**Monkseaton St Peter**

**Risk Assessment – Pebbles Baby and Toddler Group**

**Completed by: Hannah Cleugh**

**Date: updated Sept 2022**

***(To be used in conjunction with H&S instructions for Crosskeys hall)***

| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to manage this risk?** | **Action by whom?** | **Action by when?** | **Done** |
| --- | --- | --- | --- | --- | --- | --- |
| **Toys** | **Children and adults**   * choking on small parts * unsafe/damaged toys * trips and falls | * *visual check of toys before each session* * *only use toys with safety marking* * *only offer toys that are age appropriate* * *have a designated play area* * *ensure appropriate supervision throughout session* |  |  |  |  |
| **Outdoor play** | **Children and adults**   * additional risk of accident * safeguarding risk from external adults | * *ensure garden area is clear of litter before any outdoor play session* * *position adults to monitor garden exits and observe boundary; leader to engage any additional visitor* | Specific risk assessment for any planned outdoor activities | Named session leader | On each occasion |  |
| **drinks** | **Children**   * scalds | * *hot drinks must be put into keep-cup before going into hall* | Remind parents | All leaders | Each session |  |
| **Exits, stairs, kitchen** | **Children**   * accessing unsafe areas * exiting building | * *safety gate across kitchen door to remain closed* |  |  |  |  |
| **Accident or illness** | **Children and Adults** | * *first aid kit on site* * *parents/guardians responsible for their children whilst on site* * *no nuts on site* | Display packaging for snacks so parents/ carers can check for allergens | Session leader | Each week |  |
| **Safeguarding** | **Children** | * *Named adult leaders and helpers have been safely recruited* * *adult leaders and helpers have completed appropriate level of training* * *adult leaders and helpers are aware of the risk assessment* * *appropriate ratios of adults* * *Safer Church information displayed* |  | HC/ PSO | Ongoing |  |
| **Fire** | **Children and adults** | * *sign in sheet for all* * *ensure staff are clear on exits and muster point* | * *check building fire risk assessment* | Session leader |  |  |
| **Covid-19** | **Children and adults** | * *ensure current guidance followed* * *adults to wear face-coverings unless reasonably necessary to remove them (unless exempt)* * *additional hygiene measures in place* * *enable socially-distanced play and seating* * *ensure rooms well-ventilated* | * *monitor changing guidance and review weekly* | HC | **Each week** |  |