

HEALTH AND SAFETY RISK ASSESSMENT FOR ST JOHNS TOTS, AT THE ARK CHURCH HALL, NEEDHAM MARKET

Assessment undertaken November 2019

Key:

Level of Risk: H= High, M= Medium, L= Low

Organisers (including kitchen helpers): Persons responsible for the running of Tots Group

Carers: Persons responsible for their respective children (eg parents, grandparents, guardians, appointed carers, etc)

Ref No	HAZARD	RISK	EXISTING/TEMPORARY PRECAUTIONS ALREADY IN PLACE	ADDITIONAL PRECAUTIONS NECESSARY	DATE ACTIONED
1	Trips, Slips and Falls	M	The nature of the group's activities requires mats, toys and equipment to be placed on the floor. To minimise the risk of trips/slips/falls children are supervised by their respective carers. Organisers keep a constant eye on potential hazards including spillages	None	N/A
2	Safety of children	M	When joining St Johns Tots, carers are provided with an Information sheet reminding them that they are responsible for their children at all times	None	N/A
		M	The main exit doors to the hall lobby are kept closed. The main door has two handles, one beyond the reach of children.	None	N/A

			<p>The second is not in regular use, and only has one handle for fire safety. Organisers check regularly that relevant doors are closed. Portable notices are placed on the inside and outside of the main exit door requesting that it is kept closed at all times</p> <p>All store cupboards in the hall are locked before the start of a session</p> <p>Organisers have the relevant CRB/DBS certificates for working with young persons. Kitchen helpers have read and completed the Diocesan Safeguarding Induction</p>	<p>None</p> <p>None</p>	<p>N/A</p> <p>N/A</p>
3	Heating system	L	The radiator heaters are operated by the organisers. The information sheet reminds carers that these are hot, and they are responsible for supervising their children around them. Organisers keep a regular check to make sure children/ items/equipment are not placed against the guardrails	None	N/A
4	Kitchen (including serving of drinks and snacks)	M	Organisers, kitchen helpers and those making drinks for the church service are the only persons permitted to enter the	None	N/A

			<p>kitchen. This is controlled by the duty kitchen helper</p> <p>The duty kitchen helper is responsible for making/providing hot drinks for the adults and cold drinks for the children. Snacks for the children are cut into small portions so as to minimise the possibility of choking. Carers are reminded of the importance of taking care when handling hot drinks (Information sheet refers).</p> <p>Cross contamination – hands are washed and work surfaces cleaned before the preparation of snacks</p>	<p>None</p> <p>None</p>	<p>N/A</p> <p>N/A</p>
6	Toilet facilities	L	<p>There are two toilets in the lobby. Nappy changing facilities (including changing mat, baby wipes and spare nappies) are available for use on a ledge at the end of the hall</p> <p>A baby changing wall unit is installed in the toilet with access for disabled people.</p>	<p>None</p> <p>None</p>	<p>N/A</p> <p>N/A</p>

			For hygiene purposes the toilets are checked and cleaned if necessary by the Organisers at the end of each session	None	N/A
7	Hall stage	M	The stage is reached via a set of stairs either side of the main hall. These stairs are blocked off by chairs before each session starts, and only unblocked afterwards. Carers use the stage to store their coats and bags, so opportunities for climbing up are limited. Organisers keep a regular check on the position of children throughout the session.	None	N/A
8	Persons with Disabilities	L	There is a good level of access from the car park to the church hall. The toilet for the disabled is located in the church hall lobby	None	N/A
9	Toys and equipment	L	A visual inspection of the condition of toys and equipment is undertaken at the beginning and end of each session. All toys and equipment are cleaned regularly	None	N/A

10	Medical	M	<p>A First Aid Kit and accident book are located in the hall kitchen. A sign indicating the location of the First Aid Kit is displayed on the kitchen door</p> <p>Carers are required to manage their child's allergies, and other medical conditions. This advice is included in the Information sheet given to Carers</p> <p>The Organisers do not have First Aid Qualifications but some of them have limited knowledge of first aid gained from their respective previous employment/ voluntary organisations</p>	<p>None</p> <p>None</p> <p>None</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p>
11	Fire Precautions	M	<p>An alarm system is installed in the hall/lobby (there are no smoke/heat detectors)</p> <p>Illuminated emergency exit signs are located above the doors leading from the hall to the lobby, and from the lobby entrance. In addition there is an emergency exit sign attached to the fire doors leading to the hall garden</p> <p>Fire extinguishers are positioned in the hall,</p>	<p>None</p> <p>None</p> <p>None</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p>

			<p>lobby and kitchen</p> <p>Organisers keep a regular check on the fire exits being free from obstruction (especially chairs and buggies/wheelchairs)</p> <p>In the event of fire/sounding of the fire alarm, the Organisers will summons the fire brigade and assist in the evacuation of the hall, kitchen and toilets guiding everyone to the assembly point in the churchyard to the far side of the main path. A roll call will be checked against the attendance register</p>	<p>None</p> <p>None</p>	<p>N/A</p> <p>N/A</p>
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This assessment will be reviewed annually and a report submitted for approval to the PCC for St Johns Church, Needham Market