



# National Centre for Family Hubs

**Please adapt and check with your legal team if appropriate**

## **Risk Assessment Template: Family Hub – Toddler Group Partnership**

### **1. Activity Overview**

Setting / Venue: \_\_\_\_\_

Toddler Group Name: \_\_\_\_\_

Family Hub Staff Attending: \_\_\_\_\_

Date of Assessment: \_\_\_\_\_

Review Date: \_\_\_\_\_

Assessed By: \_\_\_\_\_

Role: \_\_\_\_\_

### **2. People at Risk**

- Babies/children
- Parents/carers

- Family Hub staff
- Toddler group volunteers
- Venue staff
- Visitors
- SEND children / families requiring adaptations

### 3. Hazard Identification and Control Measures

Hazard	Who is at risk?	Existing Controls	Risk Level (L/M/H)	Additional Controls Needed	Action By / Date
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### 4. Common Hazard Prompts

- Slips, trips and falls
- Fire exits and evacuation
- Choking hazards and toy safety
- Allergies and food safety
- Safeguarding and supervision
- Lone working considerations

### 5. Supervision & Staffing

Lead Practitioner for the Session: \_\_\_\_\_

Staffing Arrangements: \_\_\_\_\_

Lone Working Required? Yes / No

If yes, what controls are in place? \_\_\_\_\_

### 6. Emergency Procedures

Fire Exit Route: \_\_\_\_\_

Assembly Point: \_\_\_\_\_

First Aid Lead on Site: \_\_\_\_\_

Safeguarding Lead (Toddler Group): \_\_\_\_\_

Safeguarding Lead (Family Hub): \_\_\_\_\_

Emergency Contact Numbers: \_\_\_\_\_

### **7. Final Overall Risk Rating**

Overall risk rating: Low / Medium / High

### **8. Sign-Off**

Assessor Name & Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Manager / Supervisor Approval: \_\_\_\_\_

Date: \_\_\_\_\_