

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: 9:15–11am Weds during term time

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

Date reviewed: Annual review 25/6/24

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	School staff trained in first aid if required. First Aid kit available.	Parents/carers are responsible for children at the event.	School staff	During running of group	
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	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	