



Classroom Check List

Location / Site	EYFS
Townhill Infant School – Benhams Road, Southampton	
Assessment date	Insert date when check list is being carried out
2023-2024	

Movement around the classroom (slips and trips)	Yes	Further action needed	N/A
Is the internal flooring in a good condition?	Yes		
Are there any changes in floor level or type of flooring that need to be highlighted?			Yes
Are gangways between desks kept clear?	Yes		
Are trailing electrical leads/cables prevented wherever possible?	Yes		
Is lighting bright enough to allow safe access and exit?	Yes		
Are procedures in place to deal with spillages, e.g. water, blood from cuts?	Yes		

Work at height (falls)	Yes	Further action needed	N/A
Do you have an 'elephant-foot' step stool or step ladder available for use where necessary?	Yes		
Is a window-opener provided for opening high-level windows?			Yes
Have you had instruction regarding working at height, e.g. do not stand on chairs and tables?	Yes		

Furniture and fixtures	Yes	Further action needed	N/A
Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?	Yes		

Is furniture in good repair and suitable for the size of the user, whether adult or child?	Yes		
Is portable equipment stable, e.g. whiteboard, flipchart?	Yes		
Where window restrictors are fitted to upper-floor windows, are they in good working order?			Yes
Do you know if hot surfaces, such as radiators, are at a suitable temperature to prevent the risk of burns to children/adults?	Yes		

Electrical equipment and services	Yes	Further action needed	N/A
Are fixed electrical switches and plug sockets in good repair?	Yes		
Are all plugs and cables in good repair?	Yes		
Has all portable electrical equipment been PAT tested? (There may be a sticker to show it has been tested.)	Yes		

Asbestos	Yes	Further action needed	N/A
If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you?	Yes		
Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos?	Yes		

Fire	Yes	Further action needed	N/A
If there are fire exit doors in the classroom, are they: unobstructed; kept unlocked; and easy to open from the inside?	Yes		
Are fire evacuation procedures clearly displayed?	Yes		
Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?	Yes		

Workplace (ventilation and heating)	Yes	Further action needed	N/A
Does the room have natural ventilation?	Yes		
Can a reasonable room temperature be maintained during use of the classroom?	Yes		

Are measures in place, for example blinds, to protect from glare and heat from the sun?			
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This is not an exhaustive list and you should identify any other hazards associated with the daily use of the classroom in the space below, including any further actions needed. If necessary, discuss this with your head teacher or employer.

Daily Safety Check- Outdoors	Yes	Further action needed	N/A
Is the EYFS gate locked when the children are in?			
Is the area checked for animal excrement and disposed of properly?			
Is the sand covered daily?			
Are leaves and litter swept/picked up?			
Can climbing frame be used? Check if it is wet/slippery			
Is outdoor furniture safe?			
Are broken toys and resources removed?			

Additional issues	Risk	How was risk be minimised?
Malleable Activities	Possible allergic reaction to materials. Consumption of materials	Check all information on allergies and avoid allergens. Make sure all other materials are sensitive and are diluted according to the instructions. Children follow the no consumption rule in this area
Slips and trips	Potential slips and trips from toys left on floor etc	Set expectations about how much can be out at any one time and encourage children to tidy up what they are no longer playing with to keep the environment safe. Any spills on floor to be mopped up straight away. Any objects on floor that could be a trip hazard to be picked up.
Scissors, hole punches	Children could injure themselves	Talk to the children about the use of scissors, e.g. for paper and card. The scissors must be used to cut. Make it clear to the children that you don't use the scissors to cut hair or each

		<p>other's clothes. Model to the children how to use scissors and walk with them safely. Model how to use the hole punches.</p>
Mud Kitchen	<p>Ingesting soil, ingesting/ absorbing contaminated soil, slips and trips, stagnant water, choking on natural materials.</p>	<p>Provide hand washing facilities during and after play Establish good handwashing routines. Children encouraged to follow a no consumption routine in this area.</p> <p>Staff to monitor floor areas for water and mop up when necessary. Wet floor signs to be placed out.</p> <p>Water containers are emptied at the end of each session/ day, so they do not go stagnant. Water containers are emptied regularly and check for contaminants. Children are encouraged to follow a no consumption routine in this area. Children are made aware of the hazards of stagnant water.</p> <p>Any children who are likely to explore putting things into their mouths are identified and given greater supervision in this area Children encouraged to follow a no consumption rule in this area</p>
Minibeasts	<p>Bacteria and viruses, sharp sticks</p>	<p>Explain to the children that they must wash their hands after playing with minibeasts. Do not put your hands in your mouth. Do not put the leaves and sticks in your mouth. Do not pick up the leaves and sticks and disturb the creature's home.</p>
Tyres	<p>Falling from a height, slipping on equipment</p>	<p>All children to have a safety talk before using the equipment and numbers are restricted to avoid collisions and overcrowding. Equipment is checked prior to use to ensure all parts are safe and</p>

		secure. Equipment checked for stagnant water and tyres covered each night.
Crates and planks, cable reels, tree stumps	Slips, trips, or falls. Knocks from falling or moving blocks.	Children have a safety talk prior to using the equipment and agree how to use it safely. Daily reminders are given about assessing the risk in their play. Weather conditions to be considered when accessing the equipment. Area to be monitored to ensure surroundings are clear and surface is flat. All equipment is checked regularly to look for damage.
Climbing frame	Falling from a height, slipping on equipment	All children to have a safety talk before using the equipment and numbers are restricted to avoid collisions and overcrowding. Equipment is checked prior to use to ensure all parts are safe and secure. Equipment checked every day to ensure it is not wet.
Scooting around the outside area	knocking into other children, scooters tipping/sliding. Clothing trapped in moving parts	Involve children in safety talks about using the scooters in the garden space. Make sure children do not wear scarves in the garden to avoid tangling in wheels. Limit the number of wheeled toys in the garden at any one time and keep them to hard surface area to avoid muddy/slippery wheels. Ensure all wheeled toys are checked over regularly for damage and replaced when necessary
Sand play	Sand flipping up into eyes. Slipping on loose sand around the pit Sand contamination- toxoplasmosis from cat faeces. Children slip and injury themselves on loose sand surrounding the pit. Ingesting/ absorbing contaminated sand	Talk to the children about playing together in the sand and use the rhyme – ‘the sand stays down low or out you go’ Monitor the number of children playing in the sand pit and regulate if necessary. Adults to monitor and clear the build-up of sand around the pit. Sweep sand from the

		<p>walls into the sandpit before the cover is placed over the sand.</p> <p>The cover needs to be in place at the end of each day. Adults to remove the cover and check for any contamination. Area around the sandpit to be checked each day for any contamination, rubbish blown in, animal droppings etc.</p>
Water Play	<p>Slips and trips</p> <p>Children can become wet and cold</p> <p>Water is dirty or contaminated</p> <p>Toys hold water and become mouldy or contaminated.</p>	<p>Staff to monitor these areas and encourage children to spot and help clear spillages to reduce the risk of slips. Wet floor signs to be placed out.</p> <p>Staff to consider the temperature outside before placing water trays out. If children are playing at the water ensure cover-ups are available to use.</p> <p>All water trays to be emptied at the end of the session/day and refreshed with clean water each day. If children have transported soil/sand or other materials into the water then trays need to be washed before they are refreshed.</p> <p>Staff to ensure all water toys are drained and left to dry overnight – toys are periodically sterilized and checked for mould. Toys to be replaced when necessary.</p>

FURTHER ACTION NEEDED:

Hazards noted:	Action taken and when:

Teacher's comments	Insert comments relevant to findings as appropriate

Name of teacher	Signature of teacher	Date
Chelsea Miles	C Miles	Sept 2023

Manager's comments	Insert comments relevant to findings as appropriate

Name of manager	Signature of manager	Date
S Gibbs	S Gibbs	Sept 2023

Reviews: every two years or sooner if required

Name Reviewer	Signature	Comments	Review date