

Risk Assessment for Hall and Committee Room
2020

Hazard	Those at Risk	Control of Risk
Keys	Children/adults	Door to be locked at all times, keys hung on hook on right side of door. Staff and children could be at risk from unauthorised persons on premises or leaving the premises covid;19: staff to ensure hand washing after using keys & use their own if possible. Different access will minimise use of keys.
Children's Arrangements	Children	Children to be signed in every morning by adult bringing them. Any change to person collecting to be noted in signing in book. Covid: no signing in by parents. Staff to use register
Visitors	Children	Visitors to sign in with time, reason for visit and phone number covid: no visitors allowed
Chairs in committee room	Children	Committee room chairs moved to store room. Tables secured in their bracket covid: no soft furnishings accessible to children
Store cupboard	Children	No child at any time is admitted into store cupboard. Doors to be kept shut
Slips, trips and bumps	Adults/children	No running in the hall, keeping boisterous play contained in committee room. Good housekeeping, All rooms cleared and tidied throughout the day, Spillages to be addressed immediately, No trailing leads or cables covid: amended and reduced use of inside. Cleaning to be extra vigilant as per govt guidance.

Child opening fire escape door	Children	Staff to be alert to this at all times
Manual handling	Staff	Staff risk injuries or back pain from moving equipment.. Only light objects stored on high shelves. Ensure staff receive Manual Handling training and that equipment is stored on trolleys.
Electrical	Staff and Children	Staff and children can get electrical shocks or burns from using faulty electrical equipment. Staff trained to spot and report any defective plugs, discoloured sockets or damaged equipment. Defective equipment immediately removed from use.
Burns and Scolds		Children who come into contact with hot surfaces may be burnt. .All radiators are fitted with appropriate thermostats .No children are allowed in the kitchen Children may be scalded washing hands. All taps at hand washing and other facilities, at which children have access, are thermostatically controlled Children could be scalded by hot liquids -Staff do not take hot drinks into rooms with children, staff only have hot drinks in the kitchen. Parents/carers not permitted to bring hot drinks into setting
Infectious Diseases		Outbreak of infectious disease, could spread infection amongst children and staff. Notify parents. Follow doctors guidance and contact Env Health if necessary. Provided disposable gloves, aprons and antibacterial cleaners. Covid: setting following all PHE and DoE advice to prevent and minimise risk of spread of infection

Choking		Children may choke on Food – parents asked to cut sausages and grapes horizontally in pack lunches. Staff to monitor. Staff to assist children at meal times as necessary. Small items used by children for collage etc need to be monitored by staff
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