



# SHANKLEA EYFS

## Risk Assessment Policy

Policy Control Details			
Date policy approved:	September 2020		
Prepared by:	Kay Laughton	Signature	Date
Approved for issue by:	Gareth Pearson	Signature	Date
Review period:	1 year		
Review required by:	September 2021		
Responsibility for review:	EYFS Manager		

### **Risk Assessment Policy**

- The EYFS managers will ensure regular risk assessments of the premises indoor and out, outings and other activities are conducted to identify any hazards or risks and that actions are taken to minimise the risks.
- Children will be encouraged to be more responsible for identifying potential hazards during activities to identify what might happen and what can be done to reduce the hazard/risk ie picking up toys.
- Frequency of risk assessments carried out:
  - when there is a change of equipment/resources or to the premises
  - to meet the particular needs of a child
  - if an incident has occurred
  - review at least every 12 months
- Engagement and consultation with staff on a day to day basis.
- Promotion of near miss reporting, staff will discuss where this has occurred and what can be done to reduce the risk of it happening again.
- Not all risk assessments need to be written, the manager and staff will decide what needs to be formally recorded. Those risk assessments which are written down will include the date and signature of the person carrying out the assessment.
- Daily checks – a visual inspection will be carried out of the premises and equipment before children arrive. Actions will be taken to minimise any risks from hazards identified immediately.
- Any accidents or incidents will be recorded and monitored to identify further steps to be taken.
- Ofsted will be informed of any significant accidents or injuries. [3.49] as well as complying with RIDDOR (Reporting of injuries, diseases and dangerous occurrences regulations 1985).

**EYFS Managers have overall responsibility to check the following areas daily to ensure the safety of the children. However it is also the responsibility of other members of staff to be vigilant and monitor the premises and equipment as they are in attendance with the children in the indoor and outdoor areas.**

**A Risk Assessment File is kept in the setting in a box on the First Aid Notice Board.**

#### **Inside Rooms**

The rooms are zoned in areas so as to minimise spillage and overflow of toys.

The rooms are checked to ensure that the furniture is placed to minimise any risk of collision and for any breakages.

Children are reminded not to run indoors.

The room temperature is monitored.

The sand, water and creative areas are supervised and checked by an adult during the sessions to ensure there is no choking or drowning hazards. Protective clothing is provided.

Toys and equipment are checked for breakages.

## **Toilets**

For safeguarding there is always a member of staff in close proximity to the toilets.  
In the event of a child needing to be changed two members of staff will attend to the child.

## **Milk and Fruit**

Parents are asked to inform EYFS staff of any allergies and dietary requirements.  
Children are within sight of a member of staff when drinking milk and eating fruit which they may bring to the setting  
Information of any allergies is clearly displayed on the **First Aid Notice Board and in the Snack Area.**  
Children must be seated when drinking milk and eating fruit.

The following areas will be checked prior to and during use.

**Whenever the children are outside they are counted out and back in again.**

## **Quadrangle**

EYFS managers will decide if the weather conditions are suitable for the children to be able to use the area.  
Staff will ensure that outdoor furniture and equipment does not present a tripping hazard.  
As the quadrangle may be used as a through fare by children from the main school Nursery staff will be vigilant to ensure the safety of the children.  
The children must wear yellow bibs when outside.

## **Large Outdoor Area.**

EYFS managers will decide if the weather conditions are suitable for the children to be able to use the area.  
The area will be checked for litter which will be removed.  
The climbing equipment will be checked for suitability to use and for any damage.  
Check for uneven surfaces.  
Children using the large sand area will be supervised by an adult.  
The children must wear yellow bibs when outside.

## **Wildlife Area**

EYFS managers will decide if the weather conditions are suitable for the children to be able to use the area  
EYFS managers will check area for litter which will be removed.  
Staff will be vigilant and aware of any low branches and uneven surfaces.  
The children must wear yellow bibs when outside.

## **PE**

All EYFS staff will be responsible for watching the children while they mount and dismount the apparatus.  
Equipment will be examined by an EYFS manager and another staff member after being put out to check that it is assembled correctly to ensure the safety of the children.  
Mats will be used for the children if they are required to jump off any of the apparatus.  
Children will be taught how to dismount safely.

When entering the hall the children sit in a designated area in the hall prior to using the large apparatus and spoken to about the safe use of the apparatus. At the end of the PE session the children will sit in the designated area.

### **Cooking**

H McClurry, J Turnbull and J Ainsley have up to date Food Hygiene training.

When cooking occurs the area where the cooker is used is cordoned off from the children. The children will be spoken to about the potential dangers of cooking and will be closely supervised by staff members.

Any spillages will be cleaned up.

Children with any allergies or dietary requirements have suitable food provided by their parents or by the staff.

Parental consent is sought prior to children doing cooking activities.

### **Children**

Children who have mobility difficulties or who are deemed to be a possible risk to themselves or to other pupils or to members of staff will have their own risk assessment. All adults working in the Nursery will be made aware of these individual risk assessments which are available for reference on the **First Aid Notice Board**.

### **Outside Visits**

It is the responsibility of the EYFS managers to ascertain, prior to any off site visits, any potential hazards and risks to children and staff.

EVOLVE documentation will be completed in the school office and sanctioned by H. Brown, Head Teacher.