



### **Early Years Risk Assessment**

The health and safety of the children in our care is one of our main priorities. It is important to assess and minimise hazards and risks to ensure that our Early Years department is a safe place for children, parents and staff

#### **Five steps to Risk Assessment.**

1. **Identify the hazards** (talk to staff, consider previous accidents/ observe work processes)
2. **Decide who can be harmed and how** (consider staff, children, service users, vulnerable people, extended services, visitors, contractors, etc)
3. **Evaluate the risks and apply the required preventive and protective measures** (decide whether you need to do anything minimal to keep people safe)
4. **Record the findings** (and communicate to staff)
5. **Review** (periodically, after an accident/incident, introduction of new work processes, look at patterns, e.g. more accidents in bad weather, time of the day, etc)

#### **Risk Control Measures**

- Where possible, the following risk control measures should be applied.
- Eliminate or avoid the risk at its source.
- Reduce the risk at its source
- Contain the risk.
- Remove staff/children (as applicable)
- Reduce exposure to the risk.
- Utilise protective equipment.

#### **Responsibility's**

**Fire Evacuation Procedure** -Please read the BST whole school Fire safety and emergency evacuation policy.

#### ***The Early Years Foundation Stage Risk Assessment Booklet***

The Early Years Foundation Stage Risk Assessment Booklet is completed yearly and is checked over each term, this is completed by the Early Years lead.

#### ***Termly Checks***

For termly checks, the Early Years lead is responsible for carrying out risk assessments in the Early Years department. This is completed by a checklist and notes on when and how risks have been resolved. It is also the Early Years lead responsibility to ensure that risks or equipment broken are reported to the school maintenance staff.

***Any serious risks the Early Years Lead will report her findings to the health and safety committee- Please see whole school health and Safety policy.***

### **The Early Years Foundation Stage Risk Assessment Booklet**

#### **Vehicles and vehicle movement hazards**

- Physical Injury to pedestrians and cyclists
- Collision with vehicles
- Cycling

Moving vehicles in the car park can present a serious risk to pedestrians and the two, where possible, should be segregated or managed by appropriate control measures.

#### **General Security Hazards**-Young children being able to leave the premises.

- Where possible external gates should be secured once parents have left the premises.

#### **Entrances & External Doors Hazards**-Young children being able to leave the premises.

- Staff being distracted has been a key factor when children have left settings unsupervised.
- The physical security of the building is a key issue and measures need to be in place to prevent very young children leaving the building unaccompanied.
- It is crucial that door closers are fully operational, checked regularly and adjusted accordingly.

#### **Internal Doors Hazards**-Young children leaving via internal doors.

- In most instances Early Years department is a part of the wider school building. You should consider the possibility that a young child may leave the building via an alternative route, therefore internal doors should also be considered as part of your overall security arrangements.

#### **Internal Room Layout Hazards**- Young children being able to leave the premises.

- Members of staff need to be extra vigilant when supervising the entrance doors.
- Parents should be encouraged not to bring prams and buggies into the building. This not only causes congestion and blocks escape routes, but also makes the entrance area difficult to supervise.

#### **Large Numbers of People – Start and End of Session Hazards**- Child tailgating a parent / leaving the premises unsupervised.

- The beginning of the day must be well organised and members of staff, parents and children each have a role to play. Each must be clear about their roles and responsibilities
- A member of staff needs to be strategically placed at the entrance doorway at the start of session.
- The above person's role is a key part of the welcome procedure; the aim of which is to ensure that a young child cannot leave the premises unnoticed.
- Members of staff must remain vigilant and not be distracted whilst greeting parents and children at the beginning of the day.

#### **Managing Children throughout the Day Hazards**- Child managing to leave during outdoor provision etc.

- Throughout the day there may be times when there is the potential for a child to leave the setting unsupervised.

- It is important that physical measures, supervision levels and organisational arrangements are not in conflict.
- During “continuous provision” it is easy to assume that a child who is not inside the classroom will be accessing outdoor provision; however, experience has shown that this is a time when children can leave the setting unnoticed.
- Consideration should also be given to new starters and children with special needs, as additional control measures may be needed.

#### **Pupil Supervision**

- Horseplay
- Inappropriate behaviour
- Off site activities
- Physical Injury

**The level of care provided for vulnerable pupils or pupils with behaviour problems is assessed as part of their individual care plan.**

#### **Staff Roles and Responsibilities**-Child leaving the premises unsupervised.

- Preparatory work should be planned to avoid the start of sessions and other busy times.
- All members of staff, students and volunteers must be clear about their roles and responsibilities, particularly at the critical times at the beginning and end of the session/school day
- Contingency plans should be in place to take account of staff illness.
- A formal emergency procedure for the recovery of a missing child needs to be compiled, implemented as school policy, and communicated to members of staff.

#### **Fixed Play Equipment** - Slips, Trips and Falls from Height

- Milk crates, tyres etc are often encouraged as part of creative play. As these are not being used for their original purpose a separate detailed risk assessment should be carried out prior to use.

#### **Climbing Frames**- Slips, Trips and Falls from Height

- Whilst there will always be an element of risk when pupils use any form of climbing equipment, it is the aim of the following preventative and protective control measures to reduce those risks to an acceptable level.

### **Assessment Forms**

Assessment forms are completed for all classrooms and areas in the Early years department. This is assessed and completed by the Early Years lead and staff members. Recording all hazards, control measures that are in place and its level of risk. This is assessed yearly or when new items of equipment or furniture are added. It is the Early Years leads responsibility to ensure that the assessment forms are completed, and staff understand that it is their responsibility to report any changes that need to be made during the year.

### **Termly Checks**

For termly checks, the Early Years lead and all staff members are responsible for carrying out risk assessments in the department. This is completed by a checklist and notes on when and how risks

have been resolved. It is also the Early Years lead's responsibility to ensure that risks or broken equipment is reported to the school maintenance staff.

### **Protocol for reporting possible risks**

If staff notice a risk or come across something that needs fixing, this should be reported to the Early Years lead.

When writing a risk in the book, the following should state-

- Date
- Area
- Risk
- Name

This will be checked daily by the Early Years lead who pass the information on to the Admissions Officer, who will arrange for jobs to be carried out with the maintenance team.

In the case of immediate risk or danger, the Early Years lead should be informed immediately, who will take the appropriate action.

### **Each class have responsibility to check the following areas.**

#### **Playgroup**

Classroom-Teacher

Bathrooms-Teacher

Outside area-Assistants.

#### **Nursery**

Classrooms-Teachers

Bathrooms-Assistants

Main playground-Assistants

#### **Reception**

Classrooms-Teachers

Bathrooms-Assistants

Outside area- Assistants

### **Each member of staff must follow the following procedure**

- Checking indoor, outdoors and activities for any risks or hazards
- Assessing the level of risk, who could be affected.
- Act accordingly with which areas need attention.
- All concerns or incidents should be reported to the Early Years Lead.
- On Monday mornings all staff should complete a classroom and outside check, any risks or hazards should be dealt with immediately.
- When arriving each morning staff should check for risks or hazards and continue to monitor the areas throughout the day.

### **Daily General Risk Analysis**

- Main gate is closed
- Floors, clutter free, check for trip hazards
- All unused electrical sockets covered with safety covers.

- Spilt liquids to be mopped up and wet floor sign to be placed over it.
- Sand to be swept up promptly.
- Cables not to trail on the floor.
- Remove or replace broken resources.
- Activities should be safe and age appropriate.
- Children should be supervised at all times-inside and outside.
- Children should not be in the kitchen unsupervised.
- No hot drinks in the classroom or playground when children are present.
- Temperature of tap water needs to be appropriate.
- Toilet doors are hooked back.
- Doors to toilets should be left open at all times-no parents should be allowed in the children's toilets.
- Staff should position themselves appropriately in the classroom and outside to ensure children can be seen at most times.
- Fire exits must remain clearly marked and fire doors are free from obstruction and easily opened from the inside.

#### **Activities that may have additional risk.**

Risk assessments should be carried out for any different activities that may have additional risks for the children. Eg. Cooking, nature walks, this should be carried out by the class teachers. Additional form should be completed and signed by the staff member and Head of Early Years.

#### **Excursions**

Please see our whole school excursion policy

**Updated January 2023**

**To be reviewed January 2024**