

Business Risk Assessment

Business: Tiny World Sensory

Location: Caryford Hall, Castle Cary, BA77JJ, England

Employees: 2

People potentially affected: Employees, babies/toddlers, parents/carers, visitors and members of the public

Activities: Sensory classes, singing, dancing, themed tuff trays, play café sessions, preparation/serving of hot drinks and sale of pre-packaged cakes

Assessment date: 29 September 2026

Review: At least annually and following any accident, near miss, significant change or introduction of a new activity/equipment.

Risk rating

- **Low:** Risk adequately controlled; continue existing precautions.
- **Medium:** Further precautions should be considered/implemented.
- **High:** Further controls required before or during the activity.

Hazard	Who could be harmed	Existing controls	Initial risk	Further controls/actions	Residual risk
Slips, trips and falls from toys, sensory materials, bags, spills or trailing cables	Children, parents, employees	Venue inspected; activities supervised; staff monitor play areas	Medium	Keep walkways and exits clear; promptly clean spills; keep bags/coats in designated area; secure cables; carry out a visual check before and during each session	Low
Falls/impact during dancing and movement activities	Babies/toddlers, parents	Parents remain with and supervise children; activities are age appropriate	Medium	Ensure adequate clear space; remove hard/sharp obstacles; adapt activities to available hall space; stop activity if area becomes overcrowded	Low
Small objects/choking hazards in sensory trays or play equipment	Babies/toddlers	Activities supervised; parents present	High	Use age-appropriate materials; inspect materials before every session; remove damaged/broken items; avoid small loose components for children who may mouth objects; provide clear parent guidance	Low/Medium

Allergic reaction or unsuitable sensory materials	Children, parents	Activities supervised	Medium	Check materials before use; avoid unnecessary food-based sensory activities unless appropriately controlled; ask parents to identify relevant allergies/needs where necessary; do not use unidentified substances	Low
Food contamination / food poisoning	Children, parents, employees	Food-handling training completed; pre-packaged cakes used	Medium	Keep food appropriately stored; check use-by/best-before dates; follow manufacturer's storage instructions; prevent handling contamination; maintain good hand hygiene; keep food away from children's play/sensory materials	Low
Food allergens	Customers, particularly children	Food handling training	High	Maintain accurate ingredient/allergen information for every cake; ensure staff can answer allergen queries; never guess about ingredients. If you package food yourselves before sale, check whether it is PPDS and apply the required labelling. FSA guidance requires PPDS food in England to carry the food name, full ingredients list and emphasised allergens.	Low/Medium

Hot drinks causing burns/scalds	Children, parents, employees	Drinks served by employees	High	Keep hot drinks behind a controlled service area; never place hot drinks on children's tables/floor; use suitable cups/lids; keep hot-water equipment inaccessible to children; avoid carrying hot drinks through crowded play areas where practicable; clean spills immediately	Low/Medium
Hot-water/coffee equipment	Employees, children, parents	Staff operate equipment	High	Position equipment away from children; use stable surfaces; keep cables controlled; allow equipment to cool safely; only trained staff operate it; keep liquids away from electrical equipment	Low
Electrical equipment	Employees, children, parents	Village hall premises; staff monitor activities	Medium	Visual check of equipment/cables before use; don't use damaged equipment; avoid overloaded sockets/extension leads; keep electrical equipment and cables away from wet sensory activities	Low

Fire	Everyone present	Follow village hall fire arrangements	High	Ensure staff know the venue's emergency procedure and exits; never obstruct fire exits; maintain clear access; know assembly point; follow hall's maximum capacity; staff should assist with orderly evacuation without taking responsibility for children whose parents are present	Low/Medium
Emergency evacuation	Children, parents, employees	Venue has fire arrangements	Medium	At the start of sessions, staff should know the nearest exit and assembly point; give simple instructions to attendees if evacuation is required; do not delay evacuation to collect equipment	Low
First aid / injury	Children, parents, employees	Staff first-aid trained; children's first-aid kit available	Medium	Check kit before sessions; ensure staff know its location; maintain suitable emergency contact arrangements; record accidents/incidents; ensure first-aid arrangements cover both employees and members of the public. HSE recommends assessing first-aid needs based on the work, hazards, workforce and non-employees who may be affected.	Low

Child becomes unwell or injured	Children	Parents/carers remain with children; staff first-aid trained	Medium	Parent/carer remains responsible for child's care; staff provide appropriate assistance within their training; call emergency services where necessary; ensure parent/carer is informed immediately	Low
Child becoming separated from parent/carer	Children, parents	Parents supervise children	Medium	Make clear that parents/carers must remain with their children; staff should alert the parent immediately if a child appears separated; establish a simple procedure for a missing child; never allow a child to leave the venue with an unidentified person	Low
Safeguarding concerns	Children	Employees DBS checked; parents present	Medium	Maintain safeguarding procedure; staff should know how to respond/report concerns; avoid situations where an employee is unnecessarily alone with a child; record and escalate concerns appropriately	Low
Inappropriate access to children	Children	Parents present; DBS checks	Medium	Maintain open/public environment; parents remain responsible for supervision; staff should follow safeguarding procedures; restrict access to staff-only areas	Low

Manual handling of equipment, tables, trays and supplies	Employees	Two employees	Medium	Avoid unnecessarily heavy loads; use suitable lifting technique; split loads; ask for assistance with awkward/heavy items; arrange equipment to minimise repeated lifting	Low
Setting up/packing away equipment	Employees	Two staff members	Medium	Keep children away from areas while equipment is being moved where possible; use two people for awkward items; avoid rushing; maintain clear routes	Low
Sensory materials creating mess/slippery surfaces	Children, parents, employees	Staff supervise activities	Medium	Use suitable quantities; keep wet materials contained; clean spills promptly; inspect floor after each activity; ensure materials don't contaminate food/drink areas	Low
Infection/disease transmission	Children, parents, employees	Cleaning arrangements	Medium	Hand hygiene encouraged; clean frequently touched/shared equipment; clean sensory equipment between sessions as appropriate; don't allow visibly contaminated/damaged equipment to be reused; staff should not work when unwell where this creates a significant infection risk	Low

Poor hygiene around food service	Customers, employees	Food handling training	Medium	Handwashing facilities available; staff wash hands appropriately; separate food/drink preparation from messy play; protect food from children's activities; clean food-contact surfaces	Low
Data protection/privacy breach	Parents, children, employees	Necessary data only; data handled appropriately	Medium	Restrict access to personal data; use secure storage/accounts; establish retention/deletion periods; don't collect unnecessary information; report/manage breaches appropriately. ICO guidance confirms data should be adequate, relevant and limited to what is necessary, and should not be retained longer than needed.	Low
Photographs/social media	Children, parents	—	Medium	Obtain appropriate permission before photographing/using identifiable children; don't assume attendance equals consent; have a clear photography/social-media policy; respect requests not to be photographed	Low

Staff absence / lone working	Employees, customers	Two employees	Medium	Avoid lone working where an activity requires two people; have a procedure for sickness/absence; ensure at least one appropriately trained person is present where required by your procedures	Low
Aggressive/unreasonable behaviour from customers	Employees, other customers	Public venue	Medium	Staff should not tolerate threatening behaviour; have a clear process for asking someone to leave; call venue management/emergency services/police where appropriate	Low
Village hall hazards outside your control	Everyone	Hall's own arrangements	Medium	Comply with venue rules; report defects immediately; don't use areas/equipment that appear unsafe; document significant issues and notify hall management	Low
Loss of access to venue / emergency closure	Business, customers	—	Medium	Maintain customer communication process; have cancellation/refund procedure; consider alternative venue arrangements where practical; maintain appropriate business interruption cover	Low
Reputational/business risk following accident or safeguarding incident	Business, customers	Insurance; procedures	Medium	Keep accident/incident records; investigate significant incidents; review risk assessment; communicate appropriately; notify insurer where r	