

Activity Risk Assessment

Activity:	Little Stars Baby and Toddler Group	Location:	All Saints Church Hall and attached enclosed grounds	Frequency:	Twice weekly on a Friday
Leaders:	Lewis Jones (Youth and Family Community Leader)	Date:	13/04/21	Review date:	
Risk:	Harm to self or others				
NOTES:	Risks: This Risk Assessment should be read in conjunction with the general Church Risk Assessment, Little Stars COVID Activity Risk Assessment, the Hall Risk Assessment, and all advice given by the Government, the Church of England, and local authorities.				

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Recording equipment (ie. Phones, cameras, etc.)	All, especially children Exploitation, Invasion of privacy.	Users are asked not to use recording equipment, except in the case of photographing/recording their own children. Leaders, helpers not to be actively involved in any photographing/recording. Aware and will monitor general public when using outside space - anyone seen actively using recording equipment on the group will be spoken with and if necessary reported.	To consider and review if necessary, car park to be closed to the public during session times.			
Refreshments (Snack time)	Users, visitors, leaders, helpers.	Adults will be asked to bring a drink only for themselves in a sealed flask and individual snacks and drinks for their				

		<p>children.</p> <p>Snacks and drinks are not to be shared amongst the children or adults.</p> <p>Groups made up of six or two households maximum and are to be sat at least two meters apart from another group.</p> <p>All users are asked to stay seated during this time.</p> <p>Leaders and helpers are asked not to drink during the session where possible.</p>				
Personal Items	Users, visitors, leaders, helpers.	<p>Prams will be allowed into the building, but adults will be required to leave them in the parking area provided in the hall during the session.</p> <p>All parents will be asked to keep handbags and baby bags away from other users.</p> <p>Adult users are advised to keep their personal belongings on them at all times and that we will not be held responsible for any loss or damage.</p>				
Toys and Resources	Users, helpers, leaders choking on small parts, unsafe/damaged toys, trips and falls	<p>Visual check of condition before each session.</p> <p>Age appropriate toys used.</p> <p>Toys continuously picked up and moved to safer place when needed.</p> <p>Walkways and doors kept clear.</p>				

		<p>Larger toys and ride-ons have their own designated place.</p> <p>No running in and out of play spaces.</p>				
Malleable Resources (Messy Play)	<p>Users</p> <p>Drowning</p> <p>foreign object in eyes</p> <p>Passing on of bacteria</p> <p>Allergic reaction</p>	<p>Users encouraged to sanitise or wash their hands before and after use.</p> <p>All touch points; equipment and resources are thoroughly cleaned, dried.</p> <p>Any allergens alerted to users.</p> <p>Water play watched at all times.</p> <p>General play monitored.</p> <p>Parents/carers of children who are sick asked to stay at home.</p>				
Pushchairs/Buggies	<p>Users, visitors, leaders, helpers.</p>	<p>Pushchairs parked/left at one end of the hall, away from all activities</p> <p>Parents/carers leave at their own risk</p>				
Toilets	<p>All</p>	<p>Male and Female toilets are closed and not to be used (these have signs to state the fact).</p> <p>Disabled Toilet is the only toilet in use, and all users asked to wash hands and clean down touchpoints using resources available (wipes, hand wash, paper towels, bin).</p> <p>Only one user to enter the toilet at once, unless assisting a child/ren.</p> <p>If there is a queue for the toilet then</p>				

		<p>people to be asked to queue with a distance of 2 metres.</p> <p>Stool and children's toilet seat provided</p>				
	Users, visitors, leaders, helpers.					
Gazebo	<p>All</p> <p>Impact from Gazebo</p>	<p>Ensure Gazebo has been set up properly and safely</p> <p>Ensure Gazebo is pegged into the ground and in higher winds guy ropes and or sand bags are to be used.</p> <p>Weather checked before each event, Gazebo not to be put up in high winds</p>				
Slips, trips, falls, bumps, trapped appendages	<p>Users, visitors, leaders, helpers.</p> <p>Cuts, scratches, bruises, knocks, bumps</p> <p>Use of outside (natural) space. Enclosed grass area.</p> <p>Small step by outside fire exit doors into main hall</p>	<p>Ensure walkways and door areas are kept clear and free from toys.</p> <p>Users advised to bring sensible footwear for them and their children.</p> <p>Play Pushchairs put up before start of session and regularly checked during session to avoid trapped appendages.</p> <p>Any animal faeces to be picked up from outside area/s</p> <p>Loose gravel, known and monitored</p> <p>Garden back fence covered in weeds, including thorns - space to be monitored and activities to be placed away from the</p>	Hinge protectors to be considered			

		<p>close vicinity.</p> <p>Mind the step posters applied to doors</p> <p>Warning tape added to step</p>				
Wet Floors	<p>Users, visitors, leaders, helpers.</p> <p>Slips, Falls</p>	<p>Floors wiped when needed</p> <p>Matt available on entrance to Hall from outside</p>	<p>Research and buy either a professional door mat with non-slip surface and bottom or a fixed solution</p>			
Sunburn, dehydration	<p>All</p> <p>Lack of or poor application of sun protection</p> <p>Lack of or limited use of shaded areas</p>	<p>Users warned of risk and asked to bring and use sun protection (including sunscreen and hats)</p> <p>Areas of shade provided</p> <p>Inside areas provided</p> <p>Users asked to bring water for themselves and their child/ren</p>				
First Aid	<p>All</p> <p>Infliction of injury during, before or after activities</p> <p>Allergic reactions, etc.</p>	<p>Any First Aid that cannot be dealt with by an individual using their own resources to be administered using pre-prepared packs provided in hall.</p> <p>Access to First Aid kit in the hall.</p> <p>If medical assistance is required, then 999 to be called and advice to be followed.</p> <p>No food or drink (other than water) to be given during a session.</p>				
Escape/runaway child/ren	Users	<p>Adults users are told to stay with their children at all times and when not possible to ask another user.</p>				

		Doors and gates monitored by all.				
Fire	All	In the event of a fire leaders to instruct users to exit the building as swiftly and calmly as possible, adhering to social distancing measures and use the muster point in car park.				

Signed: Lewis K Jones

Date: 27/04/2021