

## Risk assessment template

**Company name: Crib Notes Choir – Crystal Palace Club Assessment carried out by: Eleanor Rastall**

**Date of next review: by May 2027      Date assessment was carried out: 19/05/2026**

Crib Notes Choir is a choir for parents and carers with young children. While the singing is for the adults it is expected that choir members will usually bring their children along with them. We provide mats for the children to sit on and generally have the mats in the middle of the area and adults sit/stand in a circle around the mats. The majority of the members are mums on maternity leave, so the children attending are usually under the age of 1yr old, though we welcome children of any age with their parents. Sessions usually last an hour and we often provide lyric or music sheets for the songs. A normal average size of group is up to 15 choir members, plus roughly the same number of children, plus one or two Crib Notes Choir staff members.

Our Crystal Palace Club is based in the Great Southern pub, which is situated on Gipsy Hill in Crystal Palace. The club is based in a side room by the kitchen with an archway leading to the main space and bar, an archway leading to the kitchen on the opposite side, a door to the toilets, and a door to the outside patio. There are a variety of chairs, tables and benches in the room, and a wooden floor. Prams are stored in the rehearsal room and in the main area. A First Aid kit is located behind the bar.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p><b>Accidental injury</b></p>	<p>Likely to have a mix of ages and mobility levels of children. Always potential for them to fall over/bump into furniture or each other</p>	<p>Create a clear space in the middle of the room and put down mats, partly to lessen the hardness of the floor and mitigate against splinters and partly to create a distinct area for the session away from potential hazards. Move any unnecessary furniture out of the way/to the sides of the room to limit potential for bumps</p>	<p>Members sign terms stating they are ultimately responsible for their child's safety. Include in email information for people who have booked tasters. On the day make sure adults know they are responsible for their children. Check floor of room for glass/hazards before the rehearsal.</p>	<p>Choir leader</p>	<p>In taster emails, at the start of the session and as needed</p>	

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<p><b>Children getting lost</b></p>	<p>The kitchen and main space including bar area are accessed through archways with no doors, and the toilets are located behind doors but through a separate archway.</p>	<p>Creating a clear session area with mats for the children surrounded by chairs/standing space for adults, so children can't easily leave the space. Set up is circular so someone will always have sight of a child roaming around the room.</p>	<p>Any children at the session have to be accompanied by a responsible adult. Make sure the adults know they have full responsibility for their children.</p>	<p>Choir leader</p>	<p>Before/during the session. In our terms and taster emails</p>	

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<b>Illness</b>	Anyone attending including Crib Notes Choir staff. The likely age of the children means a lot of illness may be around the attending families, some of which could be serious such as chicken pox or scarlet fever	Members required in Terms to let us know about any health conditions that may affect safety of the group. Wash the baby's mat every week and as needed.	Request people not to come if they or their children are ill. Keep the room well ventilated when possible to do so. It's a big room, facilitate people using the space.  Offering multiple resources for those who aren't there in person - zoom session, recordings, rehearsal tracks - to reduce chance of members coming when ill.	Choir leader in advance communication and before each session	Before start of session	
<b>Hot drinks</b>	Anyone attending but particularly the children, if hot drinks brought in are left within reach		Request people bring hot drinks in containers with screw lids and/or keep them well out of reach. Don't drink hot drinks near the children. Any open hot drinks from the bar to be	Choir leader reminders before and during the term. During the session as needed.	Before start of session	

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			kept on a table away from the singing area.			
<b>Plug sockets and lights/heaters</b>	Mobile children exploring the room	Parents aware they are responsible for their child's safety (signed the terms). Circular nature of set up means someone has a visual on the children at all times.	Choir leader aware of any hazards in this area. Quick sweep at the start of each session to make sure things switched off where possible.	Choir leader	Before each session	

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)