

Risk Assessment Record

Location:	Christ Church & Turret Halls	Activity:	Tots+ Covid risks		Assessors:	Rob King, Neil Coulson, Jayne Hughes, Joanne Robertson	Date:	11/05/21	
Hazards		a Severity (1-5)	b likelihood (1-5)	a x b	Controls required	a Severity (1-5)	b likelihood (1-5)	a x b	
Transmission of Coronavirus to an individual direct from infected person		5	4	20	<p>All adults, and children in year 7 or above, to wear face masks.</p> <p>Limit length of session to one hour</p> <p>Limit numbers to maximum 30 adult attendees excluding staff.</p> <p>Open windows to achieve good ventilation.</p> <p>Set out tables and chairs with family bays with 2 metres between.</p> <p>Families to pre-book a session with contact details.</p> <p>Mark 1 metre grid on floors to help staff and parents to socially distance.</p> <p>Use a one-way system externally with entry through side gate and exit through Cox Lane gate.</p> <p>Do not allow singing except on special occasions when a maximum of six adults who remain the same throughout the session to sing.</p>	5	2	10	
Coronavirus entering the premises and potentially infecting users of the building		5	4	20	<p>Ask guests if they have symptoms and do not permit access if they have.</p> <p>Require use of hand sanitiser on entry and exit.</p> <p>Keep a record of all attendees, retain for 21 days and give to 'NHS Test & Trace' if requested by them.</p> <p>Wipe doorbell after each use.</p>	5	2	10	
Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)		5	3	15	<p>Clean all surfaces before session including toys. Wipe toys with sanitiser before passing to another family group.</p> <p>Do not provide soft toys.</p> <p>Do not provide refreshments but parents may bring refreshments for their own children.</p> <p>Craft activities to be pre-prepared with everything required for each household group kept separate.</p>	5	1	5	
Transmission of Coronavirus to an individual via toilet facilities		5	3	15	<p>Only use the disabled toilet with emergency potty and change mat in Lounge. Place barrier to prevent access to Ladies Toilets.</p> <p>Clean toilets before and after session.</p>	5	1	5	
Transmission of Coronavirus to an individual via contaminated waste		5	2	10	<p>Bag up and remove all waste after session</p>	5	1	5	

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Location:	Christ Church & Turret Halls	Activity:	Tots+ Health & Safety risks		Assessors:	Rob King, Neil Coulson, Jayne Hughes, Joanne Robertson	Date:	11/05/21	
Hazards		a Severity (1-5)	b likelihood (1-5)	a x b	Controls required		a Severity (1-5)	b likelihood (1-5)	a x b
Child escaping from safe area		5	2	10	Keep main door locked. Attendees to ring bell. Staff and parents to watch over children and prevent them leaving the Christ Church & Turret Rooms. Parent/carer to accompany children to the toilet.		5	1	5
Cuts & Scratches		2	3	6	Maintain first aid kit and keep within session space. Trained First aiders to be present.		2	2	4
Slips and trips		2	3	6	Mop up spillages when they occur. Keep toys tidy when not in use.		2	1	2
Injury to fingers from closing doors to toilets and halls		4	2	8	Check that finger protection is in place and report to Property Manager if missing or damaged.		1	2	2
Choking		5	2	10	Visually check floor and sweep up any debris or objects. Check all toys for damage and suitability for age range.		5	1	5
Allergies		5	1	5	Ask parents to report allergies on consent form. Keep forms available but secure and check regularly. Ask new parents before giving food or drink. Store foods for particular needs separately to avoid cross contamination.		5	1	5
Falling Objects		3	2	6	Move stacked chairs to a safe area. Check that fire guards are securely fixed to walls.		3	1	3
Poisoning		4	1	4	Store cleaning materials in secure storage places. Sanitiser to be in containers with pumps and placed above the reach of children.		4	1	4
Electric Shock		5	2	10	Fit safety covers to all low-level sockets.		5	1	5
Burns		4	2	8	Do not allow any access to the kitchen. Check that fire guards are securely fixed to walls.		4	1	4
Fire		5	1	5	Keep fire escapes clear at all times. If fire alarm sounds evacuate by nearest fire exit and assemble in the garden to the rear of the church.		3	1	3

Risk Assessment Record

Location:	Christ Church & Turret Halls	Activity:	Tots+ Safeguarding risks		Assessors:	Rob King, Neil Coulson, Jayne Hughes, Joanne Robertson	Date:	11/05/21
Hazards	a Severity (1-5)	b likelihood (1-5)	a x b	Controls required	a Severity (1-5)	b likelihood (1-5)	a x b	
Abuse by staff member	4	2	8	Staff team to have Enhanced DBS checks. At least 2 staff to be present at all times. Staff must not take children out of the halls without the child's carer present, unless a child is at immediate risk of harm.	4	1	4	
Abuse by parent	4	1	4	If there is concern about the way a child is being treated respond in accordance with Christ Church's Safeguarding Policy which is displayed on the noticeboard in the entrance lobby. If there is an immediate risk of harm dial 999 for the police.	4	1	4	
Abuse of adults	4	1	4	If there is concern that an adult may be a victim of abuse respond in accordance with Christ Church's Safeguarding Policy which is displayed on the noticeboard in the entrance lobby. If there is an immediate risk of harm dial 999 for the police.	4	1	4	
Bullying	3	3	9	Ask parents to restrain their child if the child is bullying another child.	3	2	6	
Abduction	5	1	5	Do not admit anyone who is unknown to the staff team who arrives without a child with them. If they claim to be a family member check with the known family members in the session before allowing admittance. If necessary dial 999 for the police.	5	0	0	
Digital Photographs	3	4	12	Staff team will not take photographs. Discourage parents from taking photographs that include other children unless the parents of the other children explicitly agree.	3	2	6	

Hazard severity

1. Trivial (e.g. discomfort, scratch, slight bruising)
2. Minor (e.g. small cut, abrasion, basic first aid needed)
3. Moderate (e.g. strain, sprain, incapacity more than 3 days)
4. Serious (e.g. fracture, amputation, hospitalised more than 24 hrs)
5. Fatal

Rating bands (a x b):

- Low risk (1-8): Continue activity but review periodically to ensure controls remain effective
- Medium Risk (9-12): Continue activity, but implement additional reasonably practicable controls where possible and monitor regularly
- High Risk (15-25): STOP THE ACTIVITY. Identify new controls to reduce risks to medium or low

Likelihood of occurrence

1. Remote (almost never)
2. Unlikely (occurs rarely)
3. Possible (could occur, but uncommon)
4. Likely (recurrent but not frequent)
5. Very likely (occurs frequently)



Risk Assessment Record

Location:	Garden, Graveyard	Activity:	Tots+ Additional risks for outside		Assessors:	Rob King, Neil Coulson, Jayne Hughes, Joanne Robertson	Date:	09/06/21	
Hazards		a Severity (1-5)	b likelihood (1-5)	a x b	Controls required		a Severity (1-5)	b likelihood (1-5)	a x b
Child escaping from safe area including passage behind schoolrooms		5	3	15	Extra member of staff on duty. Children always supervised by parent or carer. Gate locked when everyone has arrived.		5	1	5
Exposure to sun		3	5	15	Parents or carers encouraged to bring hats and sunscreen. Staff to have sunscreen available if needed.		3	1	3
Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)		5	3	15	Antiseptic wipes and spray available to clean toys between users including cars which may be in use outside.		5	1	5
Poisoning by plants		5	2	10	Staff to check for dangerous plants and berries before children permitted to go outside.		5	1	5
Transmission of Coronavirus to an individual direct from infected person		5	2	10	Singing is permitted outside if children under five are present and total number of people in group does not exceed 30		5	1	5
Puncture injury leading to Infection from used needles discarded in grounds		5	2	10	Keep gates locked when premises are not in use. Caretaker will carry out a visual check especially around boundaries before session.		5	1	5