

Burnley, St Peter's C of E Primary School: EYFS Indoor Risk Assessment, 2024-2025

Completed by: P Franklin

Role: Reception Class Teacher and EYFS Leader

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Type of Hazard	Risk? HML	What is the hazard?	Who is at risk?	Control Measures
Health and Hygiene	M	Bacteria on and in equipment/ resources	Children and Staff who use the equipment.	The water in the Water Tray is changed daily, and the Water Tray is disinfected regularly. Regularly used indoor equipment and resources are disinfected at the end of each half term using Milton, more often if there is an outbreak of illness e.g. stomach bug. All indoor resources are washed thoroughly in Milton at the end of the Academic year and, where possible, stored in boxes with lids to keep resources as clean and hygienic as possible. When it is used, playdough is made fresh each week or bought and thrown away at the end of the week.
	M	Bacteria and spread of germs	Children and Staff who use indoor environment.	Disposable tissues to be readily available in the whole EYFS setting. Children are shown and reminded of the "Catch it, Kill it, Bin it" protocol and are regularly reminded to wash their hands if they blow their nose or sneeze/ cough into their elbow or a tissue. All children are asked to bring in a named water bottle filled with tap water (or unflavoured bottled water). Those children who do not bring a bottle of water are provided with a cup to fill; the cup is labelled to avoid the spread of germs between children and is washed at the end of the day in hot soapy water. If a child has a stomach bug and is sick in school, the child is placed in a quiet area of the classroom away from the other children so as to reduce the risk of germs being spread. The area then receives a deep clean to remove germs.
Equipment and Toys	M	Play Equipment and Furniture	Children and Staff who use the equipment.	All equipment and toys are checked regularly to ensure they are in good condition. Any toys deemed unsafe or are broken and cannot be fixed will be permanently removed from the indoor environment. Children are taught to inform adults immediately if they come across any equipment or resource that is broken/ unsafe, or becomes unsafe during use.
	M	Bacteria on and in equipment/ resources	Children and Staff who use the equipment.	<i>See section above on Health and Hygiene.</i>
Injuries/ First Aid	M	Any injury that requires First Aid treatment	Children and staff in the setting.	Children are shown how to correctly and safely use the indoor equipment and are reminded of this regularly. In the instance that children injure themselves requiring First Aid treatment, a Paediatric First Aider (All EYFS Staff) will provide treatment and record this in accordance with school policy and procedures. If the injury is deemed serious, the child's parents will be contacted immediately, otherwise parents will be informed at the end of the school day, receiving the appropriate letter. Any child who receives First Aid treatment will take a letter home explaining their injury and the treatment given, this includes a head injury which is monitored closely and the specific letter sent home, signed by a member of SLT, informs parents and provides information of symptoms to monitor for. The Defibrillator is kept on top of the First Aid cupboard in the Red Room/ Kitchen and is checked regularly. A record book is signed to declare the machine is working. The Defibrillator has adult pads attached, the orange bag next to the machine contains the child/infant sized pads. Should an adult require First Aid treatment then a First Aider will administer First Aid and the accident book filled in. <i>See separate school First Aid Policy.</i>

Cooking	L	Contamination from hands	Children and Staff participating in cooking activity.	Children to be supervised at all times when participating in cooking activities. Children to wash their hands thoroughly with soap before and after (and during if required) any cooking activity, this is monitored by an adult.
		Accidental Injury from Cooking Equipment	Children and Staff participating in cooking activity.	<i>See section above on Injuries/ First Aid.</i>
Toilets and Toileting	L	Child Protection	Children and Staff in the setting.	Children are shown how to use the toilets correctly and regularly reminded of this. If an adult goes into the toilets, another adult in the room is always informed and will be within sight and sound of the toilets. Intimate Care records are kept in the classroom should a child need support in changing following an accident or require a nappy change. <i>See separate school Intimate Care Policy. See separate school Nappy Changing Policy.</i>
	M	Hand Hygiene	Children and Staff in the setting.	Children are shown how to effectively wash their hands after toileting (as well as coughing, sneezing etc.) There are instruction signs on the toilet walls to remind them. The children are asked regularly if they have washed their hands thoroughly using soap after toileting if they have been particularly speedy in the bathroom. Children are shown how to turn the taps on and off and always reminded to turn them off after use to prevent the risk of flooding in the bathroom.
	H	Wet Floor	Children using the bathroom.	Children are reminded to turn the taps off after use and wash hands sensibly in the bathroom. Children are encouraged to sit down to go to the toilet to avoid any bodily fluid spreading to the floor. Should the floor in the cubicles or around the sink area get wet, the red toilet mop is used to clean the floor. The wet floor sign is put out to warn staff that the floor is wet. Children are taught what the yellow sign means.
Environment	L	Injuries	Children and Staff in the setting.	Children are always in sight and sound of an adult in the indoor environment. The furniture is set up for communication friendly spaces so adults position themselves strategically around the room to ensure all children are within sight during provision times so as to limit possibility of injuries or opportunities for negative behaviours to occur unseen. <i>See section above on Injuries/ First Aid.</i>
	H	Wet Floor	Children and Staff in the setting.	Children are encouraged to keep the water inside the water tray. When spillages do occur, the water is mopped up by a member of staff using the blue classroom mop. The wet floor sign is put out to warn staff that the floor is wet. Children are taught what the yellow sign means.
Security	M	Strangers getting into school/ children being able to get out of school	Children and Staff in the setting.	Admittance to school is only permitted by a member of staff in the front office. All external doors can only be accessed using a key fob which only school staff carry. The outer gates are padlocked at the beginning of each day by the site supervisor and not opened again, unless access is required by workers or in an emergency, until all the children are inside the school building at the end of the day. When all children are inside the classroom, the classroom door is locked and children are taught they must never open this door unless expressly asked by a member of staff.
	L	Missing child	Children in the setting.	An electronic register will be taken every morning to ensure we know which children are in attendance each day. Children who are marked as absent receive a phone call from the school office to establish the reason for non-attendance. A record is kept on the fire register of children who are absent and the number of staff and children present to ensure there is no confusion and in the event of an evacuation. This register is kept near the door as this is the Fire Exit. In the unlikely event of a child going missing in the school grounds, adults will be directed by the EYFS leader with zones of the

				school to check. The search will always begin with a thorough check in the classroom including store cupboards and toilets, before moving onto the rest of the school and outdoor areas. In the rare event that the child is not found on the school site or we suspect they may have found a way to exit the school, then a phone call will be made to parents, followed by the police.
Red Room/ Kitchen	H	Electrical Equipment inc. Oven	Children in the setting.	No child will ever be allowed into the Red Room unsupervised. Children are regularly reminded not to enter the Red Room without an adult, the door is kept closed when not in use, and when in the room they are closely supervised at all times. If the electrical equipment is needed for a cooking activity then an adult will complete this. No child will ever use any electrical equipment in the Red Room/ Kitchen. Electrical equipment in the Red Room/ Kitchen is switched off at the main plug when not in use and only turned on by an adult when needed.
Fire	M	Fire Occuring Within The Classroom inc. Red Room/ Kitchen	Children and Staff in the setting.	In the event of a fire occurring within the EYFS environment, an adult will sound the alarm and emergency evacuation procedures will be followed. Children will be counted and the classroom checked on exit, with the door shut after the last person exits the room. A register will be taken to ensure all adults and children are out of the building, and the fire brigade will be called. <i>See section above on Security.</i> <i>See separate school Fire Evacuation Plan.</i>
Terror Threat	L	Terror Threat in local area or school	All who access the school environment.	In the unlikely event of a terror threat, staff will gather children into the back store room and the EYFS leader will complete a classroom check, barricade the entrance points and close the blinds. <i>See separate school Lockdown Policy.</i>