| **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** |  |