**.Cramlington Team Ministry Generic group risk assessment 13/12/18 Review date 13/12/19**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Potential hazard | Hazard effect Who is at risk?  What is the risk? | **Current Controls** (measures already in place) | **Future Controls** (things to be implemented) | **By Whom and when** |
| Entrances,  Exits and  Windows | C&YP & Adults  Children wandering off  Running or walking into windows or glass doors  Getting lost or tripping on way in or out. | Small children accompanied by responsible adult  Children are made aware of areas they can access  A responsible adult is at the door and that children who need to be accompanied leave with a known adult. If in any doubt about the person collecting then check with parents first.  YP and adults are aware of designated exits and entrances |  | Group leaders |
| Trips Spills and falls | C&YP & Adults and those with mobility issues.  Falling or dropping equipment | Lighting is working and switches are accessible  Areas are checked prior group time and set up  Chairs are pushed into tables when not in use  Equipment stays in designated areas  Equipment/furniture is moved by group volunteers/under supervision of groups volunteers  Play mats/rugs are flat and checked regularly  Food and drink is consumed whilst seated  Electric wires/cables are tidy and not in thoroughfare  Accidents are investigated and logged | Regular checks made of areas  At least one volunteer to hold Emergency First Aid Qualification | Person designated to each area |
| Cleaning  materials &  other  noxious  substances | C&YP & Adults  Ingestion of alcohol or harmful substances  Burns to skin or damage to clothing, furniture or equipment | Lock all cleaning materials in a safe cupboard.  Cleaning staff are aware of the need for care.  Ensure that if poisons are used that they are securely stored |  | One group  volunteer |
| Toilets | C&YP & other users  Child being locked in  Users being exposed to germs or hazardous substances.  Users slipping on wet floors. | Maintain good standard of cleanliness, hygiene and security.  Ensure floor covering is suitable for the age group and in a clean/safe condition.  Changing equipment is in good repair and cleaned with antibacterial spray &there are adequate facilities for disposal of nappies. | Ensure that a mop and bucket and cleaning equipment is available Facilities checked during group time. | One group volunteer |
| Toys | C&YP & Adults  Children choking on bits of toys  Children getting hurt on damaged toys  All tripping over toys | Only use toys that carry the safety marking.  Inspect toys regularly & dispose of any that are damaged/unsafe.  Ensure that young children do not have access to  toys unsuitable for their age; that may, for example; pose a choking risk. | Ensure that the is a designated play area. | All group volunteers |
| Refreshments | C&YP and adults  Burns scalds cuts  Allergic reactions  Food poisoning | Food preparation areas clean and tidy in line with food hygiene guidelines  Food in date and stored at the correct temperature  Food prepared and served in line with food hygiene guidelines  Kitchen area for group volunteers only  Group volunteers are made aware of allergies  Young children kept away from serving area Children and &YP supervised at serving area  System in place for serving food at tables or self service always supervised by volunteers  System made clear to group users | At least one volunteer to have Basic food Hygiene qualification | Refreshment team |