

**RISK ASSESSMENT FOR ST GEORGE'S CHURCH
CHILDREN AND YOUTH ACTIVITIES –One to One Working in George's Place & other Public
Venues 9am-6pm as per appointments (2018)**

HAZARD/ ACTIVITY	PERSON AT RISK	SIGNIFICANT HAZARDS	RISK*			RISK CONTROL MEASURES	RESIDUAL RISK**		
			L	S	DR		L	S	DR
Traffic/road accident	Young people, Leaders	Physical injury, fatality	2	4	8	<ul style="list-style-type: none"> Parents to be told that their responsibility to escort children to and from the appointment, ensuring road safety. The delivery and collection of attendees, while the responsibility of the parents, the Church will pre-publish any such specific requirements and safety points to all attendees prior to the appointment. (This will include timing, refreshments and emergency contact details and the Leader details) Leader to escort young person to and from venue across road crossings if walking from a St George's venue if locality permits. 	2	3	6
Fire	Young people, leaders	Burns Smoke inhalation Physical injury	2	4	8	<ul style="list-style-type: none"> Venue's Risk Assessment for external events to be obtained to ensure that they conform with Fire Regulations and St. George's Church Stamford Insurance requirements If there is no formal fire drill, Leader and young people are to be made aware where fire exits are situated and assembly areas outside of venue. Leaders to familiarise themselves with the fire drill procedure of the venue on arrival. Agreed assembly point is St Mary's Place pavement, opposite St Mary's Church cobbles if meeting a George's Place. If meeting at another venue the recommend assembly point is the pavement opposite. 	1	3	3

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<p>Security of Young People, Pick pocketing, theft, assault, incident with member of the public, personal safety</p>	<p>Young people</p>	<p>Physical injury Emotional injury Abuse</p>	<p>3</p>	<p>2</p>	<p>6</p>	<ul style="list-style-type: none"> • The leader shall notify the church Secretary, and Director of Children & Youth Ministry the details of the appointment before it is takes place. • Correct ratio of leaders to young people to ensure adequate supervision. • The young person will be instructed not to the leave the venue until collection. • Mobile phone numbers available of young people or/and their parents to check on them if cannot find young person. Prior to departure the young person to be instructed to add the St George's Youth Mobile number to their own mobile contacts. Leader shall check this as be completed by the young people. • If young person cannot be found, the lead shall notify the Director of Children & Youth Ministry, and conduct a thorough search of building/area and thereafter to follow a set procedure. • The young person is to be informed of risks, reminders about safekeeping of valuables. • Advised to bring essential items only. • Report any incidents to the leader immediately. 	<p>1</p>	<p>2</p>	<p>2</p>
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Injury whilst at the appointment	Young People +leaders	Slips, trips, falls, Sprains, cuts and bruises	3	3	9	<ul style="list-style-type: none"> • First aid kit to be available. • First Aider always on site and access to phone available to call ambulance if required. • Young people to be reminded of The Code of Conduct which they have signed. • Where incidents occur leaders to be debriefed after sessions to ensure any incidents are noted and reviewed for future guidance. • All accidents to be noted on and details written on Incident Report Form. Parents to be notified – and this noted on form. 	1	3	3
Health/ Special needs/ Illness	Young People & Leaders	Sickness caused through reactions & allergies, including insect bites. Lack of daily medication.	2	4	8	<ul style="list-style-type: none"> • Emergency contact details for the young people to be carried by all leaders at the event. • Leaders are aware of medical/special needs information on forms. • First aid trained leader to be present throughout. • First Aid kit available. 	1	2	2
Inappropriate behaviour/ Child Protection/ Safeguarding	Young people + leaders	Emotional upset, physical injury, sexual activity, abuse	2	4	8	<ul style="list-style-type: none"> • All leaders will be DBS checked. • Ratio of adults to YP in accordance with C of E guidelines. • The young person will be instructed not to leave the venue until collection. • Leaders will be made aware of Young People with additional needs and any special considerations/behaviour required. • Leaders to be made aware of boundaries around all young people –including those with additional needs. • The Young person are to be reminded of Code of Conduct which they have signed. • Parents notified of a possible planned appointment, and a mentoring permission form is completed before the appointment can take place. • The leader shall notify the church Secretary, and Director of Children & Youth Ministry the details of the appointment before it is takes place. 	1	3	3

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						<ul style="list-style-type: none"> An appointment review sheet is to be completed to finish an appointment by the young person, and the leader. If meeting in George's Place, the appointment is to take place in the front office/ Resource room only. Appointments to take place in normal working hours only 			
food hygiene/ refreshment s	Young People + leaders	Food poisoning Allergic reaction	2	3	6	<ul style="list-style-type: none"> First Aid kit and First Aid trained leader to be available. Adequate safe drinking water will be available If refreshments are available then the leaders will ensure that venues food hygiene rating is of adequate standard (3 stars or above) for the food to be consumed. Individual attendee's allergies are to noted and informed, by parents, prior to departure to ensure appropriate arrangements can be undertaken in the event of an emergency. 	1	2	2

General information about this event:

One to one working in George's Place and other public venues.

Points which must be undertaken prior to activity are:

- Pre-Visit of venue, and list of approved venues drawn up. Mentoring Permission form to be completed by parent & Young person.
- Record Form with information on medical and special needs + parental consent completed the young person. Code of Conduct drawn up and shared with parents
- Notify the church Secretary, and Director of Children & Youth Ministry the details of the appointment before it is takes place. Leaders to have DBS checks and to have been made aware of RA and St George's Children's Safeguarding policy

Points which must be undertaken after activity are:

- Complete a session review sheet before leaving the appointment together with the young person.
- Debrief of session and venue and RA of event/venue to be amended as required for future appointments.

Person(s) completing document:	G Woodcock	R McIntyre	H Leech
Signature(s):	<i>G Woodcock</i>		
Position:	NEBOSH H & S Advisor	Director of Children's and Youth Ministry	Safeguarding Officer
Date completed:			
Date for revision 25/06/2019 (insert date here) or sooner if significant changes are made to the work area or processes. Consent forms & Approved Venue list to be created.			

LIKELIHOOD: (L) = Frequent (5) - Probable (4) – Occasional (3) - Improbable (2) - Remote (1) SEVERITY: (S) = Catastrophic (5) - Major (4) - Reportable (3) - Serious (2) - Minor (1) DEGREE of RISK: (DR) = Likelihood x Severity * Numbers used are for illustrative purposes only. ** Residual risk is the level of risk that remains after suitable and sufficient control measures are introduced.