**Risk assessment**

The following risk assessment was undertaken for the purpose of ensuring the safety of the adults and children involved in the activities of LittleCwtch. It was developed through onsite visits, reference to appropriate publications and consultation with relevant people.

The overall risk rating has been calculated by looking at the severity of the possible hazard/harm and the likelihood of this happening and determining from that whether it falls into a low, medium and high category. Anything that is categorised as Medium or High should be immediately removed. If this is not possible, further control actions must be implemented and monitoring procedures actioned.

**This risk assessment is appropriate for all venues used by LittleCwtch:**

* **Subud Hall, Brecon**
* **Llangorse School Hall**
* **Llangorse Community Hall**
* **Cilmery Hall, Builth Wells**
* **Llanfaes School Hall**
* **The Little Blue Elephant Café**

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| Risk identified | Persons at risk | Severity | Likelihood | Precautions in place | Further action |
| Slip | Adult and children | Low | Low | Areas in which there is access to water including sinks and toilets should be monitored and any issues addressed, with all spillages cleaned up immediately. If the entrance to the building poses a risk due to ice, snow or rain, warning signs should be displayed. If the hall is slippery then all parents and children will be warned of the hazard vocally before entering the hall and teaching shall not be taught in this area. Parents should be told to supervise their child closely. To prevent slips while dancing all children are not permitted to wear outdoor footwear or socks and should complete the lesson in bare feet. |  |
| Fire | Adults and children | High | Low | Teachers should inform all parents of the fire exits within the venue. The exit procedure:  Parents and children should leave the venue through the nearest exit and wait in a safe place, as far away from the venue as possible, to be registered and briefed. The teacher should sound the fire alarm and ensure all areas, including toilets, kitchens and other accessible rooms have been evacuated. Once outside the register should be checked to account for all children and parents. The emergency services should be contacted. |  |
| Pre-existing medical conditions | Adult and children | Low-high | Low-high | Medical information obtained from parents at time of registration. Teacher will be aware of any pre-existing conditions before class. Parents are required to accompany children with pre-existing medical conditions and are therefore responsible for management and treatment of their condition. Parents are advised to not attend LittleCwtch class if the medical condition can be passed onto any other adult or child.  Lesson plans will take account of specific conditions and disabilities as appropriate. |  |
| Other medical conditions | Adult and children | Low – high | Low – high | If parent is affected, the teacher should call the appropriate medical services and ensure the information required regarding location, nature of incident and condition of parent is conveyed. Registration details should be used to contact next of kin.  If a child is affected, the parent is responsible for taking the appropriate action. The teacher should use registration details to contract next of kin. An adequately stocked first aid kit, for parents and teacher to administrate to their child, will be available in every class also with the access to drinking water.  Children to warm up adequately, wear correct clothing and uniform and familiar with the venue.  An accident record will be completed and signed by parent and teacher. |  |
| Resources | Child | Medium – high | Medium | To ensure children are not harmed in any way by the resources used, through entanglement, tripping or chocking, the teacher will demonstrate how to use each resource appropriately and will supervise use and correct as necessary. Parents must supervise their child using the resources at all times during the baby sensory classes.  During jitterbugs dance class the teacher is responsible for the appropriate and safe use of any resources used. |  |
| Cleanliness | Adult and children | Low | Low | If the premises are dirty, the teacher should take the necessary action to render it suitable for lessons and inform the caretaker or venue manager after the class has finished. |  |
| Abuse | Children | High | Low | Adults supervising children have CRB or a Basic disclosure check and are aware of the child protection policy of LittleCwtch. Children will be supervised appropriately and sensitively when changing, using the toilet or other vulnerable situations, according to the guidelines issued in the staff handbook. A record of concerns and incidents to be maintained. |  |
| Security | Children | High | Low | All children are kept in the teaching room until their parent/guardian come to pick them up. No child shall leave with someone unless pre-arranged by their parent/legal guardian. The locations are vetted to make sure that this precaution is easily applicable. |  |
| Covid19 | Adults and Children | High | Low/Medium | Due to the Covid19 outbreak LittleCwtch will be introducing safety measures to reduce the risk of contamination and the spread of Covid19.   1. Hand Sanitiser will be available upon entering the premises and during the entire class time. 2. Hand Washing facilities will be available in the venue with soap for adults and children to use during their time at the venue. 3. There will be a 1-way system upon entering and exiting the building. Doors will only be open and closed by Rowan Kennedy-Brown. 4. All door handles and light switches will be wiped down with disinfectant spray. 5. Upon entering the premises adults will be asked if they or their child(s) have had a temperature or been in contact with anyone in the last 14 days with Covid. 6. Any equipment used with LittleCwtch class will be souly used for that specific class on that specific day. Before class begins all equipment used with be cleaned and disinfected. Once class has finished all equipment will be cleaned and disinfected. 7. All mats will be spaced around the room adhering to the 2-metre distance. 8. When equipment is handed out to each participant they will be placed slightly in front of the participant. This will also take place when collecting equipment back in. 9. Upon booking for the LittleCwtch classes all participants will have to sign and agree to the LittleCwtch Covid19 guidelines as well as full names and numbers being taken for the adult attending the class. 10. No trial classes will take place 11. No one will be allowed to begin the LittleCwtch 6-week term halfway through. If booking they will have to book for the entire 6-week term. 12. Rowan Kennedy-Brown will have an up to date First Aid, Child Protection, DBS Check and will complete an introduction to infection prevention and control course. 13. If anyone contracts Covid19 all class participants will be notified straight away and class will be stopped for 2 weeks before then resuming as normal. |  |

**Revised August 2020**