

Music and Movement - Risk Assessment

Date May 2023		Assessed by: Julie Finch / Evi Horrocks Title: Leaders		
Location: Trinity Methodist Church Hall		Next Review Date: May 2024		
Activity: Weekly Music & Movement classes		Person(s) at Risk: Leaders/ carers/ children		
Hazard	Hazard Rating	Control Measures / Safe Systems put in place.	Action (Person / date)	Remaining Risk
Trapped fingers in doors.	Medium	A leader to monitor door of Large Hall next to register at busy times (start and end of class). Cool pack available in kitchen fridge to treat any accidents. All carers made aware in Half- Termly Newsletter that they must supervise their children at all times.	All Leaders. Evi Horrocks (Newsletter)	Low
Personal injury due to Movement during class.	Low	Leaders ensure all participants are wearing appropriate footwear and clothing. Advise when some activities are inappropriate e.g. Humpty Dumpty for pregnant or post-partum mothers or back injuries. Suggest modified actions. Ensure activities are focused and planned. Ice pack available to treat any accidents.	All Leaders	Low
Scalding due to hot drinks.	Med	Leaders have thermos cups with lids for any hot drink. No other hot drinks permitted in large Hall.	All Leaders	Low
Children leaving Large Hall unsupervised.	Med	All carers made aware in Half- Termly Newsletter that they must supervise their children at all times. A leader to monitor door of Large Hall next to register at busy times (start and end of class). Always 2 closed doors between activity area and outside Car Park.	Evi Horrocks (Newsletter) All Leaders	Low

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Evacuation due to Fire Alarm being sounded	Med	Leaders review own Fire Drill procedures in conjunction with Trinity Church procedures. Ensure Fire exits not blocked by Buggies. JF to lead people in Main hall through side door exit to outside of Trinity Hall. Take register and check once at Muster Point at Front of Church. NO BUGGIES TO BE USED. EH to ensure people in coffee area exit via main door and/ or Church side door. Muster point in the Sele Park in front of the War memorial. NO BUGGIES TO BE USED.	All Leaders	Low
Hand Bag theft	Low	Leaders to leave valuables either in a locked car or in M&M storage cupboard during classes.	All Leaders	Low
Unauthorised entry of public	Low	Ensure Community room door is locked before class starts.	All leaders	Low

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Spreading viruses.	Low- medium.	Request parents to not attend Music and Movement if they or their child feel unwell and are displaying any flu or coronavirus symptoms such as excessive coughing, high temperatues and fatigue. Also to not attend if experiencing sickness and diarrhoea.	Leaders to ask parents to not attend if they feel unwell.	Low.