

Risk Assessment and Analysis

Girnhill Infant School Early Years Foundation Stage

Nursery General Risk Analysis

- be aware of the temperature of tap water
- keep kitchen door shut and locked at all times.
- keep unused electrical sockets secure with safety covers
- mop up spilt liquids promptly
- sweep up spilt sand promptly
- keep floor clutter free
- make sure that computer cables do not trail on the floor
- check all play equipment regularly
- warn children about the dangers of trapping fingers in doors
- supervise children outside at all times
- make sure that the gates are locked at all times when children are in school.
- no children in the kitchen areas unsupervised

Indoor

Hazard (A Hazard is anything that may cause harm)	Perceived risk (A risk is likelihood of harm from the hazard)/ Action	Significant/ Not Significant	Not significant because
Plug sockets	Electric shock -Covers will be put in all sockets	Significant	
Wires from electrical equipment	Tripping -Wires are tidied away behind equipment	Not Significant	Wires are all hidden
Chairs/floor obstructions	Tripping -These will be low stacked if necessary, and chairs put away under tables. Children are regularly reminded of the importance of tucking chairs under tables.	Significant	
Doors	Trapped fingers – Doors have handles at the top and are only for adult use.	Not significant	Doors are only operated by adults.
Small toys	Choking – Supervision / visual monitoring of children using these small toys	Significant	
Water tray	Disease/drowning – Water cleaned and changed daily. Spillages mopped up immediately.	Not significant	Water is changed daily – small amounts of water. Safety of tray checked daily
Play dough	Disease/salt- replaced weekly, toys cleaned, play	Not significant	Allergies checked on entry

	supervised / visual monitoring of children		
Snack time	Choking/allergy to food. – Supervised / visual monitoring of children. Allergy checks completed	Not significant	All adults in setting aware of food allergies

Outdoor Environment Checklist

Is the outdoor environment safe and secure?	Yes – see below
Is the learning environment an emotionally safe place for children to be?	Yes
Is the outdoor environment accessed in all weathers?	Yes, at least some portion of it is. At the discretion of practitioners on the day, sheltered covered area to be utilised at all times.
Does the learning environment enable children to continue to develop as independent learners?	Yes
Are learning opportunities maximised by using the space and time available to you creatively?	Yes
Can the children use the outdoor environment for all aspects of their learning?	Yes
Is the outdoor environment easily accessible to the children?	Yes
Is the outdoor environment always supervised?	Yes
Do children have easy access to drinks of water?	Yes – Water freely available
Do children have access to healthy snacks outdoors as well as indoors?	Yes – The snack table is accessible from the outdoor play area.
Is there adequate space for the children to learn and play?	Yes
Do you offer a range of outdoor activities for each of the seven areas of learning?	Yes

(Questions taken from Simon Camby's 'Leading and Managing the Foundation Stage')

Points to consider

Visibility-	
How much of the outside area can be seen?	All parts can be seen by an adult positioned in covered area. Most can be seen from inside the building. The adult(s) outside make sure that the children are <u>always</u> within sight or hearing.
Are there any blind spots?	No
Is condensation an issue?	No

Access Points/security	
How do the children access the outside environment?	Through main Nursery doors, with an adult. Under no circumstances do foundation stage children go outdoors unattended.
How are the access points made secure?	Each exterior gate is kept closed and locked at all times. Main school gates are locked at all times. Gates into Foundation are only opened by an adult at collection times. Nursery access doors are opened by an adult when it is time to go outdoors.
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 school path and playground.
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.
Which equipment/resources will require regular safety checks?	All items are checked daily by members of staff. The sand and water resources have termly safety checks. Termly premises checks carried out by premises manager.
How often and by whom will these checks be made?	Before each session by staff
Pupils	
Are there any children who will need particular support and supervision in the outside environment?	Any children who need particular support will have an education and health care plan and / or support plan, drawn up in consultation with parents / carers and any appropriate outside agencies. Specific details of the support will be recorded on these documents.
How many children can have access to the environment?	All children have access, with the number of adults distributed evenly over the areas of Nursery, in appropriate proportion to the distribution of children.
How will this be controlled, so you know who is outside at any given time?	Either the whole group goes out together with the right number of adults, or it is treated as an 'area' (continuous provision) and the children take turns to use it, or the adults will distribute themselves throughout the Nursery appropriate to the numbers of children in each area.
Other	

How will weather conditions affect surfaces, equipment, activities and access?	All items are stored in the outdoor stores or under shelter. Surfaces are obviously affected but access is only allowed if the surfaces are safe. The caretaker clears any potential hazards such as wet leaves, ice etc
First aid - are adults working in early years aware of the designated first aider in school?	All members of staff have a current first aid certificate.
Is the environment close to public access points or public footpaths?	The Foundation grounds are set within the school grounds. A footpath does run along the perimeter of the nursery outdoor area, however this is separated by a high metal fence.

General Outdoor Area Risk Assessment

Who could be harmed	Children
Existing controls	<ul style="list-style-type: none"> ▪ 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 3 gates to be closed at all times; each gate should be locked so that only adults can open the gates
How serious is the risk of injury?	Low
What further action is needed to control the risk?	Continual vigilance by all staff
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.

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Area of Continuous Provision			Water collection		
Potential Activity	Potential Hazards	Controls in place	Likelihood	Severity	Risk rating
Filling containers with water and carrying them around	Injury from falling on slippery surfaces	Water play and water resources are located on a surface that does not become excessively slippery when wet	1	2	2
Pouring water through pipes and guttering	Impact injury due to bumping into others whilst carrying water Slips, trips and falls by tripping over resources Injury due to carrying heavy water containers	Children are shown the correct way to lift and discouraged from lifting heavier water containers independently	1	2	2
Playing with different volumes of water in soft and hard sided containers	Children may become too cold partly due to weather conditions and wet clothing Risk of choking or drowning May attract insects Drinking water	Weather conditions are monitored and acted upon. Appropriate change of clothing is provided. Confirm with parents / carers if children have an allergic reaction to insect stings Monitor condition of water and change when contaminated Discourage children from drinking water from this resource	3	1	3
			1	5	5
			3	1	3
			3	1	3
			3	1	3

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Area of Continuous Provision			Roleplay and imaginative play		
Potential Activity	Potential Hazards	Controls in place	Likelihood	Severity	Risk rating

Wearing long capes or dresses	Tripping over long capes or dresses	Length of clothes in ration to child monitored by adult.	1	2	2
Wearing bags	Bags around neck causing injury	Children are not permitted to use the apparatus wearing bags – adults to remind and enforce this.	1	3	3

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Area of Continuous Provision			Building and construction collection		
Potential Activity	Potential Hazards	Controls in place	Likelihood	Severity	Risk rating
Moving, transporting and stacking crates	<p>Slips, trips, falls, manual handling injuries whilst moving crates of moving round the crates.</p> <p>Hand or feet being squashed between crates or between crates and ground whilst moving or stacking</p> <p>Fingers becoming trapped in holes on sides</p> <p>Hands or feet becoming trapped in crates</p>	There is adequate space to move around freely	2	1	2
		The resource is checked prior to and during use for wear and tear	2	2	4
		Weather conditions are monitored and acted upon	2	2	4
			2	2	4
Climbing on or over crates	<p>Slips, trips or falls over or from crates or stacked crates</p> <p>Slips on crates that are wet or placed on a slippery surface</p>	First Aid is accessible	2	1	2
		<p>The ground is firm and free of loose items that may give way</p> <p>Children are discouraged from climbing on stacked crates that are more than a metre high</p>	2	1	2
Playing at height	Falls from height, toppling crates	<p>The crates are selected to ensure there are no holes in the sides or base that would cause fingers to become stuck in them</p> <p>The crates do not have internal sections</p>	2	1	2
Using ropes to tie things together	Slips, trips and falls from tripping over rope tied across things or laid on the ground	<p>There is adequate space to move around freely</p> <p>The resource is checked prior to and during use for wear and tear</p>	2	1	2
Using ropes to pull objects along	Injury from being pulled or pulling rope too fast	Weather conditions are monitored and acted upon	2	1	2
Using ropes to hang on or across things	Injury from impact with items that are pulled over	First Aid is accessible	2	2	4
Using ropes to wrap around objects and themselves	Rope becoming wrapped around neck or limbs too tightly		1	4	4

Moving ropes around	Impact with rope moving through air		2	2	4
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Area of Continuous Provision			Pebble Pit		
Potential Activity	Potential Hazards	Controls in place	Likelihood	Severity	Risk rating
Children sat inside pebble pit	<p>Choking hazard on pebbles</p> <p>Equipment used inappropriately</p>	<p>Supervised by adult at all times</p> <p>Suitable equipment provided on trolley</p> <p>Children to understand risk of eating and choking on pebbles</p>	1	2	2

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Area of Continuous Provision			Grass Banking		
Potential Activity	Potential Hazards	Controls in place	Likelihood	Severity	Risk rating
Children climbing up banking	Children falling/rolling down banking causing injury.	<p>Adult supervision at all times.</p> <p>Children understand not to climb up the banking.</p>	2	2	4

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Area of Continuous Provision			Veranda		
Potential Activity	Potential Hazards	Controls in place	Likelihood	Severity	Risk rating
Children climbing over low wall	Children injuring themselves due to drop at other side of wall	<p>Ensure children are clear about the expectations for using this area.</p> <p>Adult supervision on veranda at all times.</p>	2	2	4

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Area of Continuous Provision			Games collection		
Potential Activity	Potential Hazards	Controls in place	Likelihood	Severity	Risk rating
General use of games equipment	Being hit by any of the equipment	<p>Adult maintains visual or aural contact with children using equipment.</p> <p>Children taught how to use equipment safely</p> <p>Designated space for children to use equipment.</p>	3	1	3
Using skipping ropes to tie things together	Slips, trips and falls from tripping over rope tied across things or laid on the ground	<p>There is adequate space to move around freely</p> <p>The resource is checked prior to and during use for wear and tear</p>	2	1	2
Using ropes to wrap around objects and themselves	Rope becoming wrapped around neck or limbs too tightly	Weather conditions are monitored and acted upon	1	4	4
Moving ropes around	Impact with rope moving through air	<p>First Aid is accessible</p>	2	2	4

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Area of Continuous Provision			Digging and gardening collection		
Potential Activity	Potential Hazards	Controls in place	Likelihood	Severity	Risk rating
General play in garden area	Children getting soil flicked in their eyes	Model good playing – adult to keep a close eye on this area to ensure children are playing appropriately	2	2	4
General play in garden area	Injuries from tools	<p>Tools kept in baskets.</p> <p>Tidying up routines rigorously enforced</p>	1	2	2

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Area of Continuous Provision			Investigation		
Potential Activity	Potential Hazards	Controls in place	Likelihood	Severity	Risk rating
Lifting logs and rocks	Trapped fingers or toes	Larger rocks and logs to be lifted by an adult. A good range of smaller logs and stones available for children to lift independently.	2	1	2

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Area of Continuous Provision			Small world		
Potential Activity	Potential Hazards	Controls in place	Likelihood	Severity	Risk rating
Playing with large scale small world equipment	Slipping on logs or gravel, crawling on a hazard	Outdoor area checked for hazards by caretaker and Foundation staff daily. Logs monitored in wet or adverse weather conditions.	2	1	2

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Area of Continuous Provision			Sand		
Potential Activity	Potential Hazards	Controls in place	Likelihood	Severity	Risk rating
General play in sand pit	Children getting sand flicked in their eyes	Model good playing – adult to keep a close eye on this area to ensure children are playing appropriately	2	2	4
General play in sand pit	Any litter/insects etc getting into the sand and going unnoticed	Make sure that the sand pit cover is put on at the end of the day to avoid anything getting in the sand Staff to work together removing lid from sand if	1	1	1

		required, to prevent staff injury).			
General play in sand pit	Injuries from tools	Plastic tools only Tidying up routines rigorously enforced	1	2	2

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Area of Continuous Provision			Other		
Potential Activity	Potential Hazards	Controls in place	Likelihood	Severity	Risk rating
Running on the grass	Slipping on wet grass	Adults to decide on a daily basis whether children can run on the grass	1	2	2