



Ladywood Primary School Early Years

Risk Assessment



Completed: **September 2022**
Next Review: **September 2023**

Ladywood Primary School EYFS - 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 | September 2022 |
| Risk Assessment Completed by | EYFS Team Leader (S.McQuillan) + EYFS Team |
| Assessment Review Date: (Annually or sooner if required) | September 2023 |



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

Safety and suitability of premises, environment and equipment

Providers must ensure that their premises, including overall floor space and outdoor spaces, are fit for purpose and suitable for the age of children cared for and the activities provided on premises. Providers must comply with requirements of health and safety legislation (including fire safety and hygiene requirements)

Suitable premises, environment and equipment - Outdoor and indoor spaces, furniture, equipment and toys, must be safe and suitable for their purpose.

The EYFS Risk assessment is reviewed each year by S Mcquillan (EYFS Leader) and any necessary amendments are made. The risk assessment is revisited throughout the year and shared at EYFS staff meetings - any necessary changes are made if the need arises.

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 (Extract from the statutory framework for the early years foundation stage)

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.





Records should be kept about vehicles in which children are transported, including insurance details and a list of named drivers.

 Drivers using their own transport should have adequate insurance cover.

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.

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.

| Entrance and Corridors | | | | |
|---|---|---|--|------------------------------------|
| What are the Hazards? | Who might be harmed and how? | Preventative measures to be taken | What further action is necessary? | Action by whom? Action by when? |
| <i>Insecure entrance 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 See additional risk assessment for entry and exit from EYFS - Appendix 1</i> | <i>T/TA identified on rota</i> |
| <i>Injury from electric sockets</i> | <i>Children + Adults Electrical shock</i> | <i>Fitting socket covers</i> | <i>Daily checks to ensure covers are in place</i> | <i>T/TA</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</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 site manager</i> | <i>T/TA</i> |
| <i>Ineffective heating / ventilation</i> | <i>Children + Adults Unhygienic</i> | <i>Monitor heating and level of ventilation</i> | <i>Inform Business Manager of any problems or concerns. Add ventilation by opening windows as required</i> | <i>T/TA</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</i> |
| <i>Contractors working on the premises</i> | <i>Children + Adults Physical injury</i> | <i>Areas to be cordoned off, contractors to be signed in</i> | <i>Prior to visit procedures are put in place with contractors</i> | <i>T/TA</i> |

| FS1 Wet Area | | | | |
|--|---|---|---|-----------------------------|
| What are the Hazards? | Who might be harmed and how? | Preventative measures to be taken | What further action is necessary? | Action by whom? |
| <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>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 the water area and to inform an adult of any spillages</i> | <i>T/TA</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>Tools and toys</i> | <i>Children + Adults Physical injury Cuts, grazes, bruises</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>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 Toilet area cleaned by lunchtime cleaner or T / TA if cleaner is absent Cleaning staff clean all toilets and sinks at the end of each day</i> | <i>Report any damage to the site manager</i> | <i>T/TA/ Cleaning staff</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 Cleaners clean surfaces at the end of each day</i> | <i>Report any damaged surfaces to the site manager</i> | <i>T/TA/ Cleaning staff</i> |

| FS1 and FS2 Carpeted Area | | | | |
|---|---|--|---|-----------------|
| What are the Hazards? | Who might be harmed and how? | Preventative measures to be taken | What further action is necessary? | Action by whom? |
| <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</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>Sockets uncovered</i> | <i>Children + Adults Electrical shock</i> | <i>Socket covers in place Children are informed not to touch socket areas</i> | <i>Daily room checks to ensure covers are in place prior commencement of activities</i> | <i>T/TA</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 the Business Manager</i> | <i>T/TA</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 Children are informed not to touch any wires or cables</i> | <i>Daily checks. Reinforce message that children are not to touch cables</i> | <i>T/TA</i> |

| Indoors | | | | |
|---|---|--|--|-----------------|
| What are the Hazards? | Who might be harmed and how? | Preventative measures to be taken | What further action is necessary? | Action by whom? |
| <i>Injury from electric sockets</i> | <i>Children + Adults Electrical shock</i> | <i>Fitting socket covers</i> | <i>Daily room checks to ensure covers are in place prior commencement of activities</i> | <i>T/TA</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>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 Business Manager if signage unclear/damage/need replacing</i> | <i>T/TA</i> |
| <i>Tripping / slipping due to poor flooring</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>Ineffective heating / ventilation</i> | <i>Children + Adults Unhygienic</i> | <i>Monitor heating and level of ventilation</i> | <i>Inform Business Manager of any problems or concerns</i> | <i>T/TA</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>Contractors working on the premises</i> | <i>Children + Adults Physical injury</i> | <i>Areas to be cordoned off and children and adults informed to keep away from areas where work taking place. Workers to have signed in at reception and wear identification</i> | <i>Inform children of any areas that have been cordoned and that we must stay away from these until further instructed</i> | <i>T/TA</i> |
| <i>Large Construction toys</i> | <i>Children + Adults Physical injury - Bumps during play.</i> | <i>Children are shown the correct way to handle, carry and move large construction toys</i> | <i>An adult to be nearby during play. An adult to be in the area during tidy up time to supervise and model correct handling and carrying.</i> | <i>T or TA</i> |

| Food Preparation Area - EYFS Kitchen (general access for children <u>not</u> allowed) | | | | |
|--|--|--|--|-------------------------|
| What are the Hazards? | Who might be harmed and how? | Preventative measures to be taken | What further action is necessary? | Action by whom? |
| Knives and sharp implements | Children + Adults Physical injury | Children not allowed in kitchen area Sharp equipment to be stored in drawers and cupboards | Staff to ensure children do not enter the kitchen area. | T/TA |
| Kettle | Children + Adults Scalding/burning injury | Kettle and water heater to be stored in the kitchen area (children not allowed) | Staff to ensure children do not enter the kitchen area. | T/TA |
| Cooker/oven | Children + Adults Scalding/burning injury | Children not allowed in kitchen area Children to stand safe distance away from cooker and not to enter the kitchen area Fire blanket stored nearby | Staff to ensure children do not enter the kitchen area. | T/TA |
| Electrical appliances | Children + Adults Electrical shock | Appliances to be safely stored and checked on a regular basis | Children to be supervised at all times in kitchen areas and not to use electrical appliances | T/TA |
| Cooking utensils | Children + Adults Physical injury | Utensils to be stored safely in drawers or cupboards | Staff to ensure children do not enter the kitchen area. | T/TA |
| Washing machine | Adults Physical injury Electrical shock | Children not allowed in kitchen area | Report any damages to the Business Manager | T/TA identified on rota |
| Dishwasher | Children + Adults Physical injury Electrical shock | Children not allowed in kitchen area | Report any damages to the Business Manager | T/TA identified on rota |
| Fridge (correct storage of food, in date etc.) | Children + Adults Ill health | Children not allowed in kitchen area Food/drinks/medicines to be correctly Fridge to be cleaned regularly by a member of the EYFS team | Food/drinks to be checked regularly | T/TA |
| Misplaced fire blanket | Children + Adults | Ensure that there is a fire blanket Ensure all staff know to keep the fire blanket in the designated kitchen area) | Adults know where the fire blanket is located and how to use it | T/TA |
| Use and storage of cleaning materials / other substances | Adults Poisoning, eye contamination, skin irritation | All cleaning materials to be stored in secure cupboards away from the children and not left out on unit tops | Staff to ensure children do not enter the kitchen area. | T/TA |

| Outdoor Play Area | | | | |
|--|--|--|---|--------------------------------|
| What are the Hazards? | Who might be harmed and how? | Preventative measures to be taken | What further action is necessary? | Action by whom? |
| <i>Gates, locks and hinges</i> | <i>Children + Adults Trapping hazard , physical injury</i> | <i>Gates, hinges and locks checked daily by EYFS Leader</i> | <i>Children to be supervised outside at all times when playing outside</i> | <i>T/TA identified on rota</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>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 identified on rota</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 the Business Manager</i> | <i>T/TA</i> |
| <i>Poor condition of outdoors furniture</i> | <i>Children + Adults Tripping , falling hazard , physical injury</i> | <i>Play equipment stored safely and checked on a regular basis. All staff to report any damages or concerns to the EYFS Leader.</i> | <i>Safe location of equipment to be considered</i> | <i>T/TA</i> |
| <i>Sand pits</i> | <i>Children + Adults Physical injury - Sand getting into eyes Hygiene</i> | <i>Clear instruction to be given about how to play in the sandpit with care and consideration for others. Sand changed on regular basis and checked for sharp/foreign objects Sand covered when not in use. Children encouraged to wash hands after working 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 identified on rota</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 Children to wear school waterproofs to keep own clothes dry.</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 identified on rota</i> |
| <i>Paddling</i> | <i>Children + Adults Tripping hazard Physical injury</i> | <i>Adult supervision at all times. Clear instructions about how to behave when playing in the water area. Waterproofs and wellingtons to be worn</i> | <i>Children to be supervised outside at all times and continued to be informed of the need for safety, care and concern.</i> | <i>T/TA identified on rota</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 and any concerns shared with EYFS leader Children are shown how to use tools correctly by all staff</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 identified on rota</i> |
| <i>Use of outside tools and equipment</i> | <i>Children + Adults Physical injury</i> | <i>Tools and equipment to be stored safely and children to be supervised when using them Children are shown how to use tools correctly by all staff</i> | <i>Ensure children shown and reminded about correct use of tools and equipment to prevent injury/accidents</i> | <i>T/TA identified on rota</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 eat plants and berries etc.</i> | <i>T/TA identified on rota</i> |
| <i>Wheeled Toys</i> | <i>Children + Adults Physical injury- Falling from toys and running into one another</i> | <i>Adult supervision at all times. Clear instructions about how to behave when riding the toys.</i> | <i>Remove any damaged toys.</i> | <i>T/TA</i> |

| | | | | |
|---|---|--|--|-------------------------------|
| 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 identified on rota |
| 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 cracks in the sides or base that would cause fingers to become stuck in them. There is adequate space to move around freely | Children are discouraged from climbing on staked crates (more than two high). | T/TA identified on rota |
| Pegs / ropes when building | Children Physical nips | Ensure good practise is modelled by peers and staff. Don't leave equipment out unattended. | Children are aware of the expectations of how to use the equipment safely. | T/TA identified on rota |
| Wooden blocks / crates | Children and Adults Tripping hazard , physical injury | Weather conditions monitors and acted upon. There is adequate space to move around freely Staff model the safe use of blocks and crates, including how to carry and move them | Children discouraged from carrying poles /planks horizontally. | T/TA identified on rota |
| Moving pieces of large equipment | Children physical injury- bumps, falls, grazes | Ensure good practise is modelled by peers and staff. Adult supervision at all times | Children are aware of the expectations of how to move and store the equipment safely. | T/TA identified on rota |
| Climbing tunnel | Children physical injury - bumps, falls, grazes | Weather conditions monitors and acted upon. Adult to be within sight or hearing of children at all times when it is in use. Children are aware of the expectations of how to use the equipment safely and adequate modelling is given to show children how to navigate and use the equipment | 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. Any damage to be reported | T/TA identified on rota |
| Sun Exposure | Children and Adults - Sunburn | Follow school sun safety policy Ensure parents are fully informed of sun safety policy Apply creams and lotions if permission is given Keep children inside during hot weather or limit the amount of time spent outdoors. Spare sun hats provided for any child who doesn't bring one from home | Continue to keep children indoors or limit the amount of time spent outdoors in the hot weather. | T/TA |
| Insects / stings | Children and Adults | Sweet foods and drinks not to be taken outside. Any allergies written on the sheet and all staff made aware of this First aid to be followed Inform parents of any stings / bites | Report any nests etc. to the Business Manager so they can be removed safely. | T/TA |
| <p>Adult supervision of all outdoor learning and play when children have access to the outdoors.</p> <p>First aid equipment is readily available indoors.</p> <p>In case of accidents, first aid will be given to a child, school reporting procedures will be followed as appropriate.</p> | | | | |

| Activities Area | | | | |
|--|---|---|---|-----------------|
| What are the Hazards? | Who might be harmed and how? | Preventative measures to be taken | What further action is necessary? | Action by whom? |
| <i>Injury from electric sockets</i> | <i>Children + Adults Electrical shock</i> | <i>Children informed not to touch sockets and not asked to switch appliances on or off</i> | <i>Electrical socket covers to be fitted Children to made aware of the dangers of electricity</i> | <i>T/TA</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>Tripping / slipping due to poor flooring</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>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</i> | <i>T/TA</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>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 Children are shown how to play with the toys safely and are reminded about telling an adult of any spillages</i> | <i>Checks to be made regularly to ensure there is no slipping hazard</i> | <i>T/TA</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>Unhygienic use of sand and water</i> | <i>Children + Adults Unhygienic</i> | <i>Sand and water changed regularly and checked for sharp/foreign objects , containers cleaned regularly Reminders given about regular hand washing and drying</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>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>Poor Cleanliness of fabrics and cushions</i> | <i>Children + Adults</i> | <i>Covers washed regularly by EYFS team</i> | <i>Covers to be replaced when worn out/ripped</i> | <i>T/TA</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>Scissors and other sharp tools and equipment (cellotape dispenser etc.)</i> | <i>Children + Adults Physical injury</i> | <i>Children made aware of how to use equipment safely.</i> | <i>Any damaged equipment to be removed safely.</i> | <i>T/TA</i> |

| Snack Time | | | | |
|--------------------------------------|--------------------------------------|--|--|---|
| What are the Hazards? | Who might be harmed and how? | Preventative measures to be taken | What further action is necessary? | Action by whom? |
| Chocking on fruit - snack | Children | Ensure children sit down when eating. Constant adult supervision during snack time. All adults first aid trained List any allergies in the central kitchen area. | Inform parents of any child who is struggling to eat the fruit provided. All staff aware of any known allergies | T/TA |
| Tripping / slipping due to spillages | Children + Adults Physical injury | Flooring checked regularly and all spillages mopped up immediately | Children to be informed that they must report all spillages to a member of staff. | T/TA |
| Unhygienic/ dirty equipment | Children + Adults Unhygienic | Children informed of correct use of equipment and it's changed/cleaned regularly Hands washed or gel applied before snack time. | Equipment to be replaced when damaged | T/TA |
| Milk in fridge out of date | Children + Adults Physical injury | Checks to be done daily as part of daily assessment | Inform the company if any milk out of date is sent to school. | T/TA |
| Allergies | Children | Staff to hold one to one meetings with parents prior to their child starting school. Any allergies to be discussed. All staff including catering services and the Inclusion manager to be informed of any allergies. A special meal plan to be in place and agreed by parents. All staff informed of allergies and allergy information displayed in EYFS kitchen and main school kitchen | Ensure all staff are aware of allergies. Information is shared with all relevant parties. | CT to inform all staff, including Inclusion Manager and school catering services (FS2 children) |

| Toilets / Bathrooms | | | | |
|--|--|--|--|-------------------------|
| What are the Hazards? | Who might be harmed and how? | Preventative measures to be taken | What further action is necessary? | Action by whom? |
| Injury from unregulated water temperature. | Children + Adults Scalding | Automatic push taps that turn off after time Children made aware of need for taps to go off EYFS Staff check toilet area regularly throughout the day. | Checks to be made that taps are off | T/TA identified on rota |
| Use and storage of cleaning materials / other substances | Children + Adults Poisoning, eye contamination, skin irritation | All cleaning materials stored in locked cupboards away from the children | Ensure all cleaning staff are aware to keep cleaning products in the locked cupboard. | T/TA |
| Soap /water spills | Children + Adults Slipping | Soap on sinks and picked up as soon as on floor , excessive water spills mopped up EYFS Staff check toilet area regularly throughout the day. | Regular checks of toilet areas and large groups of children to be supervised when in there | T/TA |

Appendix 1: Entry and Exit from EYFS

| Entry and Exit from EYFS | | | | | |
|---|---|--------------------------|--|--|--|
| What are the Hazards? | Possible Dangers | People at Risk | Preventative measures to be taken | What further action is necessary? | Action by whom? Action by when? |
| Open door (Supervised by T) whilst children enter | <p>Child leaving the unit unsupervised.</p> <p>Strangers entering the building</p> <p>Congestion due to large numbers and children getting separated from their parent when arriving.</p> | All children and adults. | <p>Main door opened at 8:55 by a T who remains on the door whilst all parents have left the premises (approximately 10 minutes)</p> <p>Children enter the main door and the T on the door keeps careful watch to make sure that children are accompanied to the main gate by their parents</p> | <p>All staff to be vigilant at all times.</p> <p>FS2 internal door is staffed by the CT and a TA is inside FS2 area.</p> <p>FS1 internal door is staffed by the HLTA and the CT is inside FS1 area.</p> <p>The main entrance door is closed immediately when children are in.</p> <p>The T on duty at the main door remains here for approximately 10 minutes to ensure all children are in safely.</p> <p>Any late arrivals use the door buzzer to alert staff who will open the door.</p> <p>Staff to then phone the main office so registers can be adjusted accordingly (if already completed and closed). Any children who arrived after the registers have closed will be marked as late.</p> <p>Any ongoing concerns regarding punctuality will be discussed with Inclusion Manager, SLT, EWO and parents</p> <p>Accurate registers are kept and children are counted for. Regular headcounts - after play / before / on return from main school to be carried out.</p> | <p>All EYFS Staff</p> <p>Office staff to contact parents if needed</p> <p>HT to speak with any parent not complying with actions in place.</p> |

| | | | | | |
|--|--|--|--|---|--|
| | | | | <p>Parents inform staff of any unfamiliar adult who may be collecting their child.</p> <p>A record to be kept in the EYFS office and in the main school office of adults who are allowed to collect pupils. Any adult who comes to collect who is not on this list will not be allowed to take the child until parents are contacted and authorisation given.</p> <p>Staff will question and report any unknown adults on the premises.</p> | |
| <p>All parents made aware of procedures for entry and exit to and from the unit at home visits and in transition visits to FS2. Information is also communicated in the starting school packs.</p> | | | | | |

EYFS Session Times and Procedures

FS1 Morning Session: 9:00 – 12:00

FS1 30 hour session 9:00 – 3:15

FS2 9:00 – 3:00

Parents and children approach the unit using the designated pathway and wait at the top gate until the door is opened at 8:55. Staff help children with belongings and take them into their classroom; FS1 or FS2. A member of staff remains at the main EYFS door until all children have arrived and the main entrance door is closed. The entrance door is operated by a key fob from the outside and a release button on the inside.

At 12:00 the main door is opened by a member of staff and morning nursery are dismissed to their parent or a known adult who is named on their contact sheet. In the event of an unknown adult attempting to collect a child, staff would need to check with parents by phone before allowing the child to leave the premises. In the event of a parent failing to collect a child staff would attempt to make contact via the main office. Where necessary the school's safeguarding policy would be followed.

FS2 children prepare to go to dinner at 11:55. Hands are washed or sanitised with hand gel and the children line up in the FS2 classroom. The FS2 TA escorts the children to the dining room and supports the children in the dining room. All full time FS1 children eat their packed lunch (sent in from home) in the FS1 classroom with a member of the EYFS team.

Afternoon Session: 12:15 – 3:15

The procedure remains the same as for the morning with the door opening at 12:10.

Related Documents – See also EYFS Policy, Meeting the Welfare Requirements in the EYFS, Safeguarding Policy, Home Visiting Policy, Arrangements for 30 hours children and Continence Policy

Completed: **September 2022** by S. Mcquillan (EYFS Leader)

Next Review: **September 2023**