

Risk Assessment For Toddler Tastic Art Classes



**N.B: Toddler Tastic Art is a parent & toddler group.
Parents remain responsible for their children at all times.**

Toddler Tastic Art Classes are run by Rebecca Smith, a qualified teacher with an enhanced DBS check. Rebecca also has an up to date safeguarding qualification, pediatric first aid training certificate, public indemnity insurance and public liability insurance.

Facility / Activity	Identify the hazards	Who/what may be harmed	Risk likelihood	Severity of harm	Overall risk	Existing control measures	Recommendations/ further action required
Venue - Ockment Centre	River runs alongside the Ockment Centre. There is a viewing platform and access to the river.	Toddlers	Medium	High	M/H	Parents are responsible for their child at all times. 4 children are only allowed outside at the painting table when accompanied by their parents.	Parents are told about the river and its access in advance.
	Community Garden - The painting table will be outside near the room but in the community garden.	Toddlers	Medium	High	M/H	All adults and children are given a coloured sticker on entry to the art class. Attendance is checked against the attendance report from Ticket Source. The colour will change each week. Anyone entering the room without a sticker will be spoken to by the group leader and the issue will be dealt with in the appropriate manner - dynamic risk assessing at all times.	Parents are with their children.
	Fire Safety - The Ockment Centre has its own fire safety risk assessment which Toddler Tastic Art has a copy. This will be followed.	Toddlers Parents Toddler Tastic Art Leader Ockment Staff	Low	High	Medium	See below for relevant sections from the Ockment Centre Fire Risk Assessment.	
	Tripping hazards: Minor injuries from trailing wires, uneven rugs, or stray toys.	Toddlers Parents Toddler Tastic Art Leader Ockment Staff	Low	Low	Low	Keep floor walkways clear. Secure any loose cables with heavy-duty tape. Store push chairs away from the play floor .	Push - Chairs will either be stored outside or in the room next door when dry. Matting used for young toddlers is non - slip and cushioned.

	Doors and windows: Trapped fingers or unauthorized exits.	Toddlers	Medium	Medium	Medium	Parents are with their child at all times. Doors are either kept shut or safely kept open so no risk of sudden closing.	Toddler Tastic Art Leader to be extra vigilant at all times.
	Kitchen and cleaning Risk -Burns and scolds	Toddlers	Medium	Medium	Medium	The kitchen is partitioned of from the main room but there is an opening. Parents are with their child at all times Leader of the group remains extra vigilant and checks the space for cleaning products. There is a kettle but no other heat sources.	Any cleaning products are kept on top of high units for the duration of the art class. Leader of the group explains to parents that children are not allowed in that area.
	Hot Drinks Severe scalding to crawling or reaching toddlers.	Toddlers	Medium	High	Medium	Ban open mugs on the play floor. Only serve adult drinks in thermal cups with secure, screw-on lids. Restrict hot drinks to a designated high-counter area.	Group Leader to purchase a selection of heat safe cups.

Food & Refreshments	Choking Hazards	Toddlers	High	High	High	Any snacks are cut into small pieces according to age. Quarter small fruits such as grapes/tomatoes etc. No gum or hard boiled sweets	Group Leader is pediatric trained and knows what to do if there was a child choking. Parent is with child.
	Allergies Risk: severe anaphylactic reactions	Toddlers Parents	High	High	High	No nut policy All ingredients of any food has been checked with the Parent of a child with a known allergy before using. High risk due to young age of child with few experiences - may have a serious allergy but not known yet. Group Leader has asked parents to inform her in advance of any known allergies. Parents are present at all times.	
	Damaged Equipment Risk - cuts	Toddlers	Low	Low	Low	All equipment is in excellent condition and checked before each use. If broken equipment is thrown away.	

Toys & Activities	Small parts Risk - Choking	Toddlers	Medium	High	M/H	Make sure all small items are kept away from small hands Parents and group leader to be extra vigilant. Items are bought for the under three's Group leader is pediatric trained.	If there is an item such as a googly eye or a pipe cleaner being used, the group leader will ensure that the parent - responsible adult has this and not the child.
	Hygiene & Infection Control Risk: The spreading of germs	Toddlers	High	Medium	Medium	Provide hand sanitizing stations at the play dough and messy play table. Clean toys with child-safe disinfectant between sessions. Ask parents to stay home if their child has been sick within 48 hours.	
	Play Dough Station Risk of ingestion Risk of allergies Cross -contamination of germs	Toddlers	High	Medium	Medium	Use non-toxic, homemade dough. Avoid adding small loose parts like beads or sequins. Use large, plastic cutters and rollers instead.	Play dough at Toddler Tastic Art is home made using plain flour, salt, oil, water and food coloring. All ingredients are non - toxic. Hand sanitizer at the Play dough table and messy play table.

Painting Station Risk - Spilled paint or water on the community hall floor causing slips. Risk -Toxicity and eye contact - child rubs paint in her eye. Risk - Paint staining walls of venue.	Toddlers Parents Toddler Tastic Art Leader Ockment Staff	Medium	Medium	Medium	No - spill water pots will be used. Any spillage will be cleaned up straight away. Group leader will be vigilant. All products used in the group are non - toxic and child graded. Many are also suitable for 12+ months. Keep clean water and eye solution. Children to wear old clothes or apron. Any marks on walls to be wiped off straight away. Parents supervising.	
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Cutting & Sticking station Risk: Cuts from sharp objects. Cuts from scissors to fingers, skin, or clothing. Risk -Choking of small items Risk - Ingesting glue - eating/licking the glue	Toddlers	Medium	M/H	M/H	Only round ended scissors will be used. Limit the number according to adult supervision. Replace tiny items with large pre-cut paper shapes, foam stickers, or tissue paper rip-and-stick materials. If using tiny items, these are given to the parent first as they are the responsible adult. Use non-toxic, solvent-free, washable PVA glue or glue sticks. Provide glue spatulas rather than letting children pour it directly.	
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Fire Safety - Taken from the Ockment Centre Risk Assessment

All staff are familiar with the Fire Safety statement and know to put the Exit Procedure into place as soon as the alarm is raised. Staff have a clear plan to co- ordinate the evacuation, check all areas of the building to encourage people to use all the available exits and liaise with the emergency services.

Staff are trained in good housekeeping, keeping all escape routes clear from clutter. Staff make sure the Links corridor furniture is always stacked safely to allow for a wide access route and there are no ignition sources in the corridor.

6 monthly fire drills are carried out with other permanent users of the building.

The alarms are serviced annually.

Staff have undertaken Basic Fire Precautions and Fire Extinguisher Training.

Donna Bending has undertaken Fire Warden Training.

All rooms along the main corridor are fitted with fire resistant doors. There are self-closing devices fitted where necessary.
There are several escape route options.
Fire safety is part of the staff and volunteer induction, taken in the first week of employment/volunteering.
All exit doors open outwards.

Fire exit signs and emergency lights (*see action plan*) are provided on exit routes.

We follow the Ockment Centre exit procedure.

In summary, sound the alarm, allocate a coordinator and evacuate the building safely using the search area cards.

Assemble at the Pretoria Vaults pub, liaise with group leaders to account for all group attendees and liaise with the Fire Service, giving all relevant information.

Follow Fire service instructions.