

RISK ASSESSMENT for Stay and Play in Nursery



Risk Assessment for:	Stay and Play sessions lead internally by TYY staff.	Prepared & Assessed by:	L. Molloy-Evans
Location:	Ton Yr Ywen Primary School	Date of Assessment	January 2025
		Review Date:	January 2026

Activity/process/operation	Who might be harmed?	Hazards Identified which may cause harm – consequence	Existing Level of Risk	Control Measure and Precautions Taken	Additional Control Measures or Further Action Required	Remaining level of Risk
Fire Alarm sounds during Stay and Play session.	TYY staff, visiting families (adults and children)	Families and children who have not been involved in drills and have not undertaken fire walks leading to incorrect or unsafe evacuation and potential injuries from smoke and/or fire.	High	<p>All external visitors sign in at reception or with Nursery staff.</p> <p>In the event of a fire alarm, fire marshal/fire lead will sweep the building and verbally inform group of the evacuation route to take and supervise them as necessary</p> <p>TYY staff members to liaise with SLT around any visiting adult/child who may require extra assistance to evacuate.</p>	SLT to ensure that TYY staff members are aware of any scheduled fire alarm tests.	Low
Lockdown alarm sounds during Stay and Play session.	Visiting families (adults and children)	Visiting families and children do not lockdown resulting in contact with intruder and potential varying injuries.	High	<p>TYY staff to follow lockdown procedure.</p> <p>In the event of a lockdown alarm, TYY staff members to verbally inform families of procedure and ensure they are clear on what to do.</p> <p>Security of school building (electronic fob entry, security camera system etc) ensure chance of intruder gaining access to school is reduced to a very low likelihood.</p>		Low

<p>Stay and play session – supporting children with ALN</p>	<p>Children with ALN</p>	<p>Lack of knowledge of child and accompanying paperwork e.g. health care plan, leading to young persons needs not being met during the Stay and Play session.</p>	<p>High</p>	<p>Foundation Lead to check all applications prior to Stay and Play session to ensure any children with potential ALN are identified and relevant measures put in place to support them to access the session.</p> <p>Any visiting young person remains in the care of and the responsibility of their accompanying family – the family member will be responsible for meeting their child’s needs throughout session.</p> <p>TYY staff members to check that all resources are checked for suitability prior to the session and continue to be monitor them throughout the session.</p>		<p>Low</p>
<p>Maintaining a safe school environment</p>	<p>TYY staff, visiting families (adults and children)</p>	<p>Unknown visiting adult is unsafe or unsuitable to be in a school environment representing a potential safeguarding concern</p>	<p>High</p>	<p>The session is not open access, families are invited to attend a scheduled session by TYY.</p> <p>Visiting families will enter the school via reception. Adult visitors must sign in and wear a badge at all times when on school site. Families will be escorted from reception to the classroom in a staff led group. No visiting family/care giver will be unaccompanied during the session at any point.</p> <p>No visiting adult will go in to any classroom other that the stay and play designated room.</p>	<p>Foundation Lead to ensure all TYY staff members involved in Stay and Play sessions are aware of expectations.</p> <p>Headteacher to ensure all TYY staff members are up to date with Safeguarding training.</p>	<p>Low</p>

Siblings attending sessions	Visiting families (younger children)	Siblings due to age have access to resources which are not safe for them and which may be a choking hazard, or may be explored in a way which causes physical injury	Med	<p>The session is not open access, families are invited to attend a scheduled session by TYY. TYY staff to be made aware of siblings who are going to attend a session – they will use suitable resources and set up a safe environment.</p> <p>Any visiting sibling remains in the care of and the responsibility of their accompanying family/carer. They will supervise them in the classroom and outdoor learning area and with school resources at all times.</p>		Low
<p>Use of Outdoor Learning area</p> <p>Use of indoor classroom</p>	Visiting families (adults and children)	<p>Improper use of climbing equipment, loose parts construction, mud kitchen resources, bikes etc which may cause injury.</p> <p>Potential for children to escape the outdoor area through gates/over fences.</p> <p>Potential for children to escape the indoor classroom through the front doors.</p>	Med	<p>TYY staff to be present throughout the learning environment and to demonstrate safe usage of the learning areas where needed for children and families.</p> <p>TYY staff to ensure all gates are locked and fences secure prior to the start of the session. TYY staff to ensure the front door is closed firmly and that the mag lock is functioning.</p> <p>Families remain responsible for their children for the duration of the Stay and Play session.</p>	SLT to ensure correct staffing ratios kept for Stay and Play Session	Low
Use of toilet facilities during Stay and Play session	TYY staff, visiting families (adults and children)	Unfamiliar adults accessing the toilet facilities in the nursery building to support their own children (a safeguarding concern for other children who may be using the facilities at the same time).	Med	<p>On entry to the building families made aware of where the toilets are situated in the building.</p> <p>Families asked by TYY staff members to inform a staff member if their child needs to go to the toilet – a staff member will take them.</p> <p>If a child requires support or reassurance from a family member while using the toilet, staff members to be made aware so that other children can be removed from</p>	SLT to ensure staff members supporting with Stay and Play are fully aware of the toileting arrangements.	Low

				the toilet facilities. The family member and child may then enter the toilet.		
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