



Cromer Church Risk Assessment - RA 31

Event Name: CCToddlers

Date of Event: Tuesdays term time

Name of Person with overall responsibility: Caroline Ashworth **Team:** Tim Britton, Jane Myhill, Fiona Blake

IDENTIFY HAZARD	RISK INVOLVED	RISK	MINIMISE RISK BY	RISK
Cleanliness of the toilets and baby changing facilities	Exposing children and families to risk of infection	Medium	Check all toilets to ensure they are in a suitable condition for people to use and have enough supplies of loo roll and soap. Ensure that changing mat etc is cleaned after each use. Provide bin for used nappies	Low Low
	Children preferring not to use the toilets	Medium	Check toilets again midway through the event	
Hazards in the rooms to be used	Slips and trips	High	Remove all hazards from all rooms	Low
	Danger of children tasting liquids	High	Lock away all liquids and cleaning materials	Low
Fire exits blocked	Preventing swift and easy exit from the building	High	Remove all items in front of fire exits	Low
Personal items	Risk of being misplaced or stolen	Medium	Remove personal possessions to secure location	Low
Public entering the building during the event	Children coming into contact with adults they don't know	High	CCToddlers team member on the door from when the event opens for registration.	Low
			Hall door manned again at end of event.	Low

IDENTIFY HAZARD	RISK INVOLVED	RISK	MINIMISE RISK BY	RISK
Children arriving or leaving the building unattended	Children could become lost, meet unknown adults, come to harm outside the building including on the road.	High	Having a CCToddlers Team member on the door throughout the event. Parent/carer responsible for their children. Reminded verbally and having a notice displayed to state this too.	Low Low
Families not aware who leaders are during the event	Families may approach other parents rather than CCToddlers team for help and support	Medium	All CCToddler team to wear Cromer Church volunteer lanyard for the duration of the event. All team will also wear a CCToddlers polo shirt once these have arrived Leader to explain to those who are attending that if they need help of any kind, they need to speak to someone in a Cromer Church volunteer lanyard. All CCToddlers team will be DBS checked	Low Low Low
Burns and scalds	Cups of coffee and tea for carers being spilt or knocked over near children	high	Use plastic cups with lids	low
Allergies	Children or adults coming into contact with identified allergy items	High	Ask for any allergies to be recorded on the registration form and also on the register. The named first aider to check all the registration forms and communicate the allergies to the leader(s) of the event and to team members where allergies need to be taken into consideration eg caterer	Low

A first aider will be present at the each CC Toddler session. All the above named team are trained in paediatric first aid.

Date of Risk Assessment: 7th September 2021

Risk assessment reviewed: March 2023

Next review due: March 2024