

Emmanuel Tots Risk Assessment

7 July 2022

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Activity	Hazard
Climbing frame	Something to climb on, play with
Playdough and playdough cutter	Looks appetising
Play kitchen	Cupboard & oven doors open
Mirror	Stand alone mirror
Ride along toys & rocking toys	Rocking snail/dinosaur, bubble
Tool station/construction	Tool bench, tools & bricks
Small world area on the floor (inc Happyland, train track, cars, Bob the Builder)	Small toys, rug(s), bubble wrap, shredded paper
Baby area	Toys on the floor, mats

Craft table	Small table & chairs, crafting tools
Refreshment table	Hot drinks & snacks
Fire doors	Fire doors shutting
Loss of child in building	Different areas of the building
Loss of child from the building	Losing a child
Fire	Not being able to account for everyone in the building
Kitchen	Various hazards

Risk Control Measures	Person(s) at risk	Risk Rating	Acceptable risk?	Control measures
Children falling off, fingers trapped, falling into the climbing frame	Children	Low	Yes	Set it up so separate pieces are locked in place. Children are supervised by carer.
Children eating the playdough.	Children	Low	Yes	Children are supervised by carer
Fingers get trapped. Kichen pulled over.	Children	Low	Yes	Children are supervised by carer
Mirror could be pulled over	Children	Low	Yes	Mirror is set up against book shelve/dressing up stand or near wall. Children are supervised by carer.
Children could fall out through the door or slip down through the bottom of the cars. Children could rock onto own feet or someone elses fingers.	Children	Low	Yes	Children are supervised by carer
Trapping fingers in small holes or tools	Children	Low	Yes	Children are supervised by carer
Children falling over toys on the floor, tripping over rug edges, eating shredded paper	Adults & children	Low	Yes	Adults take care as they walk through the hall. Children are supervised by carer.
Children falling over toys on the floor, tripping over rug edges, babies getting stepped on	Adults & children	Low	Yes	Baby area is clearly defined with mats & blankets, slightly away from other play areas. Adults take care as they walk nearby. Older children are asked not to play/run through this space. Children are supervised by carer.

Children falling off chairs, climbing on chairs/tables, using scissors	Children	Low	Yes	Craft table is supervised by volunteer. Children are supervised by carer.
Hot drinks could be split by or onto children, chocking on snacks	Children	Medium	Yes	Flasks for hot drinks are used, lids for cups are used, printed sign to remind adults to use a lid. Children are supervised by carer. Internal doors closed throughout the session. Children are not allowed to roam without carers supervision.
Fingers get trapped.	Children	Low	Yes	
Going downstairs, hiding behind the curtain, going to the toilet, going to other rooms upstairs	Children	Medium	Yes	Putting screens around the stage & curtain area. Using only the main door to exit the building & access toilets. Children are supervised by carer.
Lives could be at risk if we don't know someone has left the building	Children	Medium	Yes	When the door is unlocked a volunteer remains by the door, otherwise the door is locked. Anyone leaving early is signed out on the register & door locked behind them.
Lives could be at risk if we don't know someone has left the building	Adults & children	Medium	Yes	Register of all in attendance, noted if people leave early.
Various risks associated with the kitchen	Children	Low	Yes	No children are allowed in the kitchen

Action to be taken	Date action completed
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Carers are aware they are responsible for their child(ren) at all times

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Printed sign to use lids. Carers are aware they are responsible for their child(ren) at all times

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Volunteers being aware of when the door is open, making adults aware to let us know if they need to leave early so the door can be locked. Carers are aware they are responsible for their child(ren) at all times.

Volunteer registering people on arrival. Adults aware to let volunteer know if they need to leave early so it can be noted on the register.

Door from hall to kitchen & kitchen door to remain closed