hazardous objects- sand not returned to container after spillage. Children to be encouraged to be aware of safety around sand		All practitioners Daily
Water on floor	Children + Adults	Slipping hazard , physical injury Floor mopped as excess spillage occurs Water is changed daily/as necessary and container is cleaned Children to be encouraged to be aware of safety around water including not to drink water from the tray.		All practitioners Daily
Toys left on floor	Children + Adults	Tripping hazard Children are encouraged to put toys they have been using away when they have finished with them Adults to regularly check area for toys on floor in the thoroughfare. Tidy-up monitors to be selected to check areas.		All practitioners Daily
OUTDOOR EYFS PLAYGROUND / SURROUNDING ENVIRONMENT				
Gates , locks and hinges	Children + Adults Trapping hazard , physical injury	Gates, hinges and locks checked daily by site manager at beginning and end of day.	Children to be supervised outside at all times and encouraged to stay away from gates	Daily site staff
Poor condition of tarmac surfaces	Children + Adults Tripping hazard	Surfaces regularly checked and site manager informed of any hazards	Surfaces to be cleared and checked and issues reported	All practitioners As appropriate

Grassed area swept for unwanted objects, broken glass, animal faeces , small holes etc.	Children + Adults Tripping hazard , physical injury	Checks of grassed areas carried out daily before children are on site.	Children to be supervised outside at all times and grassed areas maintained in good condition	T/TA outside Daily
Poor maintenance of play equipment	Children + Adults Physical injury	Play equipment condition checked on regular basis	Condition checked and maintenance issues reported to site manager	All practitioners Weekly
Poor location of play equipment	Children + Adults Tripping , falling hazard , physical injury	Play equipment stored safely and checked on a regular basis		All practitioners Weekly
Sand pits	Children + Adults Physical injury Hygiene	Sand changed on regular basis and checked for sharp/foreign objects Children encouraged to wash hands after working in sandpit Slip hazard – outside sand area to be regularly swept and clean	Children to be supervised outside at all times and continued to be informed of the need for hygiene procedures after use	T/TA outside Weekly
Water containers	Children + Adults Hygiene Physical injury	Water in container to be changed regularly and container checked for sharp/foreign objects before use	Children to be supervised outside at all times and continued to be informed of the need for hygiene procedures after use	T/TA outside Weekly
Den building 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. i.e. if it is a windy and rainy days the den equipment maybe used inside only.	Children’s behaviour to be monitored closely and children have the safe use of equipment explain regularly.	T/TA outside As appropriate
Plastic crates	Children and Adults Tripping hazard , physical injury	The ground is firm and free of loose items that may give way The crates are selected to ensure there are no holes in the sides or base that would cause fingers to become stuck in them. The resource is checked prior to and during use for wear and tear. There is adequate space to more around freely	Children are discouraged from climbing on staked crates more than two high. Children are discouraged from building towers taller than themselves.	T/TA outside As appropriate

Wooden blocks and planks	Children and Adults Tripping hazard , physical injury	Weather conditions monitors and acted upon. The resource is checked prior to and during use for wear and tear. There is adequate space to move around freely	Children discouraged from carrying planks horizontally. Children to play with the blocks and planks in designated areas only.	T/TA outside As appropriate
Climbing frame	Children physical injury	Weather conditions monitors and acted upon. The resource is checked prior to and during use for wear and tear. There is adequate space to move around freely and placed on a suitable safe surface. Adult to be within sight or hearing of children at all times when it is in use. Children to wear high-vis jacket when playing on the climbing frame. Only 4 children to be on the frame at once.	Children will only be able to climb safely at a level that they and staff who are supervising are comfortable with. Children will be encouraged to manage their own risk, but will only be allowed to use the equipment if they follow the instructions from the adult outside. Not used if slippery and wet.	T/TA outside As appropriate
Scooters / bikes	Children physical injury	Weather conditions monitors and acted upon. The resource is checked prior to and during use for wear and tear. Children aware to keep equipment on the designated road track. Only one child allowed on the vehicle at any time. Vehicle must be parked up safely after use.	Not used if slippery and wet. Children will be encouraged to manage their own risk, but will only be allowed to use the equipment if they feel capable to and follow the instructions from the adult outside.	T/TA outside As appropriate