



## Twistin Tots / Tinies Classes Risk Assessment: Darley Abbey Village Hall

<b>Event Title</b>	<b>Twistin Tots Classes at Darley Abbey Village Hall</b>	<b>Assessment Date</b>	<b>05/09/20</b>
<b>Detailed description of activities</b>	<b>Pre-school Music Classes for under 5s, using a variety of props, puppets and songs. Usually held in (hired) Church Halls or Social Centres (or similar)</b>		
<b>Accident History</b>	<b>To be recorded in Accident Book</b>		

<b>Hazard</b>	<b>Person at Risk</b>	<b>Potential Harm</b>	<b>Existing Control Measures</b>	<b>Further Action Required</b>	<b>By whom &amp; when</b>
Children 'escaping' from unlocked rooms	Children at classes.	Escape out of Hall.	At each class session, advise parents to make sure they lock the door on entry / exiting (where appropriate) and ensure that no-one else's children are following them if they leave the hall.	Reminder each week at each class.	Class leader (as appropriate) each week.
Children trapping fingers in entry / exit doors	Children at classes.	Trapped finger injury	At each class session, advise parents to make sure they are vigilant when closing doors that no fingers are trapped.	Reminder each week at each class.	Class leader (as appropriate) each week.
Lack of hand washing / sanitising	Everyone at class	Spreading or contracting of Covid-19	Hand sanitiser to be used prior to entry of class and on exit	Hand sanitisers to be in position for use	Class Leader - weekly



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Contraction of Covid-19 from use of shared resources at class	All customers	Spreading or contracting of Covid-19	<p>Each customer to buy / hire Kit Bag of props for use at classes, or bring their own.</p> <p>Customers will be responsible for cleaning equipment in their own Kit Bag and for bringing it to class each week</p> <p>Some props may be shared intermittently at some classes, depending on theme. Once used, will be either cleaned vigorously before next use, or into Quarantine bucket for 72 hours.</p>	<p>Kit bags to be handed out at first class. These will be used for the duration of time that customers attend classes.</p> <p>Class Leader to remind customers to bring Kit Bag each week and clean them regularly.</p>	<p>Class Leader – hands out Bags once</p> <p>Remind customers weekly to ring Kit Bag and keep contents clean.</p>
Toddlers accessing props in Kit Bags of other families	Toddlers / children at class	Spreading or contracting of Covid-19	<p>Customers asked to make sure Kit Bag is stored securely at classes and fastened when not in use to ensure that other families cannot access its contents.</p> <p>Families to be reminded of social distancing measures.</p>	Class Leader to remind customers of this	<p>Class Leader – weekly</p> <p>Signage?</p>
Customers not observing social distancing requirements	All customers and Class Leader	Spreading or contracting of Covid-19	<p>2m social distancing to be observed on entering classes – ask families to enter 1 by 1.</p> <p>Social distancing “spots” to be laid out on floor prior to start of class and families asked to stay on them as much as possible</p>	Class leader to lay out social distancing “spots” prior to class	Signage for social distancing to be displayed



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Bare feet	All at class	Spreading or contracting of Covid-19	Ask parents not to come in bare feet and if they do, to put socks on before start of class	Added to guidance notes for parents	Weekly reminder by Class Leader.  Info added to website by JLD.
Lack of ventilation	All class	Spreading or contracting of Covid-19	Ensure room is well-ventilated  Ensure that doors are not used as ventilation where this may cause a safeguarding risk	Class Leader to open windows and turn on fans (where appropriate)	Class Leader - weekly
Customers coughing and sneezing	All people at class	Spreading or contracting of Covid-19	"Catch it, Bin it, Kill it!" policy to be adopted.  Bins with lids and foot pedals should be in place at Hall	Signage for "Catch it, Bin it, Kill it"  Class Leader to ascertain where bins are positioned in Hall  Rubbish to be disposed of in DAVH outside bin at end of session by Class Leader	JLD to find out if Hall has bins with lids and foot pedals for use  Class Leader to dispose of rubbish – every session
Face Coverings	All at Class	Spreading germs on face coverings	If customers remove masks once seated, must be asked to wash hands or sanitise hands following this.  Face coverings must be stored so that they are not causing harm to others, or disposed of,	Customers to wash hands / sanitise hands after mask removal	Customers - weekly



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Suspect customer has symptoms on arrival	Other customers and Class Leader	Spreading or contracting of Covid-19	Suspected person NOT to be admitted to class		
Children getting knocked with heavy boxes.	Children at classes.	Banged heads / limbs.	Class leaders to be vigilant when lifting heavy boxes etc that no children are underneath / in line of box as lifted.	Advise parents that their children are their responsibility at all times and they should be keeping a watchful eye on them at all times.	Class leader – weekly (ongoing).
Access to Stage	Children at classes	Danger of falling off Stage	Use of stairgate. Class Leader to ensure this is in place and secure prior to start of class.	Inform parents / carers to ensure children are not allowed near Stage access.	Class Leader – weekly (ongoing).
Piano	Children at classes	Trapping fingers in lid.	Warn parents not to allow children access to piano.  Chairs placed form a barrier to prevent access to piano.	Ask Hall Cttee to ensure piano is locked.	Class Leader



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Radiators	Children at classes	Burning	Warn parents not to allow children to get too close to radiators.	Can Hall provide covers?	Course Leader – asap.

**Compiled by:**  
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**Signed: J Davis**

**Date: 05/09/20**