| **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 whom?** | **Action by when?** | **Done** |
| --- | --- | --- | --- | --- | --- | --- |
| **Toys** | **Children and adults*** choking on small parts
* unsafe/damaged toys
* trips and falls
 | * *visual check of toys before each session*
* *only use toys with safety marking*
* *only offer toys that are age appropriate*
* *have a designated play area*
 |  |  |  |  |
| **Hot drinks** | **Children*** scalds
 | * *no hot drinks in designated play area*
 |  |  |  |  |
| **Exits, stairs, kitchen** | **Children** * accessing unsafe areas
* exiting building
 | * *safety gate across designated play area door*
 |  |  |  |  |
| **Accident or illness** | **Children and Adults** | * *first aid kit on site*
* *trained first aider present*
 | * check with GG’s mum re allergies
 | AS | **Before next group** |  |
| **Safeguarding** | **Children** | * *adult leaders and helpers have been safely recruited*
* *adult leaders and helpers have completed appropriate level of training*
* *adult leaders and helpers are aware of the risk assessment*
* *appropriate ratios of adults*
 |  |  |  |  |
| **Fire**  | **Children and adults** | * *sign in sheet for all*
* *ensure staff are clear on exits and muster point*
 | * *check building fire risk assessment*
 | AS | **Before next group** |  |