

Risk assessment template

Company name: Crib Notes Choir – Beckenham 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 Beckenham Club is based in Beckenham Place Mansion, now usually in the Drawing Room, but this can change depending on other bookings in the venue. The Drawing Room is a fairly large room with a wooden floor, with a piano, fire extinguishers and French windows that open onto a balcony. These French windows also have shutters that can be folded away but not fixed shut. It is a ground floor room with three doors, one to enter from the hall, the other two lead into the Dining Room and Library Room. Outside the door into the hall is another door leading to the cafe and staff area, accessed by stairs. This door is generally open or ajar. Prams will be stored inside the room and all doors will be shut during the session. Participants with prams have to ring a bell to be given access to the building, but the room can also be accessed from the basement cafe via stairs.

The Dining Room and Library Rooms are bigger spaces and both have one door leading to the entrance hall and one to the Drawing Room. They both have fireplaces with a small step up, and often have fairy lights hanging from near the ceiling. When using these rooms, both doors will be kept shut during the sessions and we are exploring with the Mansion staff ways to keep the fairy lights out of reach.

The First Aid kit is located in the office on the first floor, and there is also one in the cafe. All Beckenham Place Mansion staff are first aid trained.

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
Accidental injury	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. The French windows are opened with a bolt near the floor, these windows are accessed by a small step, and the	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	Members sign terms stating they are ultimately responsible for their child's safety. Included in email information for people who have booked tasters. On the day make sure adults know they are responsible for their children.	Choir leader	In taster emails, at the start of the session and as needed	

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	window shutters cannot be secured open.	way/to the sides of the room to limit potential for bumps. Use the music table and chairs to limit access to the French windows				
Children getting lost	The session is contained to one room with closed doors so this would only happen if a child leaves the room	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 visual on a child roaming around the room. If choir leader needs to	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. Ensuring doors are closed at all times during the session.	Choir leader	Before/during the session. In our terms and taster emails	

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		leave the room to let members into the building late, ensure the door to the room is fully closed after exit and entry.				
Illness	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	

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Hot drinks	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 cafe downstairs to be kept on a table away from the singing area.	Choir leader reminders before and during the term. During the session as needed.	Before start of session	
Plug sockets and lights/heaters	Mobile children exploring the room. Also free standing heaters on during the rehearsal.	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. Make parents aware at the time if heaters are hot.	Choir leader	Before each session	

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Fairy lights	Fairy lights in the Dining Room and Library Room are within reach of toddlers. They are powered by electricity and secured up the wall but could be pulled down.	Moved room to remove the issue. If we need to be in these rooms keep the lights switched off.	Continue exploring solutions with the Mansion staff to mitigate any risks.	Choir leader	Before the start of each session	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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