

Risk Assessment and Risk Management Record for Foundation Stage Outdoor Provision Area

School/Youth Group Gwladys Street Primary and Nursery Learning Activity EYFS Outdoor area
 Group Leader _____ Other Staff _____
 Group Size _____ Supervision Ratio _____

This Risk Assessment is based on advice and guidance published by the Government and the Department of Education on 2nd July 2020

This Risk Assessment is not an exhaustive list and therefore common sense should be used at all times during the COVID-19 pandemic

Please also read alongside this document Safer Working Practices and Covid-19 Appendix which can be found <https://www.gov.uk/guidance/safer-public-places-urban-centres-and-green-spaces-covid-19/7-appendix>

Pupils and Staff to wash hands on regular basis.

Wash hands thoroughly for 20 seconds with running water and soap and dry thoroughly.

Ensure hand washing also takes place when visiting the toilet and if coughing/ sneezing into hands.

IDENTIFYING AND ASSESSING THE RISKS	RISK LEVEL	CONTROLS FOR MANAGING THE RISKS	REMAINING RISK
	High/Medium/Low		
Outdoor equipment to be wiped down at the beginning and end of the day using cleaning products provided.			
New outdoor provision area for foundation (injury to both adults and children)	Low Low	<ul style="list-style-type: none"> Staff to child ratios to be maintained at all times. Outdoor ratios can be a combination of FS1 and FS2 staff. All children to be taken on a learning walk with a key worker to identify 'walking areas' within the area and any trip hazards. Throughout the year, new children to be taken on a learning walk and shown potential hazards and 	

<p>Trip hazards (injury to both adults and children)</p>	<p>Low</p>	<p>explain rules of the outdoor area.</p> <ul style="list-style-type: none"> • Trip areas to be identified (edging to lawned area) and children to be reminded to walk around these areas. • Close supervision around these areas. 	<ul style="list-style-type: none"> • Edging may need painting 'yellow' to identify and make people aware of the hazard.
<p>Equipment being broken (injury to both adults and children)</p>	<p>Low</p>	<ul style="list-style-type: none"> • Site manager to do a daily check on ALL equipment to ensure nothing is broken or damaged. • Damaged or broken equipment must be cordoned off and not used until made safe using appropriate tools. • Company inspection/ guidelines on maintenance to be adhered to. 	
<p>Rubbish and potentially harmful waste (sharps) (injury to both adults and children)</p>	<p>Low</p>	<ul style="list-style-type: none"> • Site manager to do a sweep of the area every morning. • Any rubbish or harmful waste removed. 	<p>Harmful waste removed using appropriate equipment and disposed of appropriately.</p>
<p>Additional learning apparatus (injury to both adults and children)</p>	<p>Low</p>	<ul style="list-style-type: none"> • All additional equipment MUST be put away at the end of the day in the appropriate locked storage units and cleaned. • Any damaged or broken equipment must be reported to the site manager and logged in the book in F1. • Site manager to fix using appropriate tools or dispose of. 	

Storage units and containers (injury to both adults and children)	Low	<ul style="list-style-type: none"> • These areas must be kept locked at all times. • Children to enter these areas with an adult to access resources with support. No more than 2 children at any one time. FS2 unit to be checked and locked afterwards. Children not to enter if equipment is not carefully organised/safe to do so. • Equipment MUST be stored safely and not stacked on top of each other. • Staff to use appropriate lifting techniques and ladders to reach high objects. • Seek support or guidance from the Health and Safety officer if unsure. • Storage units must be kept tidy at all times. • Unsafe shelving etc. must be reported promptly to the site manager. 	
Water play (drowning) including splash pool and water features	Low	<ul style="list-style-type: none"> • Staff to supervise at all times. • No standing water to be left unattended. • Water to be emptied when not attended by an adult. • Once emptied, member of staff that emptied the splash pool MUST sign, date and enter time in record book in F1. • Slippery surfaces to be brought to the attention of the children. • Any damage to area or algae build up to be reported to the site manager. • Suitable clothing to be worn (waterproof) • Discuss the issue of water safety with the children. • Children not to play near electrical cords/ plugs. 	

High equipment (injury to both adults and children)	Low	<ul style="list-style-type: none"> • Adults to discuss high equipment and how we use it safely. • No jumping from the climbing apparatus or adventure playground. • Adults to monitor children using the equipment from an appropriate distance so children can be seen using the apparatus. • If groups work or observations are taking place, cordon the area off if you feel you are unable to supervise while observing. • Staff to discuss with children 'personal risk assessment' "If you don't feel comfortable climbing high then don't use the equipment until you're ready." • No staff member is to help children to access apparatus which they are unable to access on their own. 	
Lifting (injury to both adults and children)	Low	<ul style="list-style-type: none"> • If children experience difficulties whilst on equipment, staff are to provide assistance strictly abiding by adherence to manual lifting guidelines and personal safety and health and safety awareness. 	<ul style="list-style-type: none"> • Staff to be given a copy of manual lifting guidelines. • Possible need for training. <p>http://www.hse.gov.uk/contact/faqs/manualhandling.htm</p> <p>http://www.hse.gov.uk/pubns/indg143.pdf</p>

Children hurt by play equipment	Low	<ul style="list-style-type: none"> • Staff to discuss using equipment and apparatus safely. • Children using equipment inappropriately will be dealt with in accordance with the behaviour policy. • Staff to check all equipment and apparatus daily. • Lead teacher to review all equipment termly and dispose of broken equipment. 	
Sand/ other foreign bodies in eyes.	Low	<ul style="list-style-type: none"> • Staff to discuss using sand etc. safely. • Children using equipment inappropriately will be dealt with in accordance with the behaviour policy. • Foreign bodies in the eye to be dealt with by a trained first aider. • Parents to be notified as soon as possible. 	
Sand cont.	Low	<ul style="list-style-type: none"> • Lid on sand pit to be closed every time children are not in the outdoor area to prevent cats and other animals defecating in it. • Sand to be replaced at least termly. 	
Area not to be used out of school hours (before 8:30 - After 3:30) without a staff members supervision.	Low	<ul style="list-style-type: none"> • All parents to be notified by text • Children to leave the area via allocated evacuation points and to line up at the fire evacuation area. See fire evacuation policy. 	
	Low		

Fire evacuation.		<ul style="list-style-type: none"> • Staff to guide and support children in leaving the area. • Allocated fire marshals to sweep the area before joining the rest of the school in the allocated evacuation locations. 	
Child leaving school grounds. Gates to be closed and supervised.	Low	<ul style="list-style-type: none"> • Exit and entry gates to the foundation site to be closed and locked at all times. • Staff to stay alert and ensure that children do not leave the area. • Regular head counts to be taken. • If head counts do not tally, all children to be moved indoors while a search is carried out. • SLT immediately made aware of the situation. • Police notified. 	
Garden area located outside foundation 2 and Mud kitchen	Low	<ul style="list-style-type: none"> • Children to be supervised while in the garden. • Children to be taught how to use hand tools safely and correctly. • Area to be checked for animal faeces and removed using the appropriate means by an adult. • Area to be kept in good order and swept regularly to prevent trip/ slip hazards. • Plant canes to have ends covered to prevent injury to adults and children. • Children to be taught about the plants being grown and about the dangers of eating things unknown to them. 	<ul style="list-style-type: none"> • Sonic repellent devices to be purchased.

Equipment	Low	<ul style="list-style-type: none"> Any produced grown to be washed and prepared correctly before used. Any damaged equipment to be logged in book and removed from the area. Mud kitchen to be covered after use using cover provided. Mud to be changed and replenished on a regular basis. Children to wash their hands after using the gardening area. 	
Exposure to weather	Low	<ul style="list-style-type: none"> Any equipment purchased must be risk assessed. If unsure equipment must be shown to an SLT member to make the final decision. All equipment to be purchased through accredited education specialists. 	
		<ul style="list-style-type: none"> Children and adults to wear appropriate clothing at all times when outdoors. SLT to close outdoor provision during extreme weather conditions and to inform staff. Remind and provide children with regular water breaks. Adults to ensure children are protected from the sun during high risk periods. Parents to be advised to apply sun cream to their children before attending school. Adequate shade to be provided. Children to be encouraged to play in the shady areas during high risk periods. 	

Den building area	Low	<ul style="list-style-type: none"> • Area to be supervised during this activity. • Children to be taught about rope safety. • No rope or string to be left unsupervised. 	<ul style="list-style-type: none"> • Sonic repellent devices to be purchased.
Mud pit/ kitchen	Low	<ul style="list-style-type: none"> • Area to be supervised. • If found containing standing water area must be closed and water/ soil disposed of. • Staff to discuss safety issues – no running, any slip/ trip hazards pointed out etc. • 1st aid to be administered if mud/ foreign bodies enter the eye/ mouth. • Parents to be notified. • Mud pit to be covered after use using cover provided. • Only Top soil to be used. • If animal faeces is discovered, area to be closed off and faeces and all soil to be removed (wearing gloves) and replaced with new top soil. • Soil to be disposed of and changed on regular basis. • Adults to supervise children around this area • Children to be told not to put things (vegetation) in mouth. • See Garden risk assessment for further details. • Warn children of prickly plants – holly, stinging nettles. • Children to be warned not to eat berries and adults to supervise area. • Children to wash their hands after using the mud kitchen. 	<ul style="list-style-type: none"> • Berries to be removed if potential to be eaten.
Hedge			

Drop off and collections		<ul style="list-style-type: none"> • When a parent/ carer drops off their child at the beginning of the session, the teacher will be stood at the door way. Teachers (F1 and F2 base) take hold of the child's hand and lead them into the building. Another member of staff will open the inner door to allow the teacher and child in. • Collection time, the child will be handed over to another member of staff who will support them in getting ready. • Only one child will be collected at a time. <p>At the end of the session.</p> <ul style="list-style-type: none"> • All pupils will be sat down with a member of staff. • 1 member of staff will stand between the base and the door so that they have a clear line of view across the base. • Teacher will stand at the door and look for the parents. • Parents to stand at the wooden gate (F1 and Ladybirds) Butterflies – behind barrier. • Parent is then beckoned to come to the doors to collect their child. • Teacher will hold the child's hand and walk the child (one at a time) to the parent/ carer at the door. • If a parent/ carer is unknown, the parent MUST give the child's password. • A call should be made to the office to also check if a message has been sent from the parent to inform us of who is collecting. • If a message has not been left, the office is to call the 	<p>There may be safeguarding issues that arise whereby you are required to retain the child at the end of their session. In this instance, keep the child on the carpet and all doors locked with another adult present, until further notice from SLT or DSL.</p>
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		<p>parent and confirm the person who is here to collect.</p> <ul style="list-style-type: none"> • Once the office has confirmed this, the child can be sent with the adult. • All passwords are kept on the base. • There may be safeguarding issues that arise whereby you are required to retain the child at the end of their session. In this instance, keep the child on the carpet and all doors locked with another adult present, until further notice from SLT or DSL. 	
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Form Completion Date: Mr Wolstencroft-Moore

Head of Establishment / EVC: Miss Booth

Group Leader (Signature) _____

Points the Group
Leader or team to
be aware of
