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| **Merton Court School** | | | | | | | | |
| **Risk Assessment for: J1 – Classroom**  **Please see also daily risk assessment sheets** | | | | | **Date of Risk Assessment: Sept 2022**   * [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) * [**https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings**](https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings) * [**https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care**](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care) | | **Review Date: Sept 2023**  **Daily from Sept 8th, 2021 and in line with any changes to Govt Guidance** | |
| **Carried out by: Tessa Langton** | | | | | **Approved by: AM(Health & Safety Officer)** | | **Date: Sept 2021** | |
| **Ratios:**  **1:13 All EY (Nursery)**  **1:30 All J1 (Reception)**  **1:8 Afterschool clubs & Holiday club**  **1:4 School Trips** | | | | |  | |  | |
| **What are the**  **Hazards?** | **Level of risk** | | | **Who might be harmed and how?** | **Action to be taken to lower the risk.** | **Action by whom?** | **Action by when?** | **Level of risk reduced to low.** |
| **Low** | **Med** | **High** |
| Walking around the classroom |  | √ |  | Staff, pupils and visitors may bump into tables or trip over chairs and bags etc. | Remind pupils to keep floor area clear. Corner protectors fitted to any corners or sharp edges. | All using the area. Teacher to monitor. | Daily,  checks | √ |
| Slips and trips |  | √ |  | Staff, pupils and visitors may slip on wet surfaces or trip over toys left on the floor. | Wipe up spillages. Walk with care and attention. | All using the area. Teacher to monitor. | Daily checks | √ |
| Inappropriate use of equipment |  | √ |  | Pupils may be injured by misuse of a range of equipment. Choking hazard. | Safety guidelines to be given pertinent to the equipment. (e.g. when walking with scissors, hold them in your hand with the blades closed pointing down.) Teachers to make sure toys are age appropriate. | All using the area. Teacher to monitor. | Daily checks and reminders to children | √ |
| Electrical appliances |  |  | √ | Staff, pupils and visitors may receive an electric shock or trip over wires. | Do not have water near anything electrical. Do not touch anything electrical with wet hands. Do not put anything on radiators. No trailing leads or cables. Do not over load sockets. Yearly Pat testing to take place. | All using the area. Teacher to monitor. | Daily, checks | √ |
| Interactive Whiteboard |  | √ |  | Staff/children  Trailing wires – whiteboard coming off hinges | Check for loose wires/stability each day  Staff member to always be present when children using the board independently | All using the whiteboard | Daily, checks | √ |
| Rugs |  | √ |  | Pupils, staff and visitors may trip over them. | Make sure rugs are firmly on the floor with no corners curled up.  Cushions and soft furnishings washed regularly | All using the area. Teacher to monitor. | Daily, checks | √ |
| Loft Play Area |  | √ |  | Children may fall up or down the stairs. | Practitioner to model the correct way to go up and down the stairs. Maximum of 8 children to play upstairs art any one time. | Practitioners to model and re-iterate guidelines to children. | Daily reminders. | √ |
| Heavy doors |  | √ |  | Pupils, may get fingers caught in doors when opening and closing. | Make sure adults are close by and use door stops when to avoid accidents. 2 or 3 children or an adult to hold the door open  Doors/windows to be kept open for ease of access and ventilation | All using the area. Teacher to monitor. | Whenever using doors | √ |
| Stairs |  |  | √ | Children – tripping up or down stairs to the IT room or stairs in the Elizabeth Price Building | Encourage children to look where they are going, not to push each other. Ask children to use the bannister rails provided. Adults to support younger children. | All teachers using the area to monitor | Reminders to children when in the main school buildings | √ |
| Children |  |  | √ | Pupils, bumping into each other. | Remind the children to walk and not run in the room. Make sure the room has enough space for small children to move around safely. | All using the area. Teacher to monitor. | Daily reminders to children | √ |
| Tables |  | √ |  | Pupils, bumping into the corners of tables. | Make sure tables are placed in appropriate places. Remind the children to walk and not run in the room. | All using the area. Teacher to monitor. | Daily reminders to children. | √ |
| Drop-down  tables |  | √ |  | Pupils catching fingers in the folds | Ensure tables are put up by an adult with both flaps securely in place | Practitioners to set up tables when needed | Daily | √ |
| Radiators |  | √ |  | Pupils touching the controls or bumping into the corners. | Radiators regularly checked by caretaker. | All using the area. Teacher to monitor. | Daily checks on temperatures | √ |
| Chairs |  | √ |  | Pupils falling over chairs or swinging on them. | Remind children to push chairs in after use and the dangers of swinging on chairs. | All using the area Teacher to monitor. | Daily, checks | √ |
| Shelving |  | √ |  | Pupils, Staff and Visitors - falling books etc. | Items to be stored in clearly labelled boxes | All using the area. Teacher to monitor | Daily checks | √ |
| Faulty  Equipment | √ |  |  | Pupils, Staff and Visitors – Cuts, Pinching injury, choking etc. | Any faulty toys or equipment must be removed from the room Immediately. | All using the area. Teacher to monitor | Daily checks | √ |

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| In addition;  There will be a continued focus on increased hygiene procedure with specific daily hygiene circle times in class, for cleaning and hygiene:   * handwashing sinks are available outside the J1 classrooms and inside the J1 toilet area – we will ensure that all adults and children frequently wash their hands with soap and water for 20 seconds and dry thoroughly. * clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing * Children will be encouraged not to touch their mouth, eyes, and nose – this will be re-iterated through circle time sessions * Children will be asked to use a tissue or elbow to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’) Adequate tissue supplies will be available throughout the indoor and outdoor areas * bins for tissues will be emptied throughout the day * reasonable steps will be taken to ensure regular cleaning of sinks, toilets, handles, surfaces as well as a thorough clean at the end of each school day   Children should bring their own named water bottle which needs to be sent home and cleaned each night. Only the child’s whose name is on the bottle should handle the bottle, staff to refill the bottles washing/sanitising their hands before and after  . |

The following EYFS team members hold a full paediatric First Aid Certificate (renewed July 20th, 2020)

* Tessa Langton, Jane Amphlett, Kirsty Richardson, Amy Clarke, Sarah Morris, Jo Evans, Amber Downs (Maternity Leave), Laura Thatcher