



Whinstone Primary School

Early Years Risk Assessment – revised due to ongoing Covid 19 pandemic for September intake

- Revisited and updated 14.07.20
- Updated 10.09.20
- Updated 04.12.20
- Updated 04.01.21
- Updated 26.01.21

Person in charge of the activity: C Wilson-Dukes

Place of activity: Foundation Stage

No of pupils at full capacity: 39 am/pm Nursery and 90

No of staff: 13

	Teaching staff / first aid update required	Support staff
Nursery	Carrie Artley (0.6) July 22 Karen Holder (0.4) July 23	Jayne Edon July 22 Nichola Lofts Feb 21 Ali Brown Lunchtime supervisors: Ali Brown and Sarah Davies Amy Wade Suzanne Phelps, Alison Manning
Reception	Charlotte Wilson Dukes July 22 Ruth Clarke (0.8) July 23 Joyce Hogg (0.2) June 22	Annette Whitelock Feb 21 Karen Hards July 22 Joellen Leitch Lynsey Thomas

Staff are currently under following a rota during the current lockdown for working off and on site. Staff are consulted and this is reviewed weekly.

All staff are invited to undertake home testing for Covid 19 virus twice a week inline with government guidance and following latest risk assessment Valt 33 on home testing.



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STAFFING Inappropriate staffing levels/ratio to pupils	Pupils	High	Staffing levels/ratio to pupils of 1:13 currently at or exceeds guidance within Nursery. Staffing levels 1 teacher to 30 in Reception + 2 TAs (1 full time 1 part time). Staff to be flexible and monitor areas to ensure appropriate number of adults according to children. Current flexible approach to timetabling for staff to be on site and supporting remote teaching and learning off site with ratios always met on site	Staff timetabled to work from home to be on hand to be on site if and when needed
	Unsuitable adults within the unit	Pupils	Low	All staff have relevant teaching/teaching assistant qualifications and are DBS checked. All staff have been "recruited safely" Volunteers and students are DBS checked and must not be left unattended with children. All contractors are DBS checked and follow health and safety guidance. Contractors will not undertake work during the school day. Staff aware that during 'Stay and Play' sessions parents must not be left alone in any area of the provision. Staff to be aware and vigilant when parents may accompany their child/children to the toilet.



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INDOOR EQUIPMENT Unsuitable toys/equipment/dressing up clothes	Pupils	Low	All toys and equipment to be purchased from reputable school approved catalogues where possible and visually inspected on a regular basis. All damaged or unsuitable toys/equipment to be disposed of immediately. All toys from other sources to comply with EN71 Toy Safety Standards and be CE marked in accordance with the Toys (Safety) Regulations 1995. Dressing up clothes including shoes to be in good condition. Visual inspections of clothing to take place on a regular basis and unsuitable garments to be disposed of immediately. Use of sand and mud kitchen is currently suspended due to increased risk of coronavirus infection. Limited use of soft toys and dressing up role play materials which need to be machine washed after use.	
Injury from sharp objects e.g. scissors, knives, cutlery, saws and other woodwork equipment.	Pupils Staff	High	Staff to set example to children of safe use of equipment. Appropriate use reinforced and praised regularly. Immediate intervention by staff if children use equipment inappropriately. Sharp objects e.g. knives, saws to be used under tight supervision with small groups and in designated areas. Sharp objects to be kept in locked cupboards unless being used for teaching purposes	
Strangulation by threading laces, skipping ropes etc.	Pupils	High	Children to be reminded of safe use of resources. Immediate intervention by staff if children use equipment inappropriately.	
Ingestion/inhalation/swallowing of small objects e.g. glitter, sequins, sawdust, paint, pegs, blue-tac, playdough. Marking making products e.g.	Pupils	Low	Children to be reminded of safe use of resources. Children reminded not to eat or place products in their	



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porridge, cornflour gloop, shaving foam, beans etc.			mouths, whether edible or not. Immediate intervention by staff if children use equipment inappropriately.	
Unhygienic/unsuitable containers for shop role play area/junk modelling.	Pupils Staff	Low	All donated resources to be washed out to ensure they are free from food remnants. Resources to be inspected by staff for suitability e.g. no glass bottles, no sharp edges, no damaged products.	
Unsuitable temperature and control of water in water trough. Slippery surfaces.	Pupils Staff	Medium	Water trough taps fitted with thermostatic control valves. Water overflow to be mopped as frequently as required. Wet floor signs to be displayed to remind children and staff of the dangers.	
Unhygienic use of sand. Throwing of sand in eyes. Inhalation/ingestion of sand.	Pupils Staff	Low	Sand trays in a large, well supervised area. Non toxic play sand to be purchased from reputable companies and should comply to British Safety standards. Children to be reminded of safe use of resources. Immediate intervention by staff if children use equipment inappropriately. Sand to be changed regularly. Use of sand is currently suspended due to the risk of coronavirus.	
Strangulation on opening, closing cords on blinds.	Pupils Staff	High	All newly fitted roller blinds have cords fitted to wall through the use of a safety clips Children reminded not to open/close blinds. Staff to use due care and attention when operating other blinds.	
Protruding objects at eye level.	Pupils Staff	Medium	Coat pegs at a suitable height and are plastic coated to ensure no sharp edges. Visual inspections of fixtures and fittings to be undertaken regularly to identify damage or wear and tear and any potential hanging fittings etc. Damages to be reported to caretaker who will remove or replace	
Falling of Christmas decorations, unsafe lighting.	Pupils	Medium		



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	Staff		Staff to secure decorations safely and use appropriate steps/ladders to reach heights. Christmas decorations not to be hung near lights, air ventilation systems and heating systems. All decorative lights to comply to fire safety regulations and be British kite marked. Children to be reminded not to touch or pull Christmas trees. Visual inspection to be made of decorations on a daily basis.	
Risk of injury or infection from natural materials e.g. conkers, sticks, leaves, fir cones etc.	Pupils Staff	Low	All natural materials to be inspected for sharp edges etc and disposed of if deemed unsuitable. Where appropriate, natural materials to be cleaned to eradicate any animal waste etc. Children to be reminded not to place resources in mouth. All children and staff to be reminded to wash hands after touching natural materials.	
Risk of the spread of coronavirus through singing as a group	Pupils Staff	High	Singers should ideally be spaced out and they should all be facing the same direction. There should be a large well ventilated area to minimise the risk of contamination. Staff can stand in front of the children at a minimum two metre distance or stand behind the children.	Recommended that groups no larger than 15 pupils sing at one time
Risk of the spread of coronavirus through carpet contact	Pupils Staff	High	Children in EY frequently sit on the carpet. Carpet areas will be vacuumed on a daily basis and have a light mist of disinfectant applied each week. Children need to routinely and frequently wash hands after carpet based play.	
Risk of the spread of coronavirus through the shared use of playdough	Pupils Staff	High	The use of shared playdough is currently suspended.	



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OUTDOOR EQUIPMENT Mechanical faults/damage to cars, scooters, bikes, prams etc. Misuse of climbing frames, slides, balancing pots, balance boards, trampette, tunnels, barrels etc. Poisonous Plants/shrubbery (also relevant for indoor house plants) Drinking dirty water, risk of Legionnaires Disease from environmental water e.g playing in rain water. Drowning.	Pupils Pupils Staff Pupils Staff Pupils Staff	Medium High High High	Equipment to be visually inspected for any loose fittings or damage. Hazardous equipment to be removed immediately. Tick list for setting in Nursery and Reception Equipment to be visually inspected daily for any hazards. Children and staff reminded regularly of safe and appropriate use. Immediate intervention by staff if children use equipment inappropriately. Sufficient and appropriate safety mats to be placed around climbing equipment. Staff to ensure equipment is put up appropriately. Equipment to be removed if appropriate e.g. bad weather etc. Safe planting in setting checked by EY lead Children to be reminded not to drink water from water trough/butt/rain water. Staff to ensure that fresh water is used in water trough daily. Water Butt to be filled with fresh water and not rain water. Water level to be appropriate to container to minimise risk of drowning. Sufficient staffing levels/ratio to pupils to ensure supervised use of water.	



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			Site manager to undertake regular Legionnaires testing	
Falls, cuts, bruises, trapped fingers, bumped heads, children throwing items, crashing of vehicles into each other, broken limbs.	Pupils Staff	High	Children to be reminded of safe use of equipment/resources. Immediate intervention by staff if children use equipment inappropriately. Staff to visually inspect paving, grassland etc regularly for hazards. Outdoor area closed if necessary. All staff members trained in paediatric first aid. Accident book in use.	
Slip and trips during bad weather e.g. rain, snow, hail, ice. Mild hypothermia.	Pupils Staff	High	Appropriate clothing provided during bad weather e.g. rain coats, wellies. Parents reminded to ensure children wear appropriate clothing for weather conditions. Due care and attention to be paid to weather conditions and outdoor area closed if necessary. Caretaker to grit outdoor area during snow, ice, sleet, hail.	
Insecure closure of gates. Children unlocking doors.	Pupils	High	Staff to ensure Foundation Stage gates are securely closed at all times.	
Spread of coronavirus when using outdoor equipment	Pupils Staff	High	Ensure the timetable for the outdoor area is in place to avoid more than one bubble using the area on any given day. Equipment wiped down throughout the day and cleaned thoroughly at the end of each session/day. Dissuade parents, children and siblings from touching and playing on equipment before and after school.	Measures and timetable put into place in September.



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TOILETS Cleanliness issues.	Pupils Staff	High	Cleaning staff to thoroughly clean toilets, doors, tiles, mop floors daily. Staff to spot check toilets and clean as appropriate. To avoid the spread of coronavirus, there needs to be cleaning throughout the day with a deeper clean taking place at the end of each school day by the dedicated cleaner.	Site manager/EY lead to spot check during the school day. There will be a cleaner on site throughout the school day, all sinks and toilet areas will be cleaned on a cyclical basis throughout the day
Risk of infection due to unhygienic use.	Pupils Staff	Medium	Children trained in appropriate toilet hygiene e.g. wiping, flushing, hand washing etc. Toilets to be closed in extreme cases of unhygienic use e.g. faeces in areas other than toilet bowl. Site manager to be called immediately to disinfect the area. Staff to wear gloves where necessary.	
Slips, trips from flooding.	Pupils Staff	Medium	Children trained in appropriate use of sinks. Immediate intervention by staff if children using facilities inappropriately. Floors mopped by staff as required.	



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<p>FOOD PREPARATION AREA Unhygienic preparation and storage of fruit in snack bar. Unhygienic storage of milk.</p>	<p>Pupils Staff</p>	<p>Medium</p>	<p>Fruit washed and prepared hygienically in food specific area. Food stored in clean fruit bowls. Children reminded to wash their hands before eating fruit. Children are not to touch fruit in bowl but will be handed fruit. Adults handling fruit must ensure their hands are washed directly before handling. Fridge only used for children's milk. Milk and straws sealed and discarded if opened before use.</p>	<p>Children taught about correct disposal of waste</p>
<p>Out of date fruit/ milk.</p>	<p>Pupils Staff</p>	<p>Medium</p>	<p>First in first out rotation system used. Dates checked daily. Fridge cleaned regularly.</p>	
<p>Basic food hygiene/food poisoning</p>	<p>Pupils Staff</p>	<p>Medium</p>	<p>All staff aware of basic food hygiene procedures. All teachers/nursery lunchtime staff and L3 TAs have completed food hygiene certificates. Staff to set example to children in correct hand washing procedures. Children to be reminded of basic food hygiene procedures and supervised at all times when preparing food. Antibacterial hand gel to be used by staff and children. Food prepared in food specific kitchen area.</p>	
<p>Burns</p>	<p>Pupils Staff</p>	<p>Low</p>	<p>Children to be reminded not to touch electrical equipment/ kitchen appliances. Staff to use due care and attention when working with hot and electrical appliances. Equipment stored in secure area only accessed by children under supervision. Guard placed around equipment when in use.</p>	



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HEALTH AND HYGIENE Food/Skin allergies	Pupils Staff	High	Medical records kept in children's files, staff aware. Nuts not to be given to children. Food tasting activities to be monitored beforehand to ensure all allergies are taken into account.	Special Care notices available in staff files to notify new staff and any cover staff e.g. supply.
Unhygienic/unclean toys, equipment, clothing.	Pupils Staff	High	Staff to undertake regular cleaning of areas and equipment throughout the day as needed with a deep and thorough clean taking place at the end of each week	
Unsafe use/Storage of medicines.	Pupils Staff	Low	Refer to medicines policy and First aid policy. All medication stored in school office	
First Aid	Pupils Staff	Medium	All members of staff hold paediatric first aid certificates. At least one paediatric first aider to be present in the unit or on outings at all times. Accident book in use. First Aid box to be regularly monitored for re-stocking. Refer to first aid policy.	
Covid pandemic	Pupils Staff	High	Refer to first aid and infection guidance. Children and staff to be regularly reminded of correct hand washing procedures. All staff to be aware of the school risk assessment regarding procedures during the Covid 19 pandemic which includes information about increased cleaning, handwashing and social distancing.	



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			Parents to be made aware of guidance including cleanliness routines and social distancing. Parents are not to come into school until further guidance deems it to be safe.	
Animals on premises.	Pupils Staff	Low	Parent's to be reminded not to bring animals onto school premises. Outside area to be visually inspected daily for animal waste. Indoor animals etc goldfish, stick insects, hamsters etc to be cleaned regularly by staff. Children and staff reminded to wash their hands after handling animals.	
ICT SUITE/ICT EQUIPMENT Trailing wires/ sticking fingers in plugs/putting things in disk drives.	Pupils Staff	Low	Wires are fixed behind the computers and tied together where necessary. All plugs are inserted into sockets. Towers are underneath workstations but where accessible to children they are trained how to use correctly.	
Strangulation from mouse wires/ throwing keyboards around/ingestion of keys.	Pupils	Medium	Children to be reminded of safe use of equipment. Immediate intervention by staff if children use equipment inappropriately.	



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SAFEGUARDING Staff changing children's clothing after e.g. wetting/soiling accidents	Pupils	Medium	Intimate care policy (March 2020) to be followed. Displayed for all staff on FS staff board. All staff undertaking intimate care to wear PPE (face covering, gloves, apron)	Changing book to be started to document when a child was changed and which members of staff were present/informed.
Unaccompanied children in other areas of school	Pupils	Low	Children to be accompanied by an appropriate member of staff throughout the school. Staffing levels/ratio to pupils of 1:13 to be adhered to at all times. Volunteers and students not to be left unaccompanied with children in any areas of school.	
Inappropriate comforting of children	Pupils Staff	Low	Staff to display a level of comfort and care towards an upset child that would be reasonable of a parent/carer. Staff to ensure not alone with individuals. During Covid 19 pandemic, staff should not be physically comforting children.	
Lost child/doors left open Inappropriate handling of children e.g. those who display physical aggression towards adults and other children.	Pupils Pupils Staff	High Medium	Staff to ensure that doors/gates are closed and locked behind them at all times. Staffing levels/ratio to pupils of 1:13 to be adhered to at all times. Staff to be aware that physical intervention should only be used when the child's	Positive handling and physical intervention training to be given to all staff.



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Children leaving the school premises safely at the end of the school day	Pupils	High	behaviour or aggression poses a danger to themselves or others. See positive handling policy and behaviour policy. Staff should avoid physical contact where possible. Parents fill in a form when their child starts Nursery or Reception detailing named adults who can collect their child. If an unknown adult comes to collect, staff must contact parents to seek permission. All people collecting children need to be over the age of 16.
ADDITIONAL ITEMS Children poking fingers, pencils etc in sockets.	Pupils Staff	Medium	Children reminded not to touch, use electric sockets and taught the reasons why
Smashing glass/broken windows	Pupils Staff	Medium	All windows are made from safety glass.
Trapping fingers in doors	Pupils Staff	Medium	All doors fitted with safety hinges/ trapping guards. All fixtures and fitting to be checked regularly for damage etc.
Insufficient/Unstable Fire Extinguishers	Pupils Staff	Medium	Water, CO2 extinguishers and fire blanket all present in Unit. All attached to wall by fire officials. All extinguishers checked annually.



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ADDITIONAL ITEMS CONT..... Unsupportive/inappropriate chairs. Harm to feet due to removal of shoes	Staff Pupils Pupils	Low Medium	All chairs for children to be height appropriate. Adults to use adult sized chairs where possible. Where children are asked to remove shoes i.e. entry to tent/soft play they must be reminded to put their shoes back on immediately. Children reminded not to take off shoes inside or outside of unit due to risk of injury.	
Outings	Staff Pupils	Medium	See educational visits policy.	
FURTHER WHOLE SCHOOL GUIDANCE AND INFORMATION ABOUT PROCEDURES DURING COVID 19 PANDEMIC INCLUDING ARRANGEMENT OF BUBBLES, HANDWASHING AND PROTOCOLS THT NEED TO BE FOLLOWED AND ADHERED TO CAN BE FOUND IN THE WHOLE SCHOOL RISK ASSESSMENT				