



Early Years Foundation Stage (EYFS)

Risk Assessment Policy

1. Statement

The health, safety and wellbeing of all children in our care is our highest priority.

We are committed to providing a safe, secure and well-managed Early Years environment where risks are identified, assessed and minimised effectively to protect children, staff, parents and visitors.

Risk assessment is an ongoing process embedded in daily practice across the EYFS.

2. Five Steps to Risk Assessment

Risk assessments are carried out using the following process:

1. **Identify hazards** – through observation, staff discussion and review of previous incidents.
2. **Identify who may be harmed and how** – including children, staff, parents, visitors and contractors.
3. **Evaluate risks and decide on controls** – consider likelihood and severity and implement appropriate measures.
4. **Record findings and actions** – ensure documentation is clear and shared with relevant staff.
5. **Review regularly** – update following incidents, changes in routine, or introduction of new equipment or activities.

3. Risk Control Measures

Where appropriate, risks will be managed using the following hierarchy:

- Eliminate the hazard where possible
- Reduce the level of risk
- Isolate or contain the hazard
- Limit exposure to the risk
- Increase supervision
- Use appropriate safety equipment and control measures

4. Responsibilities

All EYFS staff share responsibility for maintaining a safe environment.

The Early Years Lead is responsible for:

- Overseeing completion of risk assessments
- Maintaining the EYFS Risk Assessment Booklet
- Ensuring checks are reviewed termly
- Reporting serious risks to the Health and Safety Committee
- Coordinating action with site maintenance teams

All staff must report hazards immediately.

5. EYFS Risk Assessment Booklet

- The EYFS Risk Assessment Booklet is reviewed annually and monitored termly by the Early Years Lead
- It includes all key areas of EYFS provision
- Staff are expected to contribute to ongoing risk identification
- Any faulty equipment or hazards must be reported immediately for action

6. Key Areas of Risk Management

Vehicles and Car Park

Risks include injury from vehicles or bicycles.

Control measures include clear separation of pedestrian routes, signage, and active supervision during arrival and dismissal.

Security and Site Access

- External gates must remain secure at all times
- Entry points are monitored during arrival and dismissal
- Door security systems are checked regularly to prevent unsupervised exit
- Children must never leave the premises unsupervised

Indoor Environment

- Internal doors are managed to prevent unsupervised access to other areas
- Entry areas must remain clear to support safe movement and evacuation
- Prams and buggies are restricted where they may obstruct access or visibility

Start and End of Sessions

- Staff are positioned at key access points
- Roles and responsibilities are clearly allocated
- Staff remain vigilant and avoid distraction during transitions

Supervision Throughout the Day

- Children are supervised at all times, indoors and outdoors
- Continuous provision is actively monitored
- Particular attention is given to new children and those with additional needs

Behaviour and Pupil Safety

Risks include unsafe behaviour, movement between spaces and outdoor play.

Control measures include:

- Clear behaviour expectations
- Active supervision at all times
- Individual risk planning where required
- Appropriate staffing ratios

Equipment and Physical Play

- All equipment is checked regularly
- Climbing and physical equipment is used under close supervision
- Loose parts and creative resources are risk assessed
- Any damaged equipment is removed immediately

7. Daily Safety Checks

Staff complete ongoing daily checks including:

- Secure site access
- Clear floors and walkways
- Covered electrical sockets
- Immediate cleaning of spills
- Safe cable management
- Safe storage of resources
- Age-appropriate activities
- Full supervision at all times
- No unsupervised kitchen access
- Safe drinking water arrangements
- Fire exits kept clear at all times

8. Reporting Hazards

All staff must report hazards immediately to the Early Years Lead.

Reports must include:

- Date
- Location
- Description of hazard
- Name of staff member reporting

The Early Years Lead records and acts on all reports promptly.

Urgent hazards must be dealt with immediately.

9. Staff Responsibilities

All staff; students and volunteers must:

- Understand their supervision duties
- Conduct daily safety checks of their environment
- Report concerns without delay
- Follow risk assessments for all activities
- Ensure children are never left unsupervised
- Maintain awareness during busy transition times

10. High-Risk Activities

Activities such as:

- Cooking
- Water play
- Outdoor exploration

- Nature walks

must have specific risk assessments completed in advance and approved by the Early Years Lead.

11. Excursions

All off-site visits follow the whole-school Excursion Policy and are subject to separate risk assessments

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Agreed Date:	October 2025		
Board of Governors			
	Print Name:	Signed:	Date:
Academic Director:			
	Print Name:	Signed:	Date:
Review Date:	October 2026		