Merton Court School

Risk Assessment for: J1 – Classroom	**Date of Risk Assessment: Sept 2026**	**Review Date: Sept 2027**
Carried out by: Hayley Hall and Kirsty Richardson	**Approved by: AM(Health & Safety Officer)**	**Date: Sept 2026**
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	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	√

The following EYFS team members hold a paediatric First Aid Certificate (see MC Qualified First Aiders List for renewal dates)

- Tessa Langton (FULL)
- Jane Amphlett (FULL)
- Kirsty Richardson (FULL)
- Jessica Walby (FULL)
- Isabelle Clifford (FULL)
- Milie Dawson (FULL)
- Laura Thatcher (Emergency)
- Hayley Hall (FULL)
- Victoria Learmouth (FULL)

- Laura Reynolds (Emergency)
- Amber Downs (FULL)
- Theresa Baker (Emergency)
- Lisa Smith (FULL)
- Jess Robinson (Emergency)