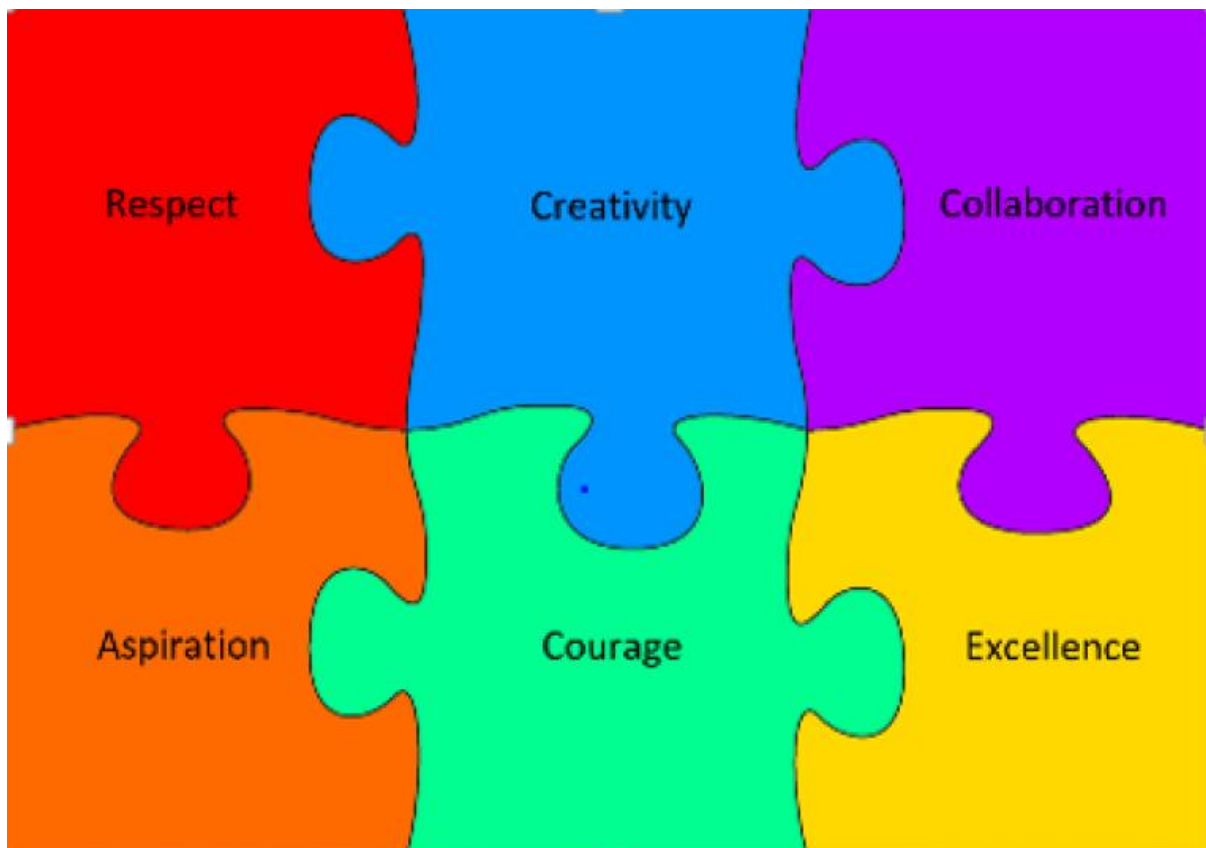


# Randlay Primary school and Nursery

## Indoor Risk Assessment



Last updated: February 2025

Next Review: February 2026



This policy is intended to ensure consistency across the phase, safeguard pupils and protect staff. All of the staff should follow procedures around checking equipment and environment daily, ensuring that children and adults are safe at all times.

|  |                              |                            |
|--|------------------------------|----------------------------|
| Task / Activity<br>Describe what activity this assessment covers | Daily Indoor Learning - EYFS |                            |
| Workplace Describe where this activity takes place               | Randlay Primary School       |                            |
| Assessor   | Kate White                   |                            |
| Staff involved in assessment                                     | Kate White                   |                            |
| Date   | February 2025                | Review Date: February 2026 |

| Likelihood    |   | Severity   |
|---------------|---|--|
| Very unlikely | 1 | Minor injury - no time off (bruises, scratches, discomfort)  |
| Unlikely      | 2 | Injury - up to three days off (injury requires first aid i.e. more serious cuts, sprains)  |
| Likely        | 3 | Reportable condition (injury or disease which keeps child/adult absent for more than three days / requires child /adult to be taken to hospital) |
| Very Likely   | 4 | Major injury / long-term absence (severe cut /broken bones)  |
| Certain       | 5 | Death  |

## Risk Rating

|           |              |            |
|-----------|--------------|------------|
| Low = 1-2 | Medium = 2-3 | High = 4-5 |
|-----------|--------------|------------|

| Description of Hazard  | Consequence of Hazard   | Persons at Risk      | Current Control   | Measures Risk |
|--|---|----------------------|---|---------------|
| Ensuring all adults and children are safe.                     |   | Children and adults. | Continuous checks. Adults ensure that the correct level of supervision is given to SEN children. 1:1 of SEN Nursery children (TRW/TMK/OJ/MM).   |               |
| Maintaining indoor teaching/learning, adult/child ratios 1:13. | <p>Stretch legal ratios.</p> <p>An incident occur that is due to being over ratio the adult struggles to deal with quickly enough or thoroughly enough.</p> <p>Visibility of children-children unable to be seen.</p> | Children and adults. | <p>Continuous checks.</p> <p>Adults and children are aware that the indoor learning environment is available at all times. There should be an adult inside with children at all times teaching/learning/interacting. Adults who are inside should monitor ratios and communicate with staff outside if they require additional support.</p> |               |
| Fire door/ exit left open.                                     | Lose children from setting. Unknown children/adults enter setting. Unable to exit the setting during a fire.  | Children and adults. | Daily Risk Assessment check. Adults who open door at the beginning and end of each session should check that the door is secure. All adults should supervise throughout day.  |               |

|   |  |                      |  |  |
|---|--|----------------------|--|--|
|   |  |                      | Sings on doors to remind adults to close doors behind them.<br>Coded door.   |  |
| Fire Exit gate broken/key mislaid         | Lose children from setting. Unknown children/adults enter setting. Unable to exit the setting during a fire. | Children and adults. | Daily checks. Adults who set up outside and tidy up outside before the beginning and end of each session should check that the key is in place. Supervision throughout day should continue. All practitioners should know alternative routes. Base 1 adult check key in place daily. |  |
| Connecting doors slamming.                | Injury to children/adults.   | Children and adults. | Daily checks. Adults should check that connecting doors are properly opened on bolt for free-flow learning and securely closed at the end of the sessions. Door slam guard in place.   |  |
| Toys and resources clean and safe to use. | Spread of germs, minor cuts/scrapes.   | Children and adults. | Daily ongoing checks. Adults should check all equipment and resources and anything broken or damaged should be removed / replaced. (Half termly carry out a big clean). Toys cleaned and disinfected at the end of the year.   |  |
| Accidents, tripping. Continuous checks.   | Tripping hazards to adults and children  | Children and adults. | Toys tidied away when they have been finished playing with. Designated areas for construction play. Adults should ensure that equipment and resources are stored appropriately and safely and are not left lying on the floor. Adults should supervise the organisation of           |  |

|  |                                     |          |  |  |
|--|-------------------------------------|----------|--|--|
|  |                                     |          | resources and encourage children to 'choose it, use it and put it away.'   |  |
| Snack time/lunchtime   | Choking<br>Food poisoning           | Children | Snack is supervised by an adult.<br>Food is prepared according to guidance (see posters in kitchen).<br>Eat Better, Start Better guidance followed on foods offered.<br>Supervising adults have Paediatric First Aid training.<br>1:8 ratio at lunchtime + additional member of staff.<br>Food safety Level 2 trained staff to prepare food.<br>Weekly checks of dates on food to ensure no out of date food used.<br>Children's water bottles stored in kitchen area. |  |
| Kitchen area-access to chemicals, knives, cleaning solutions, medications.<br>Kettle/Toaster, oven | Poisoning<br>Cuts/grazes<br>Burning | Children | Knives kept on high shelf.<br>No trailing wires for kettle to be stored at the back of work top.<br>Cleaning equipment to be kept on high shelf.   |  |
| Choking on toys  | Choking                             | Children | All toys will be suitable for the age of children.<br>All toys to hold kite mark.<br>Individual risk assessments for children who mouth objects.   |  |

