**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** |  |