

	Activity Risk Assessment: Activity: Twinkle Tots - Twinkle Tots is a term time stay and play baby and toddler group held in the main church on Friday mornings where children with their parents / grandparents / guardians / carers join in a free play session with various toys and equipment which is suitable for the age of the children. - We have different carpet areas with different ages of toys available plus a soft play area and colouring/craft area. - There are chairs all around for the adult to use. - The children a safe place to play, socialise and learn new skills and the adults have time talking, chatting and support from other adults. - We also offer drinks and snacks throughout the session. - Near the end of each session everyone gets involved in clearing the toys away so that we can enjoy a time together for some action songs and bubbles. - We have some themed weeks through the year where everyone is invited to wear something relevant to the theme and we have food and craft that also fits the theme. - Every year we raise money for Children in need and at the end if the summer term we finish with a Teddy Bear Picnic.	
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Risk Assessment by: Maggie Strutt – Health & Safety Lead / Safeguarding Team	Date of Assessment: 15/08/25
Date of Review: No later than 12 months	Date approved by Elders: 16/08/25

Note: Risk Assessment covers the additional safety measures for this activity. General building and fire risks are covered in those Risk Assessment documents. For Safeguarding see 'Plymstock United Church Safeguarding Policy', including Appendix 'Code of Conduct for working with children or young people' (elements of which are mentioned in this Risk Assessment).

KEY:

LIKELIHOOD:

1-2 = Low 1 – Remote (almost never) 2 – Unlikely (occurs rarely)	3-4 = Medium 3 – Possible (could occur, but uncommon) 4 – Likely (recurrent, but not frequent)	5 = High Very likely (occurs frequently)
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SEVERITY:

1-2 = Low 1 - Trivial (e.g. discomfort, scratch, slight bruising / very low level annoyance or inconvenience to other Feast of Fun users & adult volunteers). 2 – Minor (e.g. small cut, abrasion, basic first aid need / minor level annoyance or inconvenience to other users, adult volunteers or neighbours)	3 = Medium Moderate (e.g. strain, sprain, incapacitation > 3 days / medium level annoyance or inconvenience to other Feast of Fun users or adult volunteers & potential for causing low level distress to same)	4-5 = High 4 – Serious (e.g. fracture, amputation, hospitalization > 24 hours / high level annoyance or inconvenience to other Feast of Fun users or adult volunteers & potential for causing severe distress to same) 5 – Fatal / Major Reputational Damage to the Church
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INITIAL RISK RATING:

1-8 = Low	9-12 = Medium	15-25 = High
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RESIDUAL RISK RATING AFTER CONTROL MEASURES / ACTION PLAN PUT IN PLACE:

1-8 = Low Continue, but review periodically to ensure controls remain effective.	9-12 = Medium Continue, but implement additional reasonably practicable controls where possible and monitor regularly.	15-25 = High STOP THE ACTIVITY Identify new controls. Activity must not proceed until risks are reduced to Medium or Low
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1. ADULT SUPERVISION OF CHILDREN / ENTRANCE & EXIT TO TWINKLE TOTS AREA

			Initial Rating			Residual Risk Rating after Control Measures / Action Plan put in place		
LOCATION	Risk	Who is at Risk?	Likelihood	Severity	Risk	Likelihood	Severity	Risk
Church Sanctuary / Foyer / Lobby / Outside areas within church grounds	- Parents / Guardians / Carers not supervising their children - Not enough adult volunteers to control environment. - Children escaping from the main church - Fingers getting trapped in doors.	Children, Parents / Guardians & Adult Volunteers.	1	4	4	1	2	2

Control Measures / Action Plan:

- 1.1 Organise adults to help in advance, ensuring they are aware of start time, finish time and responsibilities.
- 1.2 Parents / carers should be reminded where required that children attending are the responsibility of their parent / carer with volunteers available for support.
- 1.3 Doors between Sanctuary and Foyer kept shut and monitored by adult volunteers at all times.
- 1.4 Ensure when opening and closing a door that children are not nearby – risk of children leaving the building and going out onto carpark. Also a risk of fingers being trapped.

2. FIRE & EMERGENCY EVACUATION

			Initial Rating			Residual Risk Rating after Control Measures / Action Plan put in place		
LOCATION	Risk	Who is at Risk?	Likelihood	Severity	Risk	Likelihood	Severity	Risk
Church Sanctuary / Outside area within Church grounds	- The risk of fire due to electrical equipment, cooking equipment, other forms of combustion. - Lack of emergency procedures.	Children, Parents & Adult Volunteers.	2	5	10	1	5	5

Control Measures / Action Plan:

- 2.1 See Fire & Emergency Evacuation Plan for PUC.
- 2.2 All participants must sign in using the book at the front of the hall – this will be used to make sure everyone is accounted for.
- 2.3 Adult volunteers should be familiar with fire evacuation routes.
- 2.4 In case of Emergency - group leader to announce that everyone to leave the area, leaving possessions and cars – assembly point either at front of church by tap or back car park.
- 2.5 Group leader to arrange contact with Emergency services and designated Fire Steward from adult volunteers to check building empty if safe to do so, liaising where required with other groups meeting in the church at the same time (e.g. Connect Café).
- 2.6 Enforcement of No Smoking or vaping policy on church site.

3. SLIP, TRIP OR FALL

			Initial Rating			Residual Risk Rating after Control Measures / Action Plan put in place		
LOCATION	Risk	Who is at Risk?	Likelihood	Severity	Risk	Likelihood	Severity	Risk
Church Sanctuary / Stage	Slips, Trips, and Falls Wet or uneven flooring, clutter, litter or improperly stored equipment can lead to slips or trips.	1. Children, Parent / Guardians & adult volunteers. 2. Other church premises users coming in after session has ended.	3	4	12	2	2	4

Control Measures / Action Plan:

- 3.1 Check space being used for any hazards that could cause a trip, slip or fall – chairs, equipment such as balls, ropes etc, any spillages and remove immediately, ensuring cleaning materials are readily available to clear spillages.
- 3.2 Monitor children closely during playing, action songs and bubbles if might cause a trip risk – make sure children are not running around or over obstacles – supervision of children is primarily the responsibility of the parent / guardian.
- 3.3 Preparation of hot & cold drinks to be contained in a designated cordoned off station area.
- 3.4 Volunteers to be alert to spillages and clear immediately leaving a caution sign if needed.
- 3.5 'Near Miss' reporting system in place – group signing in book on the café counter in the main foyer has a column to report problems noticed e.g. blocking fire exits, loose wires or anything that could cause an accident. Book is monitored by Church Property Team who will address issues raised.
- 3.6 Sweep of church premises at end of session to ensure all rubbish, clutter etc has been cleared away.

4. USE OF ELECTRICAL EQUIPMENT

			Initial Rating			Residual Risk Rating after Control Measures / Action Plan put in place		
LOCATION	Risk	Who is at Risk?	Likelihood	Severity	Risk	Likelihood	Severity	Risk
Church Sanctuary / Stage	Risk of injury from faulty appliances.	Children, Parent/Guardians & adult volunteers.	2	5	10	2	2	4

Control Measures / Action Plan:

- 4.1 All users to visually inspect equipment especially electrical leads before use.
- 4.2 Any use of extension leads discouraged unless absolutely required.
- 4.3 Trailing leads especially in AV equipment to be kept to a minimum and users made aware.

5. FURNITURE & EQUIPMENT

			Initial Rating			Residual Risk Rating after Control Measures / Action Plan put in place		
LOCATION	Risk	Who is at Risk?	Likelihood	Severity	Risk	Likelihood	Severity	Risk
Church Sanctuary / Stage	Unsafe, broken, or unsuitable furniture or equipment (e.g., games, chairs).	Children, Parent/Guardians & adult volunteers.	3	4	12	2	2	4

Control Measures / Action Plan:

- 5.1 Inspect all furniture and equipment regularly.
- 5.2 Remove / replace / repair any broken items immediately.
- 5.3 Ensure any damage is reported to the group leader and entered in the Group Signing In Book.

6. TOYS & PLAY EQUIPMENT

			Initial Rating			Residual Risk Rating after Control Measures / Action Plan put in place		
LOCATION	Risk	Who is at Risk?	Likelihood	Severity	Risk	Likelihood	Severity	Risk
Church Sanctuary	Toys unsuitable for age of child resulting in injury	Children, Parents / Guardians & Adult Volunteers.	3	4	12	2	3	6

Control Measures / Action Plan:

- 6.1 Check space before the session begins – ensure that space is appropriate for the game / activity – enough space / no obstructions or hazards.
- 6.2 Visually check toys and play equipment before and at the end of each session.
- 6.3 Ensure toys and play equipment used is age suitable for the children attending.
- 6.4 Ensure that toys and play equipment that may slip / move easily are placed on a suitable mat.
- 6.5 Make it clear that children should be supervised by parent / carer.
- 6.6 Intervene immediately if children behaving inappropriately / putting others at risk.
- 6.7 Ensure there are no small objects – choke hazard.

7. CRAFT ACTIVITIES – USE OF SCISSORS, CRAFT RESOURCES

			Initial Rating			Residual Risk Rating after Control Measures / Action Plan put in place		
LOCATION	Risk	Who is at Risk?	Likelihood	Severity	Risk	Likelihood	Severity	Risk
Church Sanctuary	1. Injuries from scissors. 2. Small objects swallowed / put in ears or nose	Children, Parents / Guardians & Adult Volunteers.	3	4	12	2	3	6

Control Measures / Action Plan:

- 7.1 Plan craft activities in advance to ensure age appropriate.
- 7.2 Organise equipment needed in advance so that any sharp objects are not carried around once club has begun.
- 7.3 Adult supervision compulsory at craft table - Child should be supervised by parent / carer – Safety rules to be explained to children & parent / carer before craft.
- 7.4 No running with craft equipment
- 7.5 Monitor children to ensure small objects do not get swallowed / lodged in ears or nose.

8. USE OF BUBBLE MACHINE

			Initial Rating			Residual Risk Rating after Control Measures / Action Plan put in place		
LOCATION	Risk	Who is at Risk?	Likelihood	Severity	Risk	Likelihood	Severity	Risk
Church Sanctuary	1. Slips from bubble liquid spillage. 2. Risk of bubble mixture getting into eyes. 3. Risk of fingers being hurt in bubble wands as they turn	Children, Parents / Guardians & Adult Volunteers.	3	4	12	2	3	6

Control Measures / Action Plan:

- 8.1 Bubble machine to be used by a leader only.
- 8.2 Suitable rug must be in place to avoid the risk of slipping.
- 8.3 Children must be supervised at all times while the bubble machine is in use & maintain a safe distance from the bubble machine.
- 8.4 Cleaning materials readily available to clear up any spillages.

9. HOT DRINKS / COLD DRINKS / BISCUITS & SNACKS

			Initial Rating			Residual Risk Rating after Control Measures / Action Plan put in place		
LOCATION	Risk	Who is at Risk?	Likelihood	Severity	Risk	Likelihood	Severity	Risk
Church Sanctuary	1. Scalds from spilt hot drinks. 2. Slip risk from spilt hot / cold drinks 3. Choking hazard / allergic reaction to biscuits / snacks.	Children, Parents & Adult Volunteers.	3	5	15	2	3	6

Control Measures / Action Plan:**HOT DRINKS**

- 9.1 Hot drinks will be made in an area where children cannot access in the church sanctuary – this area must have a leader present at all times to ensure no children can gain access to this designated area.
- 9.2 Adults / parents / guardians are responsible for their own hot drink – they must be advised to keep them out of reach of the children – using the window sills to put the hot drink on.
- 9.3 Any accidents to be seen by a First Aider and an accident form must be filled in on site.

COLD DRINKS

- 9.4 Cold drinks given to children must only be half full to avoid spillages.
- 9.5 Children must be supervised by their parent / guardian
- 9.6 Leaders to be alert to spillages and clear immediately leaving a caution sign - cleaning materials to be readily available to clear up any spillages.

BISCUITS & SNACKS

- 9.7 All snacks / food should be age appropriate.
- 9.8 Children must be supervised by their parents/guardians – to avoid choking hazard.
- 9.9 Parents/guardians must be asked about any food allergies before any food is given to a child.
- 9.10 Leaders to be alert to dropped food or packets and clear immediately – cleaning materials to be readily available and a rubbish bag provided.

10. HEALTH EMERGENCIES DUE TO MEDICAL CONDITIONS

			Initial Rating			Residual Risk Rating after Control Measures / Action Plan put in place		
LOCATION	Risk	Who is at Risk?	Likelihood	Severity	Risk	Likelihood	Severity	Risk
Church Sanctuary	Risk of health emergencies due to medical conditions (e.g., Asthma, Seizures, etc).	Children, Parents / Guardians & Adult Volunteers.	3	5	15	3	3	9

Control Measures / Action Plan:

- 10.1 At least one adult helper present per session trained in basic first aid. A first aid kit will be kept on site and regularly checked for expiry dates.
- 10.2 First aid kits are available at the designated points. No first aid to be given to a child without parent / carer present.
- 10.3 Accident / incident record to be completed for every incident .

11. HEALTH EMERGENCIES - BODILY FLUIDS (BLOOD, VOMIT & URINE).

			Initial Rating			Residual Risk Rating after Control Measures / Action Plan put in place		
LOCATION	Risk	Who is at Risk?	Likelihood	Severity	Risk	Likelihood	Severity	Risk
Church Sanctuary / Toilets	Dealing with bodily fluids, blood, vomit & urine.	Children, Parents / Guardians & Adult Volunteers.	1	3	3	1	2	2

Control Measures / Action Plan:

- 11.1 Volunteers trained in the safe collection and disposal of blood, vomit & urine and procedures for dealing with spillage and disposal of waste.
- 11.2 Appropriate Personal Protective Equipment (PPE) (gloves etc) will be provided and must be worn.
- 11.3 Volunteer/s dealing with the incident will ensure that cross contamination and infection will be prevented by keeping their own cuts and grazes covered with waterproof dressing.
- 11.4 Immediate area including floor and furniture will be thoroughly disinfected. Basic personal hygiene measures will be maintained. Volunteers will be provided with wipes to deal with spillage.
- 11.5 When cleaning up spillage that may include blood or other body fluids, volunteers will:
- wear gloves and / or other PPE as required
 - use a mop or paper towels soaked in dilute bleach solution to wipe up or collect waste
 - dispose of the cleaning/paper towels in a tied plastic bag
 - wash hands thoroughly
- 11.6 Accident / incident record to be completed for every incident.

12. SAFEGUARDING

			Initial Rating			Residual Risk Rating after Control Measures / Action Plan put in place		
LOCATION	Risk	Who is at Risk?	Likelihood	Severity	Risk	Likelihood	Severity	Risk
Church Sanctuary / Foyer / Lobby / Toilets / Outside areas within church grounds	Harm / reputational damage to children, parents / guardians, volunteers, Twinkle Tots & PUC / other involved churches if safeguarding measures are not in place.	Children, parents / guardians & adult volunteers	3	5	15	1	5	5

Control Measures / Action Plan

- 12.1 Ensure all parents / carers have signed register on entrance.
- 12.2 Parents / carers to have safeguarding responsibility for their own children at all times, with support from volunteers.
- 12.3 All volunteers to be aware of PUC Safeguarding Policy and to have signed and comply with the Code of Conduct. Also to be aware of, sign and comply with the most recent Risk Assessment for Twinkle Tots
- 12.4 Volunteers to ensure that space is secure and monitor entry and exit points – no unauthorised visitors.
- 12.5 No volunteers to be on own with children – at least two volunteers needed to run group at all times.
- 12.6 Safeguarding posters to be displayed and policy readily available.
- 12.7 No filming or photography without parent permission and only on authorised camera.
- 12.8 Adult volunteers to use disabled toilet or creche toilet only – no shared use of toilets between adult volunteers and children.
- 12.9 Parents to take their own children to the toilets (toilets in the Foyer are also used by Connect Café on Friday mornings).
- 12.10 Promote positive and proactive ethos toward safeguarding – everyone's responsibility!
- 12.11 Any concerns will be recorded and reported according to church safeguarding procedures - Safeguarding concern forms to be filled in if there is any concern and given to safeguarding coordinator.
- 12.12 If in doubt report any incident to the Church Safeguarding Co-ordinator or Deputy.

13. MANAGEMENT

			Initial Rating			Residual Risk Rating after Control Measures / Action Plan put in place		
LOCATION	Risk	Who is at Risk?	Likelihood	Severity	Risk	Likelihood	Severity	Risk
Church Sanctuary / Foyer / Lobby / Toilets / Outside areas within church grounds	Management of Safety and clear responsibilities	Children, parents / guardians & adult volunteers	3	5	15	1	5	5

Control Measures / Action Plan:

- 13.1 Hard copy of Risk Assessments to be accessible to all – copy will be stored in the folder on the café counter and Adult Volunteers will have electronic or hard copy for awareness
- 13.2 Adult Volunteers to monitor the situation visually and report any problems to the group leader as soon as possible. Activity shall be stopped if the incident is serious.
- 13.3 Adult Volunteers to be appointed and briefed on duties and responsibilities before sessions starts – plan to be shared in advance – club leader to be available and approachable for all helpers to be able to ask questions and share feedback.
- 13.4 Team discussion and prayer before Twinkle Tots starts and then debrief at end.

ADULT VOLUNTEER DECLARATION: I have read, understood and agree to comply with measures specified in this Risk Assessment.

Signed **Name** **Date**