|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **RISK ASSESSMENT** |  |  |  |  |  |  |
| **The Bridge Centre, Smithy Bridge, OL15 0DY** |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Area of assessment:**  | Bridge Tots | **Person Carrying out Risk Assessment:**  | Janet Bower | **Date:**  | Revised 5.8.21 |   |
|  |  |  |  |  |  |  |
| **What are the hazards** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to manage this risk?** | **Action by who?** | **Action by when?** | **Done** |
| Slips, trips and falls  | Children, parents and volunteers  | 1. clearing up all spillages as soon as possible
2. constant monitoring of what toys/equipment are around and moving from central floor space to localised play areas
 |  Constant monitoring throughout a group session | Group leader, volunteers parents  |  ongoing |   |
|  Fire |  Children, parents, volunteers | 1. fire exits unlocked for the duration of the session
2. annual servicing of fire fighting equipment
3. training of all volunteers as to what to do in the event of a fire
 |   |  Group leader, volunteers | ongoing  |   |
|  PA desk housed in wooden casing which is at toddler head height | children  | 1. protecting the area with chairs so that the corners are “hidden” behind a chair back
 | Regular evaluation – plastic corner cushions did not stay on and became a choking hazard if picked up by a toddler | Group leader, volunteers, parents  |  ongoing |   |
|  Bookshelves on rear wall – risk of falling books | children  | 1. Bookcase secured to the wall
2. Bookcase shielded by chairs
 | Regular checks throughout each session that toddlers are not able to climb on chairs and reach books or climb under chairs to pull books down  | Group leader, volunteers, parents  |  ongoing |   |
|  Ramp to toilets – risk of falling off or tripping over the edge | children /adults | 1. ramp edge marked with a white strip
2. play encouraged away from that area
 | Ongoing observation of the ramp area and children encouraged not to play there  | Group leader, volunteers, parents  |  ongoing |   |
|  Burns/scald from hot drinks | children  | 1. rule applied that hot drinks must only be consumed at the allocated tables and not carried across the room
2. children to be observed at all times while a parent is taking their refreshments at the table
3. children should be encouraged to sit down and drink their own drinks at the same time as the parents
 |  Observation and reminder to all adults not to walk about with hot drinks | Group leader, volunteers  |  ongoing |   |
|  Children “escape” from the room onto the street | children  | 1. main door has lock which is applied at all times except when parents are entering or exiting the room
2. manned registration table is next to the door to ensure unaccompanied children do not pass that point
3. child safety gate is applied to the top of the ramp to prevent children entering other parts of the building unless accompanied by an adult
 |  Observe and remind adults that children must be watched at all times when playing and not leave the room unaccompanied by an adult | Group leader, volunteers, parents  |  ongoing |   |
| Risk of transmission of Covid 19 in the group | Elderly volunteers, parents, group leader | **Ventilation**All windows to be open for the duration of the session including that in the kitchen to provide a through draft. Doors cannot be left open for safety reasons | Ventilation:may need to consider a safety gate on the main entrance in order that the door can be propped open whilst keeping the children safe inside the room. | Group leader |  ongoing |  |
|  |  | **General**1. Numbers of parents will initially be restricted to 20 to ensure that social distancing can be maintained.
2. Face masks whilst they are not legally now required will be encouraged in order to protect the volunteers and other parents in the enclosed space
3. Attendance sheets will be kept for each week and a record of names, addresses and contact numbers is held as routine
4. Parents to be reminded not to attend if they, or any of their family have symptoms/test positive for Covid 19. Nursery and school age children will NOT be permitted to attend at this time if they themselves are not in school for any reason
 | General:reduced numbers to be monitored term by term. A first come first served basis will take place for registration of the children prior to the group starting and then a waiting list commenced for thereafter.Notices re wearing of face masks will be requiredFace masks to be encouraged for activities such as singing timeOngoing registration of all children ensures that names and addresses are up to date. a weekly attendance sheet is collated by a volunteer at the door.An up to date information sheet to be collated and to be given to all parents registering to attend the group and regular reminders to be given | Group leader |  ongoing |  |
|  |  | **Cleaning**1. Hand sanitiser to be available in the porch, at the registration table and on the refreshment hatch.
2. Paper towels to be made available in the toilet areas for hand washing
3. Disinfectant wipes to be available for wiping surfaces/ high touch areas at the end of each session and any soiled toys (toys will not be used again for more than 72 hours so there is no need to clean these at the end of each session)
 | Cleaning:Order additional hand sanitiser, surface wipes and paper towels to cover the extra requirements | Group leader |  ongoing |  |
|  |  | **Cross Infection**1. a reduced number of toys and activities to be available each week and those toys which have lots of small parts to be mothballed for now
2. refreshments will be available but children’s drinks to be provided by parents in a NAMED cup. Refreshments will be served via the hatch and passed to the parent rather than a self service system for sugar, biscuits etc
3. singing time will resume but parents will be asked to socially distance and wear a mask
4. No additional children or adults will be allowed in the room unless by prior agreement
5. All parents and children will be signed in on the attendance register by a volunteer so that there is no use of the same pen
 | Cross InfectionToys to be checked and suitable low number of part items selected for playNeed signage at the hatch that self service is not available.Parents will need to be reminded to bring a drink for the child.Review of the set up before any party to ensure that no additional risks are added with a buffet system. A boxed food solution may need to be used for parties for now.A request that adults wear masks to sing. Consider the adults/chidlren sit in rows rather than facing each other to sing to reduce the risk of face to face contact | Group leader |  ongoing |  |
|  |  | **Outbreak Plan**1. All records of names and contact details to be held and attendance details kept for 21 days. (attendance registers are normally held for each half term anyway)2. Parents to be given the Bridge Centre contact number to call in the event of themselves or a family member testing positive within 2 days of attending the group.3. The group leader will contact the necessary authorities in the event of more than 2 cases being reported.Contact the local health protection team: gmanchpu@phe.gov.ukor 0344 225 05624. The church leadership should be informed at the first sign of any outbreak in order that a risk assessment be carried out for further use of the building in the following hours. (The building should be left empty for a minimum of 48 hours after a known case has been identified.) | Review the systems for retaining registration detailsEnsure telephone number and email address are always availableEnsure that group leader or deputy have all information as to who to contact if necessary to do soKeep the church leadership informed on a regular basis as to how the group is managed | Group leader |  ongoing |  |