**Activity Based Health & Safety Risk Assessment Template**

(Version 5.1 March 2025 HA)

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| **ACTIVITY** | *Playgroup* |
| **Activity Day, Time & Frequency** | *Monday 9:30 – 11am, term time* |
| **Rooms Used** | *Sandgate Hall & Zone* |
| **Activity outline** | *Crafting, sit on vehicles, play gym, drinks & snacks* |
| **Maximum number of participants** | *60 (including parents/carers)* |
| **Ratio of Adults to Children** | *N/A as all children are accompanied by an adult* |
| **Risk Assessment carried out by** | *Helen Ainsworth* |
| **Risk Assessment Date** | *March 2025* |
| **RA Update** | By: Date:  Version: |

*Please Note - The form is completed in italics as an example ONLY. Please delete the example in order to complete the form for your own Activity*

**This Activity Based Risk Assessment is to be used in addition to the measures already laid out in the *SMC PREMISES Risk Assessment and the “Fire Plan and Fire Safety notes for external/internal users” documents.***

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| **Kitchen & Food Hygiene Practice Event Type:**  Instructions in the blue ring binder in the kitchen, and on display too. | Type 1: Y / N | Tea/Coffee & Biscuits |
| Type 2: Y / N | Light Refreshments & Party Food (complete 1 line entry in the blue ring binder) |
| Type 3: Y / N  Name of Food Hygiene Lead: | Cooked meals (Complete full sheet in the blue ring binder)  Must have a Level 2 - Food Hygiene & Safety for Catering Certificate (or equivalent). |

**Risk Assessment Calculator**

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| **Likelihood** | **Severity** | **Risk Rating** |
| The likelihood of something happening can be graded as: | The severity of injury if something does happen can be graded as: | **RR = Likelihood X Severity** |
| 1 = **Low** (seldom) | 1 = **Low** (minor cuts and bruises) | 1 – 2 = **LOW** Priority |
| 2 = **Medium** (frequently) | 2 = **Medium** (serious injury or incapacitated for 3 days or more) | 3 – 4 = **MEDIUM** Priority |
| 3 = **High** (certain or near certain) | 3 = **High** (fatality or a number of persons seriously injured) | 6 – 9 = **HIGH** Priority |

| What are the hazards? | Who could be harmed  And how? | Risk Rating  (LxS=RR) | What measures are required in order to control the risks? | Completed by/person responsible | Date completed | Residual  Risk  (LxS=RR) |
| --- | --- | --- | --- | --- | --- | --- |
| *Small items included in craft making/toys being put in the mouth* | *Children*  *Choking and death* | *2x3=High* | *Children are supervised at all times. Only toys which are good quality, non-toxic and appropriate for the age of the children are used.*  *First aid provision is adequate.*  *All equipment is safely stored when not in use.*  *All play equipment and toys are regularly inspected for defects and contamination. Any defective items are removed immediately.* |  |  | *2x2=Med* |
| *Collision with fixed or portable equipment or other children* | *Children & Adults*  *Injuries arising from slips, trips, falls and collisions* | *2x2=Med* | *Room arrangement has been considered and all activities are organised so as to reduce the risk of collision with other children, equipment or structures.*  *Children are supervised by adults at all times.*  *First aid provision is adequate.* |  |  | *2x1=Low* |
| *Small sharp edged tools (Plastic knives, scissors, playdo cutters, etc.)* | *Cuts* | *2x2=Med* | *Equipment is used under the close supervision of a responsible adult. All equipment to be accounted for and stored away at the end of the session.*  *First aid provision is adequate.* |  |  | *2x2=Med* |
| *Push open doors at entrance* | *Children escaping from building* | *3x2=High* | *This is communicated to all the parents and leaders are vigilant at monitoring the door.* |  |  | *1x2=LOW* |
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