

## St Christopher's School, Hove - EYFS On site risk assessment - Glebe villas

Area	Risk assessment	Action	Review
<b>Inside Reception classrooms</b>	Computer/stereo leads exposed	Children told not to touch them. Leads to be kept tucked behind monitor/stereo.	T – regular reminders
	Food items e.g. dried pasta, cooking.	Children told not to eat certain food items e.g. dried pasta. Permission slips for each child before cooking/eating, including allergy/medication notes. Wash hands before fruit/snack time, always sit down to eat. Drinking water access from water bottles.	T – regular reminders
	Chairs - injury	Ensure not stacked too high- four maximum and children informed of this. Children told not to swing on chairs.	T – regular reminders
	Doors – trapped fingers / trip hazard	Protection fitted/door stops fitted. Brief and supervise children.	T – regular reminders
	Hot drinks	Only to be consumed in a thermos with lid.	T – daily
	Locking external doors	Ensure all staff lock external doors behind them to ensure children's safety	All staff at all times
	Fire exits remain clear at all times.	Furniture stored so not blocking corridor/exits. Check pegs/shoes so items of clothing not blocking exits.	T – regular reminders Caretaker
<b>Kitchen area</b>	Kitchen – burns, sharp items, trip hazard	Brief and supervise adults and children. Children are not to enter the kitchen unless with an adult. Keep area tidy/lock door from outside at all times other than when meals are being served. Kitchen staff regularly check/tidy/clean cupboards and ensure work surfaces are clear.	Kitchen staff daily Caretaker Daily
	Fire risks	Staff trained and briefed - regular fire practice and weekly check of alarm	Caretaker – weekly Staff each half term
	Medical/allergy alerts displayed on red cards and with photograph	update cards as necessary - kitchen staff aware of children at risk EYFS Co ord to brief team of issues/changes and at regular lunchtime staff meetings each half term.	Teachers Kitchen staff ensure children receive the correct food each day

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	Children choking	Kitchen to staff help children to cut food at lunchtime as well as ensuring children are cutting their own food. Children should be sitting to eat at all times, adults with the children at all times, any children in a cohort with additional needs to be monitored closely.	All staff
	Medicine – accidental ingestion	Medicine to be kept out of the reach of all children and in the locked kitchen. Care plan for each child with permission to give medicine to be displayed.	T/Kitchen staff checking medicine in correct and high cupboards. Kitchen door to be locked from outside.
<b>Outside Reception play area</b>	Sand pit – dirt, animal mess, broken glass, faeces	Lid to be put on at night/in the holidays. Safe/child friendly new sand to be purchased when required. Children told not to throw/eat sand.	Caretaker - Daily  Teachers Daily
	Water trays	Emptied/refreshed daily and lids put on each evening. Children told not to drink water. Wet/muddy/slippery floor dried by adult immediately if children carry water around.	T -regular reminders Caretaker
	Sand and water equipment. Tools. Wooden bricks.	Stored safely in plastic boxes in shed when not in use. Adults to model how to use safely. Adults to monitor safe use on a daily basis. Plastic spades or small child-sized ones used by children. Brief and supervise children.	T and TA - Daily
	Wooden logs	Brief the children not to lift logs or to stand on them when wet weather. Supervise children.	All staff
<b>Toilets</b>	Doors - bruises	Brief children.	T and TA - Daily
	Chemicals - ingestion	Brief children not to touch inside the toilet bowl. First aid kit available.	Caretaker takes outside
	Germs - illness	Brief children to wash and dry hands.	T and TA - Daily
<b>Raised beds</b>	Garden/soil/plants	Adults to ensure children do not eat or throw the soil or plants. Wash hands after contact. Remove plants e.g. stinging nettles. Maintain and cut back trails/raised beds	All staff daily at playtime  Caretaker - daily

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	General safety check	Animal faeces, broken glass, dead animals etc...	Caretaker daily
	Raised beds - sharp corners	Brief and supervise children. Children told not to stand on raised beds.	All staff
	Concrete post on resident's fencing - cuts	Brief and supervise children	All staff
	Gardening	Brief and supervise children. Children to use child size gardening gloves/tools/wash hands	T and TA on gardening duty
<b>Pond</b>	Water - drowning	Display danger signs and security lights. Ensure gate is padlocked and bolted at all times. High fence surrounding pond.  All staff briefed on playground supervision and rules regularly	All staff (update regularly at beginning of each term) EYFS Co-ordinator
<b>Trail</b>	Wood trellis - splinters	Brief and supervise children. Cover in foliage.	T and TA – Daily Maintenance staff
	Animal faeces - disease, litter, sharps	Daily patrol. Brief and supervise children.	Caretaker T and TA – Daily
	Brambles and stinging nettles – scratches / stings.	Cut back and maintain. First aid kit	Caretaker –weekly All staff
	Plant overhang – injury to eyes.	Cut back and maintain.	Caretaker – weekly

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	Sticks - Children playing with sticks – eye injury. Trip hazard	Brief and supervise children. Maintain trail.	All staff Caretaker - weekly
	Holly bush  Climbing Frame	Cut back Brief and supervise children Children briefed not to play on the equipment yet. Safety tape wrapped around the site until playground completed and secured.	Maintenance staff T and TA - Daily
	Splinter/bruising	Brief children not to stand or wobble logs.	T and TA - Daily
	low fence/access to residents gardens/into Glebe	Staff vigilance/brief staff - supervision and regular checks for holes etc.	T/TA/Caretaker
<b>Scout Hut area</b>	Exit by children possible if Scout Hut open.	Add a gated fence to secure perimeter of field.	Bursar and Maintenance staff.
	Electricity substation - death	Check fence is secure and in good order. Remind children not to ply near the area.	Caretaker - weekly
	Entrance Gate – loss of child and trapped fingers.	Ensure main gate and Glebe Villas gate is locked at all times by staff on entry and exit. Brief and supervise children.	All staff -inc games staff entering either gate T and TA - Daily
	Mound	Brief and supervise children area is out of bounds during lunchtime	Caretaker T and TA - Daily
<b>Playing field</b>	Playtime duty/supervision	Children to be supervised at all times on field at playground. Adults on duty to be prompt to get to their duty. Teachers and TA's to wait with their class on the playground until adult on duty arrives. If adult needs to leave playground for emergency/toilet break must tell other adult. Hot drinks to be placed in thermos with lid.	All adults – Daily.
	Skipping ropes, hoops, stilts – neck injury / death	Adults to ensure children do not put them around their necks.	All adults – Daily.

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	Goal posts – injury / trapped fingers in net	Temporary goals to be securely held in place if there is a risk of toppling. Brief and supervise children to keep away from large goal posts. Brief and supervise children to keep fingers out of nets.	Sports staff T and TA - Daily
	Trees/branches - fall	Adults to ensure children do not climb or swing on trees/branches. Ensure children do not eat/throw soil/plants.	All adults – Daily.
	Football - injury	R staff to ensure R children are a good distance from pitches	All adults – Daily. Sports Staff
<b>Toilets</b>	Doors - bruises	Brief and supervise children	T and TA - Daily
	Germes - illness	All staff and children to wash and dry hands.	T and TA - Daily
	Chemicals - ingestion	locked in kitchen or caretakers cupboard First aid kit available Brief and supervise children	T and TA - Daily
<b>General Outdoors</b>	Sun – sunburn and dehydration	Sun hats. Parents to apply sun lotion on hot days and advised to send a small bottle into school. Provide shade and water bottles.	T and TA - daily
	Insects - bites	Seek permission to spray child. Spray heavily affected areas. Cover children up.	T and TA – daily Caretaker
	Animal faeces	Daily patrol/removal Brief and supervise children.	Caretaker T and TA – Daily
	Litter – injury from glass and metal	Daily patrol. Brief and supervise children not to touch/pick up items but tell an adult.	Caretaker
<b>Minibus Travel</b>	Collision/trips - death, injury	Drivers completed MIDAS training. Children supervised by additional on every journey.	All drivers inc EY team

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	Children briefed about seat belt safety. Children briefed about road awareness/getting on and off bus. Clear and consistent routines when lining up on the pavement.	All staff regularly reiterate minibus/road safety precautions
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Placed on shared drive for all relevant staff to read	Sign	Date
Head of LS		
Maintenance Staff		
Caretaker		
EYFS Co-ord		
Reception teachers		
TAs		
Midday Meal Supervisors		
Sports staff		
Students/parent helpers/volunteers T/Caretaker to ensure all aware on arrival.		

Written in 2012 L Morrison  
 Last Revised January 2015