**.Cramlington Team Ministry Generic group risk assessment 13/12/18 Review date 13/12/19**

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| Potential hazard | Hazard effectWho is at risk?What is the risk? | **Current Controls** (measures already in place) | **Future Controls** (things to be implemented) | **By Whom and when** |
| Entrances,Exits andWindows | C&YP & Adults Children wandering offRunning or walking into windows or glass doorsGetting lost or tripping on way in or out. | Small children accompanied by responsible adultChildren are made aware of areas they can accessA responsible adult is at the door and that children who need to be accompanied leave with a known adult. If in any doubt about the person collecting then check with parents first.YP and adults are aware of designated exits and entrances  |  | Group leaders |
| Trips Spills and falls | C&YP & Adults and those with mobility issues.Falling or dropping equipment | Lighting is working and switches are accessibleAreas are checked prior group time and set up Chairs are pushed into tables when not in useEquipment stays in designated areasEquipment/furniture is moved by group volunteers/under supervision of groups volunteers Play mats/rugs are flat and checked regularlyFood and drink is consumed whilst seated Electric wires/cables are tidy and not in thoroughfareAccidents are investigated and logged  | Regular checks made of areasAt least one volunteer to hold Emergency First Aid Qualification | Person designated to each area |
| Cleaningmaterials &othernoxioussubstances | C&YP & Adults Ingestion of alcohol or harmful substancesBurns to skin or damage to clothing, furniture or equipment | Lock all cleaning materials in a safe cupboard.Cleaning staff are aware of the need for care.Ensure that if poisons are used that they are securely stored |  | One group volunteer  |
| Toilets | C&YP & other usersChild being locked inUsers being exposed to germs or hazardous substances.Users slipping on wet floors. | Maintain good standard of cleanliness, hygiene and security.Ensure floor covering is suitable for the age group and in a clean/safe condition.Changing equipment is in good repair and cleaned with antibacterial spray &there are adequate facilities for disposal of nappies. | Ensure that a mop and bucket and cleaning equipment is available Facilities checked during group time. | One group volunteer |
| Toys | C&YP & Adults Children choking on bits of toysChildren getting hurt on damaged toysAll tripping over toys | Only use toys that carry the safety marking. Inspect toys regularly & dispose of any that are damaged/unsafe.Ensure that young children do not have access totoys unsuitable for their age; that may, for example; pose a choking risk. | Ensure that the is a designated play area. | All group volunteers |
| Refreshments | C&YP and adultsBurns scalds cutsAllergic reactions Food poisoning | Food preparation areas clean and tidy in line with food hygiene guidelines Food in date and stored at the correct temperatureFood prepared and served in line with food hygiene guidelinesKitchen area for group volunteers onlyGroup volunteers are made aware of allergiesYoung children kept away from serving area Children and &YP supervised at serving areaSystem in place for serving food at tables or self service always supervised by volunteers System made clear to group users   | At least one volunteer to have Basic food Hygiene qualification | Refreshment team |