

ACTIVITY RISK ASSESSMENT - INCLUDING HOLIDAYS AND TRIPS

Activity: Windrush Church Toddler Group

Date of first risk assessment: 16.11.2021

Location: Community Room, Windrush C of E Primary School, Windrush Place

Time/frequency: 1:15 – 2:25 Weds during term time

Name of leader with responsibility: Rev Jacky Bone, Heather Spencer if Rev Jacky absent

Date to be reviewed: (12 months)

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage risks?	Action by whom?	Action by when?	Done
Children run off	Children might go missing	Room and external playground area is secure.	Parents/carers are responsible for children at the group. Access doors to be kept closed and secure when not being used.	Helper on welcome at door.	During running of the group	
Children have an accident whilst running or playing	Children have bumps, cuts or bruises	Trained paediatric first aider Heather Spencer present – training completed April 2021	Parents/carers are responsible for children at the event.	Heather Spencer	Heather and kit on site	
Hot drinks served	Children could be scalded by spilt hot drinks	Kitchen area separated from play area	Parents advised to be careful with drinks and not take them into the play area.	Helper serving drinks	During running of the group	
Safeguarding – strangers at group	Children and vulnerable adults	Helpers all DBS checked. Helpers all wearing lanyards with their names.	Parents/carers register with children on arrival	Rev Jacky and all helpers	During running of the group	
Toilets used by children	Children could become accidentally locked in toilet	Parents/carers reminded to supervise their children at all times.	Toilets checked every 30 minutes	Nominated helper	During running of the group	

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Transmission of COVID virus between children and/or adults	Adults or children could become infected with COVID virus at group	Attendance list taken for test and trace. Anti-bac wipes and tissues available.	Advise parents/carers on social distancing and mask wearing.	All helpers	During running of the group	
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