

Ashgate Primary School

Early Years Risk Assessment

L: Likelihood
C: Consequence
R: Risk Level

Eliminate the hazard	E.g. repair or replace damaged tools; take down overhead, hanging branches
If this is not practicable, then	
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Substitute the hazard	E.g. provide gluten free snacks and drinks for FS learners with allergies; teach in a different area
If this is not practicable, then	
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Isolate the hazard	E.g. mark the overhead, hanging branch with a red flag / create boundary hazard tape;
If this is not practicable, then	
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Use equipment to help you	E.g. use wheelbarrow for moving heavy stumps;
If this is not practicable, then	
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Use paperwork process to help you	E.g. log of regular tool maintenance; ensure daily site check/ risk assessment carried out and recorded
If this is not practicable, then	
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Use Personal Protective Equipment and clothing	E.g. provide well fitting gloves for learners who require them; ensure learners are wearing long sleeved tops and trousers
Until you have a better method of control	

Risk Matrix					
Likelihood	Consequence				
		Insignificant	Minor	Moderate	Major
	Almost certain	Moderate	High	High	Extreme
	Likely	Moderate	Moderate	High	Extreme
	Possible	Low	Moderate	High	High
	Unlikely	Low	Low	Moderate	High
	Rare	Low	Low	Low	Moderate

Heading	Hazard	Likely injuries/loss	Level of Risk			Control Methods	New Level of Risk		
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Doors	Injury caused by opening and closing doors.	Cuts, fractures, bruises to fingers and/or other body parts.	Possible	Moderate	High	- All doors to be held back securely when open. - All doors have finger protectors fitted to the hinge side. - Warn children about the dangers of trapping fingers in doors. - Staff supervision. - Paediatric First aid provision available at all times.	Rare	Moderate	Low
Food hygiene	Contamination of food and drink through poor hygiene (dirty hands/surfaces) causing illness.	Vomiting, allergic reaction, skin or internal irritation.	Possible	Major	High	- Children taught correct hand washing. - Ensure all children wash hands before handling food.. - Ensure surfaces are disinfected before they are used for food. - Bins are emptied at the end of each session by cleaning staff. - Supplies of paper towels and soap are maintained. - Attention given to use by dates. - Milk is refrigerated. Fridge operates efficiently and low temperature is maintained. - Water bottles brought from home each day. - Cups used for milk washed thoroughly after each use. - Ensure children are seated when eating. - Ensure all staff are aware of individual children's allergies and ensure no contact is made. - Clean drinking water is accessible at all times. - Paediatric First aid provision available at all times.	Rare	Major	Moderate
Bodily fluids	Contact with potentially hazardous bodily fluids causing infection.	Illness, skin or internal irritation	Possible	Moderate	High	- Ensure that anyone not involved in cleaning up the spillage is removed from the immediate area, especially children. - Disposable and protective gloves and aprons to be worn. - Check that all affected areas have been thoroughly cleared and disinfected. - Dispose of contaminated materials carefully. - Double bag all materials contaminated by bodily fluids, before disposal in yellow bags. - Wash hands and forearms thoroughly. - In case of infection outbreak inform SBM so cleaning can be amended accordingly - Paediatric First aid provision available at all times.	Rare	Moderate	Low

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Poisoning (cleaning materials)	Cleaning materials which may be ingested, inhaled or come into contact with skin causing poisoning or irritation.	Death, vomiting, illness, skin or internal irritation	Possible	Major	High	- All hazardous materials are covered by COSHE and kept in cleaning cupboard which is to be kept locked during session's times. - Washing up liquid/ surface spray to be kept in locked cupboard and out of the reach of children. - In cases of bad weather, make sure children are aware of the risk and reminded not to eat rock salt put down. - Paediatric First aid provision available at all times.	Rare	Major	Moderate
Medicines	Medicines which could be taken inappropriately causing overdose or poisoning.	Death illness	Unlikely	Major	High	- All medicines prescribed kept locked in the school under the supervision of the admin staff Office or Out of reach in First Aid area cabinet - Medicines to be administered by staff must have a written permission form completed by parents/ carers. Forms to be kept and maintained by admin staff. - All Medicines must be prescribed by a doctor; a chemist label with the child's name must be displayed on the label. - Written records of medicines administered to be kept by admin staff. - Paediatric First aid provision available at all times.	Rare	Major	Moderate
Toilet	Slipping due to water spillages and the spread of germs.	Bruises, cuts, vomiting, illness.	Possible	Moderate	High	- Toilet area to be monitored throughout the day. - Toilets to be cleaned by staff during the day when necessary. - Daily cleaning to be carried out by school cleaners. - Water spillages to be mopped up immediately by Early Years staff using the school cleaners' mop and bucket as required. - Soap supplies to be maintained by school cleaners. - Children to be taught how to wash hands, flush toilets. - Paediatric First aid provision available at all times.	Rare	Moderate	Low

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Absconding children	Security – children leaving the early years environment unsupervised (absconding)	Death serious injury child getting lost	Unlikely	Major	High	- Maintained fencing. - Gates outside kept closed. - Clear rules about appropriate behaviour e.g. where they are allowed to go. - While the outside doors are open at the start and end of the school day, staff are vigilant in watching the doors and in supervising the children. - Parents are advised to hand their child over to their child's teacher or teaching assistant at the start of the school day, and to wait until their child is dismissed from the classroom before taking them home. - Members of staff will only dismiss children to their parent/carer or to an adult named by the parent/carer - Children remain in classroom until adult arrives to collect. - Password system in operation to identify any new adult picking up a child.	Rare	Moderate	Low
Security	Security – unknown adults accessing the early years environment.	Harm to adults and/or children from an unknown adult	Unlikely	Major	High	- Clearly signed routes to main reception. - Gates outside kept closed. - Adults wear identification badges if visiting school. - Overhead lock on gate used to stop children opening gate during day.	Rare	Major	Moderate
Plants	Plants causing poisoning, irritation and/or allergic reaction	Vomiting, skin irritation, breathing difficulties, choking.	Unlikely	Major	High	- Ensure that there are no unsafe plants. - Ensure that children are aware of the dangers of eating unknown plants. - Ensure children have close supervision during gardening activities. - Paediatric First aid provision available at all times.	Rare	Major	Moderate
Electricity	Children suffering an electric shock as a result of putting fingers into sockets or touching damaged cables.	Electric shock, death, burns.	Unlikely	Major	High	- Visually inspect leads for damage (do not use damaged equipment). - Ensure cables are kept tidily and are not trailing. - All electric equipment to be checked annually. - Paediatric First aid provision available at all times.	Rare	Major	Moderate

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Risk Assessments for Play Equipment /Materials

General	Collision with fixed or portable equipment including cables or other pupils/adults causing injuries. Tripping/slipping over resources on the floor.	Cuts, bruises, sprains, strains, fractures.	Possible	Moderate	High	- Children are made aware of risks and how to play safely with equipment available. - Activities organised within the classroom so as to reduce the risk of collision with other pupils, equipment or structures. - Account is taken of fire exits, doorways and thoroughfares. - Pupils are supervised by a member of staff at all times. - Children are reminded to walk while inside school and to keep walking spaces clear. - Children trained to tidy away equipment after use. - Standing on furniture is not permitted. - Paediatric First aid provision available at all times.	Unlikely	Moderate	Moderate
Play materials	Play materials causing irritation and/or allergic reaction ie bubble bath, shaving foam, corn flour, soil.	Vomiting, skin irritation, breathing difficulties, choking.	Possible	Moderate	High	- Adequate supervision at all times. - All staff to be aware of children's individual allergies, skin conditions, etc. - Ensure reputable products are used and manufacturer's instructions are followed. - Paediatric First aid provision available at all times.	Rare	Moderate	Low
Water	Water on, floor causing slips, trips or falls.	Cuts, fractures, bruises, sprains, strains,	Possible	Moderate	High	- Adequate supervision at all times. - Staff ensure that the area is kept free of spillages through good housekeeping and by encouraging children to be tidy. - The floor surface is easy to clean. - Paediatric First aid provision available at all times.	Rare	Moderate	Low

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Water	Water causing drowning, choking	Death infection	Unlikely	Catastrophic	High	- Water tray is suitable height. - Children are supervised by a member of staff at all times. - Water is clean. Water is fresh at the beginning of each day and as needed during sessions. - Children are not allowed to climb on the water tray. - Children are discouraged from putting resources in their mouths. - Paediatric First aid provision available at all times.	Rare	Extreme	Moderate
Water	Bacteria in water Water being ingested – hand to mouth contact or drinking contaminated water.	Infection	Possible	Moderate	High	- Water is changed frequently and is fresh at the beginning of each day. - Containers and toys for water are cleaned as required after regular inspection with a suitable mild disinfectant. - Adequate supervision at all times. - Paediatric first aid provision available at all times.	Rare	Moderate	Low
Sand	Sand causing slips, trips or falls.	Cuts, fractures, bruises, sprains, strains,	Possible	Moderate	High	- Adequate supervision at all times. - Staff ensure that the area is kept free of spillages through good housekeeping and by encouraging pupils to be tidy. - Children trained to sweep up spillages. - Adults and children walk indoors at all times. - The floor surface is easy to clean. - Paediatric first aid provision available at all times.	Rare	Moderate	Low
Sand	Sand in eyes	Eye damage, eye irritation.	Possible	Moderate	High	- Adequate supervision at all times. - Children are warned of the dangers of throwing or flicking sand. - Immediate attention is given to any accidental occurrences. - Paediatric first aid provision available at all times.	Rare	Moderate	Low

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Sand	Bacteria in sand Sand being ingested – hand to mouth contact or eating of sand.	Infection Vomiting	Possible	Moderate	High	- Sand is changed periodically or when known to be contaminated. - Sand is sieved regularly. - A cover is used outside. - Only 'Children's Play Sand' from reputable companies is used. - Containers and toys for sand are cleaned with a suitable mild disinfectant. - Adequate supervision at all times. - Children trained not to eat sand. - Paediatric first aid provision available at all times.	Rare	Moderate	Low
Malleable Materials	Clay, play-dough gloop on the floor causing slips, trips or falls.	Cuts, fractures, bruises, sprains, strains,	Possible	Moderate	High	- Adequate supervision at all times. - Staff ensure that the area is kept free of spillages through good housekeeping and by encouraging pupils to be tidy. - The floor surface is easy to clean. - Paediatric first aid provision available at all times.	Rare	Moderate	Low
Malleable Materials	Bacteria in clay, play dough, gloop. Malleable materials being ingested – Hand to mouth contact	Infection Vomiting	Possible	Moderate	High	- Play dough and gloop changed regularly. - Malleable materials changed when contaminated. - Containers and equipment to be regularly cleaned with a suitable mild disinfectant. - Adequate supervision at all times. - Paediatric first aid provision available at all times.	Rare	Moderate	Low
Paint	Paint/ paste on floor causing slips, trips or falls.	Cuts, fractures, bruises, sprains, strains,	Possible	Moderate	High	- Adequate supervision at all times. - Staff ensure that the area is kept free of spillages through good housekeeping and by encouraging pupils to be tidy. - The floor surface is easy to clean.	Rare	Moderate	Low
Blocks	Trips, dropping of bricks, trapping fingers, falling bricks, being hit accidentally and non-accidentally by bricks.	Cuts, fractures, bruises, sprains, strains, trap injuries	Possible	Moderate	High	- Bricks to be closely supervised at all times. - Children trained to pack away bricks correctly. - Children aware and use bricks correctly. - Paediatric first aid provision available at all times.	Rare	Moderate	Low

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All Areas	Manual handling of water, sand and large construction including boxes of resources.	Back injuries, sprains and strains, cuts, bruises, concussion and fractures.	Possible	Moderate	High	- Ensure children are made aware of risks and are taught to use resources carefully and safely. - Staff aware of pupil's developmental stage and supervise accordingly. - Water is removed in small quantities using a bucket, into the nearby sink/drain. - Water and sand trays are moved by a minimum of two members of staff.	Rare	Moderate	Low
Tools	Tools injuring self and others including impaling, stabbing (deliberate or accidental) or cuts.	Bruising, cuts and grazes.	Possible	Moderate	High	- Adequate supervision. - Children instructed in appropriate use. - Children taught how to carry scissors safely. - Children encouraged to practise and refine skills. - Children aware that paperclips, staples and tacks have sharp ends. - Only round-ended scissors available to children. - Scissors stored handles-up or lying flat. - Pencils not sharpened at both ends. - Regularly check equipment is in working order. - Paediatric first aid provision available at all times.	Rare	Moderate	Low
Small Equipment	Pupils placing food, toys or small items in their mouths [including things such as play dough] Pupils placing small items in their nose or ears which then become stuck.	Death, asphyxiation, choking or poisoning. Damage, irritation, infection.	Possible	Major	High	- Adequate supervision at all times. - Children are taught not to put toys in their mouths, noses or ears. - Only toys which are good quality, child friendly, non-toxic and appropriate for the age of the children are used. - All play equipment and toys are purchased from reputable suppliers and are regularly inspected for defects and contamination. Any defective items are removed immediately. - Paediatric First aid provision available at all times.	Rare	Major	Moderate

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Risk Assessments for Outdoor Play

Outdoor Area	Hazardous materials or substances being left in the outdoor area (glass, needles or other rubbish, faeces [from cats, dogs, foxes, etc) causing cuts, wounds or contamination.	Cuts, puncture wounds, infection	Possible	Moderate	High	- Site manager checks school grounds each morning. - The member of staff responsible for the outdoor day checks for and removes any hazards before the children go outside. - Children supervised (within sight or sound). - Paediatric first aid provision available at all times.	Rare	Moderate	Low
Fence Gates	Insecure gates, fences or walls allowing intruders access or children to get out.	Death serious injury child getting lost	Possible	Major	High	- The early years play area is enclosed and secure. - Staff check all gates are closed before children play outside. - Exits supervised by Reception staff at the beginning and end of the school day. See procedures for collection of children. - Children supervised (within sight or sound).	Rare	Major	Moderate
Slips & trips on slope/hill and surrounding area	Children tripping, falling, colliding with others	Fractures, cuts, scratches, bruises, sprains, strains.	Possible	Moderate	High	- Rules to ensure safe play on slope/hill - Rules that wheeled vehicles are not to be taken up or down slope - Children supervised (within sight or sound).	Unlikely	Moderate	Moderate
Fixed Equipment	Faulty or damaged fixed equipment causing falls, trips or collisions.	Fractures, cuts, scratches, bruises, sprains, strains and splinters.	Possible	Moderate	High	- The member of staff responsible for setting up the outdoor area will check fixed equipment for damage before the children arrive. - Regular inspections of equipment will be recorded. - All timber structures should be free from splinters and jagged edges. - Timber should be smooth cut and clean. - Children supervised (within sight or sound).	Unlikely	Moderate	Moderate

Heading	Hazard	Likely injuries/loss	Level of Risk			Control Methods	New Level of Risk		
			L	C	R		L	C	R

Portable /fixed Equipment	Children climbing and falling from fixed or portable equipment causing injury.	Fractures, head injuries, grazes, bruises, sprains, strains	Possible	Moderate	High	- Children supervised (within sight or sound); staff are vigilant in watching how children use the equipment and stop any dangerous practice. - Children shown how to play safely on equipment. - Account is taken of wet or slippery surfaces.	Unlikely	Moderate	Moderate
Portable /fixed Equipment	Collision with fixed or portable equipment or other pupils/adults causing injuries	Grazes, bruises, sprains, strains.	Possible	Moderate	High	- Children supervised (within sight or sound). - Children are reminded to look where they are going and to watch out for other people. - All equipment is safely stored when not in use. - First Aid provision – including use of 'cold-packs'.	Unlikely	Moderate	Moderate
Large Equipment	Finger traps in toys and equipment Sharp edges on equipment causing cuts or scratches	Bruising Grazes, bruises, infection	Possible	Moderate	High	- All apparatus is constructed, assembled, used and maintained in line with the manufacturer's instructions. - All play equipment and toys are regularly inspected for defects. Any worn or damaged items are removed immediately. This ensures the equipment is free from splinters, and is of a smooth construction. - Children supervised (within sight or sound). - Paediatric first aid provision available at all times.	Unlikely	Moderate	Moderate
Surfaces	Uneven or slippery surfaces causing trips and falls Current hazard – Trip Hazard wet pour surfacing in play area -	Grazes, bruises, sprains, strains.	Possible	Moderate	High	- The site supervisor is made aware of any areas of particular concern including icy patches in winter. - Children are not allowed to play on icy surfaces. - Monitor uneven surfaces and remind children to take care. - Children supervised (within sight or sound).	Unlikely	Moderate	Moderate
Mud and sand play	Slips & trips		Possible	Moderate	High	- Sand and mud areas checked for unsafe items before play and sand covered after use. - Children wear protective clothing and footwear when playing with mud. - Children supervised (within sight or sound).	Unlikely	Moderate	Moderate

Heading	Hazard	Likely injuries/loss	Level of Risk			Control Methods	New Level of Risk		
			L	C	R		L	C	R

Contamination	Bacteria in soil, mud, dirt, sand or water being ingested – hand to mouth contact or drinking contaminated water. Sand/mud in eyes/mouths.	Infection	Possible	Moderate	High	- Clean sand regularly (incl. around sandpit). - Appropriate play sand is used. - Children wash hands after playing with water. - Children wash their hands after handling mini-beasts and before eating or drinking. - Toys and equipment are washed regularly and when they appear dirty.	Unlikely	Moderate	Moderate
Weather	Children burning in the sun and becoming dehydrated. Cold, wet or windy weather causing falls or slips. Children becoming too cold or wet.	Sunburn, broken bones, bruises, dehydration, hyperthermia	Possible	Moderate	High	- Ensure children are dressed appropriately for outdoor play (sun hats, Wellingtons, raincoats, waterproofs, sun cream). - Provide shade during sunny weather. - Limit the time spent in full sun. - Remind and encourage parents to apply sun cream to children before school. - Encourage children to drink frequently. - Encourage children to move frequently to limit the effects of cold weather. - Change children out of wet clothes as soon as is practical.	Unlikely	Moderate	Moderate
Bites and stings	Being bitten or stung	Anaphylactic shock, allergic reaction, irritation	Unlikely	Major	High	- Check outside area for nests. - Talk to the children about the dangers of certain insects and how to minimise risks. - Paediatric First aid provision available at all times.	Unlikely	Major	High
Plants	Plants causing poisoning, irritation and/or allergic reaction	Anaphylactic shock, allergic reaction, irritation	Unlikely	Major	High	- Ensure that there are no unsafe plants. - Ensure that children are aware of the dangers of eating unknown plants. - Ensure children have close supervision during gardening activities. - Paediatric First aid provision available at all times.	Rare	Major	Moderate

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Risk Assessment Completed by:	Amanda Vobes	Job Title:	EYFS/KS1 lead	Date:	18/02/2022
Reviewed by:		Job Title		Date:	