



Framwellgate Moor Primary School Breakfast Club

Area: Hall

Risk Assessment

Hazards	Risks to whom?	How can this be prevented? (Control Measures)	Further Information (Who will do this?)	When will it be done?
1. Main entrance and exit 2. Mats and Benches 3. Items on the floor 4. No running 5. Keeping bubbles to their allocated area/mat	Children who attend Breakfast Club	<ol style="list-style-type: none"> 1. Making sure the main door is closed properly and locked. 2. Remind children to use mats and benches appropriately. Be mindful when moving around. 3. To remind children to keep toys and equipment on the allocated mat. Ensuring all items are put back onto the mat if they end up on the floor and surrounding area. 4. Remind children of our safety rules within in school. Walking, turn taking and kind hands. 5. Reminding children to stay within their designated area and within their allocated bubble. Mats and areas to be labelled appropriately and clearly. Also only to use the equipment within their allocated bubble. 	<ol style="list-style-type: none"> 1. All Breakfast Club Staff. 	<ol style="list-style-type: none"> 1. Throughout the morning. 2. Staff will review this at regular intervals throughout the session.

September 2020 - Reviewed by: K. Field

Review date: September 2021

Framwellgate Moor Primary School
Reception



Area: Physical Indoor Area/Lower Hall (PE) Risk Assessment

Hazards	Risks to whom?	How can this prevented? (Control Measures)	Further Information (Who will do this?)	When will it be done?
<u>Physical Area (In classroom)</u> 1. Rocking Horse	To children who might use the horse.	Teach children how to use the horse safely eg 1. To mount and dismount 2. To rock the horse safely when on it. 3. To stand at a safe distance when waiting for a turn on the horse. 4. To be used only by 1 person at a time. 5. To refrain from pushing it when being used by a peer, either from the front or back.	1. All adults. 2. Children to remind each other 3. Children to inform adult when they see their friends not following the safety rules.	1. Part of induction 2. Ongoing and review regularly.
2. Football table	To children not using it appropriately.	1. Teach children to use it without much force to ensure that it does not fall off the table.	1. All adults and children.	1. Part of induction and ongoing.
3. Mats and benches and other PE equipment.	To children doing PE	Teach children how to stay safe when using the benches, mats and other PE equipment eg. 1. Have only one child on the bench at any one time 2. Teach children to jump off the bench safely onto the mat. 3. Adult to remind children not to pull the mat off just as their friend is about to jump on it. 4. Place benches and mats away from the hall door. 5. Use other PE equipment as shown, remembering	1. All the adults in the room. 2. Children to remind each other 3. Children to inform adult when they see their friends not following the safety rules.	1. Part of induction 2. Ongoing and review regularly.

Framwellgate Moor Primary School

Reception

Area: Writing area

Risk Assessment



Hazards	Risks to whom?	How can this prevented? (Control Measures)	Further Information (Who will do this?)	When will it be done?
Pencils and felt tip pens and assorted paper	To children who use the area.	<ol style="list-style-type: none"> 1. Teach children how to use the pencils and felt tips safely in and around the environment. Use only for mark making purposes. Hold the implement with care and to tidy them away appropriately without leaving them on the floor. 2. Children not to point the implements at each other or carry it around the classroom unnecessarily. 	1. All staff and children	<ol style="list-style-type: none"> 1. Part of induction. 2. Ongoing and review regularly.
Sellotape dispenser	To children who use the area.	<ol style="list-style-type: none"> 1. Model to children on how to use the dispenser safely, to look at what they are doing and not to rush. Make children aware of the sharpness of the metal part of the dispenser. 	1. All staff and children	<ol style="list-style-type: none"> 1. Part of induction 2. Ongoing and review regularly.
Rulers/ stencils	To children who use the area.	<ol style="list-style-type: none"> 1. Children to use it appropriately for mark making. Not to be used as a 	1. All staff and children	<ol style="list-style-type: none"> 1. Part of induction. 2. Ongoing and review regularly.

tool to hurt others or to attempt to bend them.

Reviewed: July 17 - Reviewed by: S Burgess

Review date: July 2018

Framwellgate Moor Primary School
Reception



Area: Technology

Risk Assessment

Hazards	Risks to whom?	How can this prevented? (Control Measures)	Further Information (who will do this?)	When will it be done?
Whiteboard platform	To children and staff who use the area.	1. Teach the children that only 1 person can stand on the platform at any 1 time when accessing the whiteboard to avoid stumbling, others have to wait their turn on the carpet.	1. Adults in proximity 2. Everyone- Children to inform adult if they see their peers not conforming to the safety rules.	1. Part of induction. 2. Ongoing and reviewed regularly.
ICT-PC and printer	To children and staff who use the area.	Teach children how to use the computer and printer safely by using them appropriately. Children not to touch any cables or attempt to add paper in printer.	1. Adults and children	1. Part of induction 2. Ongoing and review regularly.
i-pad/Digital cameras	To children and staff who use them	Teach children how to use i-pad/digital cameras appropriately, taking turns and handling them with care to avoid any damage to screen etc.	1. All staff and children	1. Part of induction.
Lap tops	To children and staff who use them.	Teach children how to use lap tops appropriately and to handle them with care and respect.	1. All children	1. Part of induction.

Framwellgate Moor Primary School

Reception

Area: Book Corner

Risk Assessment



Hazards	Risks to whom?	How can this prevented? (Control Measures)	Further Information (who will do this?)	When will it be done?
Book Corner-books, paper	To children who might use the area.	Teach children the way to handle and use the book corner effectively: Eg turn pages correctly, books not left on the floor but are to be tidied away when finished.	1. Adults and children	1. Part of induction 2. Ongoing and review regularly
Pencils and felt tip pens	To children who use the area.	Teach children how to use the pencils and felt tips safely in and around the environment. Use only for mark making purposes. Hold the implement with care and to tidy them away appropriately without leaving them on the floor. Children not to point the implements at each other or carry it around the classroom unnecessarily.	1. All staff and children	1. Part of induction. 2. Ongoing and review regularly.
Lap tops	To children and staff who use them.	Teach children how to use lap tops appropriately and to handle them with care and respect.	1. All children	1. Part of induction. 2. Ongoing and review regularly.

Framwellgate Moor Primary School
Reception



Area: Malleable/cooking

Risk Assessment

Hazards	Risks to whom?	How can this prevented? (Control Measures)	Further Information (Who will do this?)	When will it be done?
Dough /Clay/ other implements eg moulds, rolling pins, cutters, tweezers, pencils etc	To children who use the area.	<ol style="list-style-type: none"> 1. Teach children to use dough/clay and other malleable materials with care and appropriately as it is not for consumption and whatever added materials eg glitter, coffee, food flavouring etc should be used with care too. 2. Teach children to use implements provided effectively and to look after them with respect as well as to tidy them up into the correct areas during tidy up time. 	1. Adults and children	<ol style="list-style-type: none"> 1. Part of induction. 2. Ongoing and review regularly
Cooking activities/Microwave/ baking and cooking implements eg knife, forks etc	To all children who are involved in activity.	<ol style="list-style-type: none"> 1. Teach all children about how to be safe when cooking or baking. 2. Teach that hygiene is important and hand washing should be done regularly. 3. Sneezes and coughs should be avoided when in the process of mixing ingredients. 4. Teach children about the risks of touching hot equipment or food. 	1. Adults	<ol style="list-style-type: none"> 1. Part of induction 2. Ongoing and review regularly.

Framwellgate Moor Primary School
Reception



Area: Water/Sand Area

Risk Assessment

Hazards	Risks to whom?	How can this prevented? (Control Measures)	Further Information (who will do this?)	When will it be done?
Water tray Slippery floor	To children playing within the area.	Teach children to use the water within the tray and avoid spillages as well as to use equipment provided with respect and care. Inform adults of spillages so that it can be mopped up.	1. Adults and children	1. Part of induction 2. Ongoing and review regularly.
Sand tray Slippery floor	To children playing within the area.	Teach children to use the sand within the tray and avoid spillages and to use equipment provided with respect and care. Inform adults of spillages so that it can be swept up.	1. Adults and children	1. Part of induction 2. Ongoing and review regularly.



Framwellgate Moor Primary School
Reception

Area: Outdoor

Risk Assessment

Hazards	Risks to whom?	How can this prevented? (Control Measures)	Further Information (Who will do this?)	When will it be done?
<p>Grass area Transport toys area, digging area, mud kitchen Large tractor wheels, Dragon small tractor wheels, Balancing beam Tyres Ribbon Den Willow den Trips, falls, cuts and scrapes</p>	<p>Children</p>	<p>Teach children to use the equipment in the area provided and not to transport them out of the stations . Prevent children from using grass area on a rainy day when it becomes too slippery and muddy. Remind children to look where they are going due to roots of trees. To go through the large tractor wheels rather than climb up it. To sit and climb down slowly when on the small Dragon tractor wheels. To walk slowly when on the balancing beam. To walk through each tyre slowly when using the tyres. To use the ribbon and willow den appropriately. Do not leave toys on the ground.</p>	<p>Adults in area.</p>	<p>Ongoing and especially during inclement weather.</p>

<p>Climbing frame: Bridge, slide, scramble net , hand rail.</p> <p>Climbing logs</p>	<p>Children and adults</p>	<p>Show and teach children how to use various parts of the climbing frame: EG: Walking on the bridge whilst holding on to the hand rails. No running or pushing. When sliding down they need to be on their bottoms. No running up the slide or going backwards or on tummy. Not to jump off from the space under the handrails, not to push or shove when queueing to go down the slide. Use when not wet. Limit numbers of children. Take it slow and balance. Not to jump off from a great height. When stepping on or down think about the people and space available.</p>	<p>Adults in area</p> <p>Adults in area</p>	<p>Ongoing</p> <p>Ongoing</p>
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Reviewed: July 17 - Reviewed by: S Burgess

Review date: July

2018



Framwellgate Moor Primary School Reception

Area: Outdoor

Risk Assessment

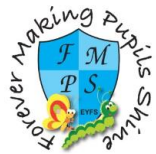
Hazards	Risks to whom?	How can this prevented? (Control Measures)	Further Information (Who will do this?)	When will it be done?
<p>Sand pit- Slip and fall Sand in mouths or eyes Litter and waste</p>	<p>Children and staff</p>	<p>Teach and remind children to step into the sand pit with care and not to rush or run in. To use the sand appropriately not to throw sand on, at or over their peers. To use play equipment appropriately. To check for any litter or waste. To cover the sand pit at the end of the day. To rake the sand at the end of the day.</p>	<p>Staff in the area</p>	<p>Ongoing and review regularly</p>
<p>Road system Children going the wrong way Children going too fast when on scooters, trikes and bubble cars</p>	<p>Children and staff</p>	<p>Teach children which direction they have to travel when using the trikes, bubble cars, trolley and scooters Remind children about the speed they are travelling and to watch for pedestrians.</p>	<p>Staff in the area</p>	<p>Ongoing and review regularly.</p>

Easel, short writing area, tuff spot, weighing scales, construction table, learning barn	Children and staff	Teach children how to use equipment, ensuring that they are not left on the floor or transported out of stations from tuff spot, easel, writing areas. For the learning barn to make sure the doors are left ajar and no climbing on worktops or table. With the scales to use it for weighing only and to use construction toys at the station only.	Staff in the area	Ongoing and Review regularly.
Water cascades (Not to be used in winter)	Children and staff	Adult to fill water butts when weather is appropriate, and children to use tip and pour on water cascades. Not suitable for winter use due to weather being too cold and the effects of icy patches accumulating in the area.	Staff in the area	Ongoing and Review regularly.

Reviewed: July 17 - Reviewed by: S Burgess

Review date: July 2018

Framwellgate Moor Primary School
Reception



Area: Snack Area

Risk Assessment

Hazards	Risks to whom?	How can this prevented? (Control Measures)	Further information (Who will do this?)	When will it be done?
Toaster-Toasting bread	To children who might be working in small groups.	Toasting of bread must only be done through supervision of small groups, adult leading and children watching. 1 Teach children that only adults are to use toasters. 2 Teach children that they must not put anything in the toaster and that they must not touch it at any time whether hot or cold. 3. Toaster to be kept in kitchen only when not in use and after being used.	1. Adults and child	1. Part of induction 2. Ongoing and review regularly.
Fridge- getting milk and fruit				

		4. Children taught how to use the fridge for getting milk and fruits out for snack time and to be careful opening and shutting the fridge door.		
Drinking milk, eating fruits or other form of snacks eg biscuits, raisins, carrots, tomatoes etc (Medical food allergies to be displayed near area on fridge door.)	To all children having their snack	Children encouraged to wash hands and then sit down for snack and, take small bites chewing their food thoroughly before going to play.	1. Adults 2. The children themselves reminding each other.	Adults will continually remind children to sit and chew their food to avoid choking instances.

Reviewed: July 17 - Reviewed by: S Burgess

Review date: July 2018



Framwellgate Moor Primary School
Reception

Area: Small world play/small construction

Risk Assessment

Hazards	Risks to whom?	How can this be prevented? (Control Measures)	Further Information (Who will do this?)	When will it be done?
Small world play equipment: play people, small transport, car mat, garage, sea life, farm animals, dinosaurs, wild animals, logs and stones.	To children who might be working in the area.	1. Teach children how to use equipment safely and to share. Not to put them in any parts of their body either. 2. To be aware of their peers around them and look when tidying or when using equipment to avoid hurting peers unintentionally. 4. To tidy all equipment used to avoid peers tripping and slipping on them.	1. Adults	1. Already in place 2. Ongoing and review regularly.
Lego duplo, small lego, happyland, mobilo, popids etc	To all children	1. Teach children how to use equipment safely and to share. 2. To be aware of their peers around them and look when tidying or when using equipment	1. Adults 2. The children themselves reminding each other.	1. Already in place 2. Ongoing and review regularly.

		to avoid hurting peers unintentionally. 4.To tidy all equipment used to avoid peers tripping and slipping on them.		
Pencils and felt tip pens	To children who use the area.	Teach children how to use the pencils safely in and around the environment. Use only for mark making purposes. Hold the implement with care and to tidy them away appropriately without leaving them on the floor. Children not to point the implements at each other or carry it around the classroom unnecessarily.	1. All staff and children	1. Part of induction. 2.Ongoing and review regularly.

Reviewed: July 17 - Reviewed by: S Burgess

Review date: July 2018

Framwellgate Moor Primary School
Reception



Area: Large Construction Area

Risk Assessment

Hazards	Risks to whom?	How can this prevented? (Control Measures)	Further information (Who will do this?)	When will it be done?
Plastic tubes and plastic blocks	To children who might be working in the area.	1. Teach children how to use equipment safely. 2. To be aware of their peers around them and look when tidying or when using equipment to avoid hurting peers unintentionally. 4. To tidy all equipment used to avoid peers tripping and slipping on them.	1. Adults	1. Already in place 2. Ongoing and review regularly.
Wooden bricks	To all children	1. Teach children how to use equipment safely. 2. To be aware of their peers around them and look when tidying or when using equipment to avoid hurting peers unintentionally.	1. Adults 2. The children themselves reminding each other.	1. Already in place 2. Ongoing and review regularly.

		3.To tidy all equipment used to avoid peers tripping and slipping on them.		
Pencils and felt tip pens	To children who use the area.	Teach children how to use the pencils and felt tips safely in and around the environment. Use only for mark making purposes. Hold the implement with care and to tidy them away appropriately without leaving them on the floor. Children not to point the implements at each other or carry it around the classroom unnecessarily.	1. All staff and children	1. Part of induction. 2.Ongoing and review regularly.

Reviewed: July 17 - Reviewed by: S Burgess

Review date: July 2018

Framwellgate Moor Primary School
Reception



Area: Performance Area

Risk Assessment

Hazards	Risks to whom?	How can this prevented? (Control Measures)	Further Information (Who will do this?)	When will it be done?
Listening Centre	To children who use the area.	Teach children how to use the listening centre safely by using the appropriate symbols to turn it on/off/play/pause/stop, to insert Cd, tape and use of headphone.	1.Adults and children	1.Part of induction 2.Ongoing and review regularly.
Musical instruments Trip hazard Costumes, Scarves, handbags etc	To children who use the area.	Teach children how to use the musical instruments/costumes appropriately and how to look after them by tidying them into correct baskets/pegs.	1.Adults and children	1.Part of induction
Pencils and felt tip pens	To children who use the area.	Teach children how to use the pencils and felt tips safely in and around the environment. Use only for mark making purposes.	1. All staff and children	1. Part of induction. 2.Ongoing and

		Hold the implement with care and to tidy them away appropriately without leaving them on the floor. Children not to point the implements at each other or carry it around the classroom unnecessarily.		review regularly.
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Reviewed: July 17 - Reviewed by: S Burgess

Review date: July 2018



Framwellgate Moor Primary School Reception

Area: Creative workshop

Risk Assessment

Hazards	Risks to whom?	How can this prevented? (Control Measures)	Further Information (Who will do this?)	When will it be done?
Scissors	To children who use the area.	Teach children how to handle and use the scissors safely for cutting purposes only. Children not to transport them to other areas without knowing how to.	1. Adults and children	1. Part of induction 2. Ongoing and review regularly
Pritt sticks and assorted art materials eg chalks, assorted paper, ribbons, string, pasta, straws, collage materials, feathers	To children who use the area.	Teach children how to use the pritt sticks and other art materials appropriately and how to look after them by tidying them into correct baskets. Care to be taken not to leave materials on floor.	1. Adults and children	1. Part of induction 2. Ongoing and review regularly
Pencils and felt tip pens	To children who use the area.	Teach children how to use the pencils and felt tips safely in	1. Adults and children	1. Part of induction.

and around the environment. Use only for mark making purposes. Hold the implement with care and to tidy them away appropriately without leaving them on the floor. Children not to point the implements at each other or carry it around the classroom unnecessarily.

2. Ongoing and review regularly.

Reviewed: July 17 - Reviewed by: S Burgess

Review date: July 2018

Framwellgate Moor Primary School
Reception



Area: Art table

Risk Assessment

Hazards	Risks to whom?	How can this prevented? (Control Measures)	Further Information (Who will do this?)	When will it be done?
Assorted paints, aprons and paint brushes.	Children who use the area	Children to use paints and paint brushes appropriately and with care when painting pictures independently.	1. Adults and children	1. Part of induction 2. Ongoing and review regularly.
Pritt sticks and assorted art materials eg chalks, assorted paper, ribbons, string, pasta, straws, collage materials, feathers	To children who use the area.	Teach children how to use the pritt sticks and other art materials appropriately and how to look after them by tidying them into correct baskets. Care to be taken not to leave materials on floor.	1. Adults and children	1. Part of induction 2. Ongoing and review regularly
Pencils and felt tip pens	To children who use the area.	Teach children how to use the pencils and felt tips safely in and around the environment. Use	1. Adults and children	1. Part of induction.

		<p>only for mark making purposes. Hold the implement with care and to tidy them away appropriately without leaving them on the floor. Children not to point the implements at each other or carry it around the classroom unnecessarily.</p>		<p>2.Ongoing and review regularly.</p>
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Reviewed: July 17 - Reviewed by: S Burgess

Review date: July 2018



Framwellgate Moor Primary School
 Reception

Area: Role play Area

Risk Assessment

Hazards	Risks to whom?	How can this prevented? (Control Measures)	Further Information (who will do this?)	When will it be done?
Homeware eg cups, plates, bowls, knives, forks, apron, spoons, pots and pans, utensils etc	Children who use the area	Children to use cooking equipment and homeware with care	1.Adults and children	1.Part of induction 2. Ongoing and review regularly.
Assorted play food	To children who use the area.	Teach children how to use the play food, to not leave them lying on the floor, to tidy when finished	1.Adults and children	1.Part of induction 2. Ongoing and review regularly
Other role play: Scarves/outfits-not to tie scarves around neck	Children who use the area	Children to use resources appropriately eg don't tie scarves around necks, hands Pick objects off the floor to prevent	1.Adults and children	1.Part of induction 2. Ongoing and review regularly.

Trip hazards		tripping on them		
Pencils and felt tip pens	To children who use the area.	Teach children how to use the pencils and felt tips safely in and around the environment. Use only for mark making purposes. Hold the implement with care and to tidy them away appropriately without leaving them on the floor. Children not to point the implements at each other or carry it around the classroom unnecessarily.	1. Adults and children	1. Part of induction. 2. Ongoing and review regularly.

Reviewed: July 17 - Reviewed by: S Burgess

Review date: July 2018



Framwellgate Moor Primary School
Reception

Area: Investigation Area

Risk Assessment

Hazards	Risks to whom?	How can this prevented? (Control Measures)	Further information (Who will do this?)	When will it be done?
Boxes of assorted equipment Natural materials box- bark/sticks/conkers/log Shells- prickly Stones- heavy Trip hazard	Children who use the area	Children to use objects to see, touch and not put in mouths Tidy after use and not to leave lying on the floor-trip hazard Children made aware that some objects are sharp /prickly/heavy	1. Adults and children	1. Part of induction 2. Ongoing and review regularly.
Pencils and felt tip pens	To children who use the area.	Teach children how to use the pencils and felt tips safely in and around the environment. Use only for mark making purposes. Hold the implement with care and to tidy them away	1. Adults and children	1. Part of induction. 2. Ongoing and review regularly.

		appropriately without leaving them on the floor. Children not to point the implements at each other or carry it around the classroom unnecessarily.		
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Reviewed: July 17 - Reviewed by: S Burgess

Review date: July 2018



Framwellgate Moor Primary School
Reception

Area: Fine motor skills

Risk Assessment

Hazards	Risks to whom?	How can this prevented? (Control Measures)	Further Information (Who will do this?)	When will it be done?
Tees/hammer Bobbins/laces Lacing boards/laces	Children who use the area	Children to use tees into boxes and to use hammer on the tees and not on fingers. Not to put objects in mouths Tidy after use and not to leave lying on the floor-trip hazard Children made aware that some objects are sharp /prickly/heavy Laces are only for threading and lacing not to wrap around fingers or any other parts of body	1.Adults and children	1.Part of induction 2. Ongoing and review regularly.

Framwellgate Moor Primary School
Nursery

Area: Cloakroom

Risk Assessment

Hazards	Risks to whom?	How can this prevented? (Control Measures)	Further Information (Who will do this?)	When will it be done?
<p>Cloakroom Coat pegs</p>	<p>Children who use the area</p>	<p>Children to place their coats, bags, jumpers onto their pegs. If they see coats, bags or jumpers on the floor they need pick them up and hand them over to an adult.</p>	<p>.Adults and children</p>	<p>1.Part of induction 2. Ongoing and review regularly.</p>
<p>Hand basin, soap dispenser, toilets</p>	<p>Children who use the area</p>	<p>Children to ensure they use the toilets appropriately, do not overuse tissue paper and to flush toilets after each use.</p>	<p>Adults and children</p>	<p>1.Part of induction 2. Ongoing and review regularly</p>

Wet days Slips, trips and falls	Children who use the area	When handwashing to ensure no soap lands on the floor and that the floor is not sprayed with water after handwashing. All paper towels once used needs to go into the bins, not on the floor. Be aware that the floor can become slippery on rainy days. Watch out for cones to indicate wet areas	Children who use the area	1. Part of induction 2. Ongoing and review regularly
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Reviewed: July 17 - Reviewed by: A Brooks

Review date: July 2018

Framwellgate Moor Primary School
Nursery

Area: Sensory

Risk Assessment

Hazards	Risks to whom?	How can this prevented? (Control Measures)	Further Information (Who will do this?)	When will it be done?
Broken lights	Children who use the area	Area will be carefully monitored throughout the session	.Adults and children	1. Part of induction 2. Ongoing and review regularly.
Electric switches	Children who use the area	Safety covers for sockets	Adults and children	1. Part of induction 2. Ongoing and review regularly
Small light up toys/ torches and plastic light up sticks - could	Children who use the area	Adult supervision - will learn how to share and play with the toys	Adults	

get broken or children				
Might trip on soft rug with glow in the darkstars	Children who use the area	Reminder not to run in or out of sensory room	Children who use the area	1. Part of induction 2. Ongoing and review regularly

Reviewed: July 17 - Reviewed by: A Brooks

Review date: July 2018