



## Twistin Tots / Tinies Classes Risk Assessment: Belper Community Hall

<b>Event Title</b>	<b>Twistin Tots Classes at Belper Community Hall</b>	<b>Assessment Date</b>	<b>15/07/22</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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Hazard	Person at Risk	Potential Harm	Existing Control Measures	Further Action Required	By whom & when
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
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	Remind customers not to attend if displaying symptoms that may be Covid-19.	On website, in documentation, on social media, at classes. All class leaders.



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Hazard	Person at Risk	Potential Harm	Existing Control Measures	Further Action Required	By whom & when
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 (when in use)	Children at classes	Danger of falling off Stage	Move Steps. Class Leader to ensure they are moved prior to start of class.	Inform parents / carers to ensure children are not allowed on Stage.	Class Leader – weekly (ongoing).

**Compiled by:**  
**Jacqui Davis, Owner, Twistin Tots**  
**07977 578 359**

**Signed: J Davis**

**Date: 15/07/22**