

Burnley, St Peter's C of E Primary School: EYFS Indoor Risk Assessment, 2025-2026

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	H	Bacteria On & 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. Site supervisor has responsibility for cleaning the EYFS classroom. EYFS staff will clean furniture surfaces as needed.
	H	Bacteria & Spread Of Germs	Children and Staff who use indoor environment.	<p>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 provided with a named water bottle filled with tap water.</p> <p>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.</p> <p>If the site supervisor does not recognise the need for refilling hygiene product, they are informed verbally and a note written in the site supervisor logbook when any hygiene product is running low/has run out. The site supervisor is then responsible for refilling product as needed.</p>
Equipment and Toys	M	Play Equipment & 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. Site supervisor has responsibility for cleaning the EYFS classroom. EYFS staff will clean furniture surfaces as needed.
	M	Bacteria On & 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.	<p>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.</p> <p>The Defibrillator is kept on top of the First Aid cupboard in the Red Kitchen and is checked regularly. A record sheet is signed to declare the machine is working. The Defibrillator has adult pads attached, with a red pack next to the machine containing the child/infant sized pads.</p>

	L	Asthma Attacks	Children and Staff in the setting.	<p>Should an adult require First Aid treatment then a First Aider will administer First Aid and the accident book filled in.</p> <p>Children with known respiratory illness e.g. asthma, have two inhalers kept in school. These are stored in bright orange inhaler bags and labelled clearly for easy access when required. Parents complete an asthma form at the beginning of each year including logging expiry date of both inhalers. An emergency inhaler and spacer are stored in the Red Kitchen for use of any child or staff who require it in an emergency.</p> <p><i>See separate school First Aid Policy.</i></p>
Cooking	L	Contamination From Hands	Children and Staff participating in cooking activity.	<p>Children to be supervised at all times when participating in cooking activities. Children and staff to wash their hands thoroughly with soap before and after (and during if required) any cooking activity, this is monitored by an adult.</p> <p><i>See section above on Injuries/ First Aid.</i></p>
		Accidental Injury From Cooking Equipment	Children and Staff participating in cooking activity.	
Toilets and Toileting	L	Child Protection	Children and Staff in the setting.	<p>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.</p> <p><i>See separate school Intimate Care Policy.</i> <i>See separate school Nappy Changing Policy.</i></p>
	M	Hand Hygiene	Children and Staff in the setting.	<p>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.</p>
	H	Wet Floor	Children using the bathroom.	<p>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 yellow 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.</p>
Environment	L	Injuries	Children and Staff in the setting.	<p>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. This limits possibility of injuries or opportunities for negative behaviours to occur unseen.</p> <p><i>See section above on Injuries/ First Aid.</i></p>
	H	Wet Floor	Children and Staff in the setting.	<p>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.</p>
Security	M	Strangers Accessing School/Children Exiting School During School Hours	Children and Staff in the setting.	<p>During the school day 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 have possession of. Once all children are in the school building the outer gates are padlocked, by a member of SLT or</p>

	L	Missing child	Children in the setting.	<p>office staff, until the end of the school day. Internal gates to separate the EYFS outdoor area are closed and children are taught never to open these gates without an adults express permission.</p> <p>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.</p>
Red Kitchen	H	Electrical Equipment inc. oven	Children in the setting.	<p>No child will ever be allowed into the Red Kitchen unsupervised. Children are regularly reminded not to enter the Red Kitchen 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 Kitchen. Electrical equipment in the Red Kitchen is switched off at the main plug when not in use and only turned on by an adult when needed.</p>
Fire	M	Fire Occurring Within The Classroom inc. Red Kitchen	Children and Staff in the setting.	<p>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 left open 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.</p> <p><i>See section above on Security.</i></p> <p><i>See separate school Fire Evacuation Plan.</i></p>
Terror Threat	L	Terror Threat In Local Area Or School	All who access the school environment.	<p>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. A register will be taken to ensure all children are contained within the room. No access to mobile phones is allowed.</p> <p><i>See separate school Lockdown Policy.</i></p>