



Walsall Childminding Hub

Indoor Environment Risk Assessment

Setting: St Matthew's Centre, Walsall

Rooms used: Saturdays - Millard Room, Green Room, Blue Room, Main Hall, Lower Hall, Kitchen and Toilets (sole use). Monday to Friday - one allocated room while other groups are using the centre. An indoor safety checklist is completed before children arrive.

Hazard	Potential Risk	Control Measures	Risk
Furniture	Trips/injury	Age-appropriate foldable tables, chairs and small chairs are used. Furniture is checked before use and positioned safely.	Low
Damaged toys/equipment	Cuts or injury	Toys and equipment are checked before use. Damaged items are removed immediately and disposed of or replaced.	Low
Electrical sockets & cables	Electric shock	Activities are arranged away from sockets. Children are supervised at all times. Cables are secured away from walkways. Centre equipment is PAT tested.	Low
Windows & doors	Entrapment/injury	Children cannot open windows. Staff supervise doors carefully during toilet breaks, room changes and dismissal.	Low
Trips & slips	Falls	Bags are stored away, spillages cleaned immediately and floors checked regularly throughout the day.	Low
Cleaning products	Poisoning	Cleaning products are stored securely and only accessible to staff.	Low
Children's belongings	Trip hazards	Coats and bags are stored on a table away from activities and exits.	Low
Daily environment	Unsafe environment	Daily checks include lights, windows, cleanliness, toilets and ensuring fire exits remain clear.	Low
Unsafe equipment	Injury	Unsafe equipment is removed immediately, disposed of and replaced where necessary.	Low
Supervision	Children accessing unsafe areas	Children are never left unsupervised and do not access rooms without a member of staff.	Low

Additional Control Measures

- Indoor checklist completed before children arrive.
- Staff continually monitor the environment throughout the session.
- Fire exits are kept clear at all times.
- Any hazards identified are addressed immediately.

- This assessment is reviewed annually or sooner if the environment or activities change.