

RISK ASSESSMENT FOR ST GEORGE'S CHURCH

SESSIONS RUN BY CHILDREN AND YOUTH TEAM IN 1 Cheyne Lane (Including all age + family sessions) (2019)

HAZARD/ ACTIVITY	PERSON AT RISK	SIGNIFICANT HAZARDS	RISK*			RISK CONTROL MEASURES	RESIDUAL RISK**		
			L	S	DR		L	S	DR
Traffic/road accident	Children, Young people, parents + Team	Physical injury	3	4	12	<ul style="list-style-type: none"> Parents to be made aware that their responsibility to escort children under the age of 11 (year 6) to and from the session, ensuring road safety. Only Young people aged 11 (Year 7) upwards allowed to walk to and from sessions on their own, if they have completed 'Transport Record Card', under our walking policy. Marshalls in yellow jackets to be on duty at main road crossings at start of Sunday sessions to help parents and children coming from St G's. Responsibility for marshals - 9:15 service (3) = RM. 11:00 service (2) = Service Warden Leaders to follow a set procedure for dealing with children/young people turning up without invites and parental permissions to non-family / non-all age sessions. 	2	3	6
Fire	Children, Young people + Parents + Team	Burns Smoke inhalation Physical injury	2	4	8	<ul style="list-style-type: none"> Fire extinguishers maintained regularly. Fire drills carried out yearly and amendments to procedure made accordingly. No smoking or naked flames allowed in building Leaders have mobiles to dial 999. Correct ratio of leaders to children/ Young people to ensure adequate evacuation in non-family sessions, and in family sessions ensure that parents/adults are aware of the evacuation plan. There is a fire alarm to notify all in building of fire. All Electrical appliances are PAT tested according to their requirements (double insulated etc.). Fire exits are marked clearly and kept unobstructed. The Agreed assembly point is St Michaels Church Yard, opposite the library. 	1	3	3

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Losing children/ Young people	Children/ Young people	Physical injury Emotional injury Abuse	3	2	6	<ul style="list-style-type: none"> • Register taken at beginning and end of sessions. • Correct ratio of leaders to children/ Young people to ensure adequate supervision. • The front Door to the Lane is to be kept manned, then locked once the session or event begins. • Should someone arrive during a session they are to press the bell, and the session leader is to ensure the front door is locked behind them. This also applies to during a session too. E.g someone leaves early. • Toilets and all rooms to be checked before building is locked at end of sessions and events. • Internal door where session being held to be kept shut. • Code of Conduct agreed with Young people aged 11 (year 7) upwards which includes Young people not to leave premises until the end of sessions, as per 'Transport Record Card'. • Children under age 11 (year 6) are not to leave premises without an adult. • Leaders to have contact details for Young people/parents to contact them if required. • If child/young person cannot be found , staff to centralise all children/young people to enable thorough search of building and thereafter to follow a set procedure • Toilets and all rooms to be checked before building locked at end of session. 	1	2	2
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Injuries through physical activities	Children/ Young people + parents + Team	Slips, trips, falls, Sprains, cuts and bruises.	3	3	9	<ul style="list-style-type: none"> • All children/ Young people to be briefed on activities and games allowed, when they allowed, at each session. • Any physical activity is to be controlled by leaders who will manage 'over-enthusiasm' to ensure activities do not get out of hand. • Games can only be undertaken in areas which are suitable for purpose. • No public access allowed to restricted areas of the building or St Michael's car park. • First aid kits to be available at the front and back of the building. • First Aider always on site. • Leaders to clean up any spillages immediately. • Leaders to be reminded to use correct manual handling techniques when moving/lifting equipment etc. • Leaders to do Room/equipment check at start of each session to ensure area is free from hazards. • Toys and equipment to be cleaned and checked for safety and hygiene regularly (ideally monthly for pre-school children toys) • Code of Conduct agreed with Young people – and parents made aware. • All accidents to be noted on Register and details written on Incident Report Form. Parents to be notified – and this noted on form. 	1	3	3
Health/ Special needs/ Illness	Children/ Young people & Team	Sickness caused through reactions & allergies, including insect bites. Lack of daily medication.	3	4	12	<ul style="list-style-type: none"> • Record Form to be completed for each child/ Young people – to ask for health, special needs and medical information from parents and also emergency contact details. • All activities (incl. food prep) to be planned taking this information into account. • Leaders are aware of medical/special needs information on forms. • First aid trained leader to be present throughout. • First Aid kits available at the front and back of the building. 	1	2	2

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<p>Inappropriate behaviour/ Child Protection/ Safeguarding</p>	<p>Children/ Young people + Team</p>	<p>Emotional upset, physical injury, sexual activity, abuse</p>	<p>3</p>	<p>4</p>	<p>12</p>	<ul style="list-style-type: none"> • Code of Conduct agreed with Young people. Parents to be made aware of this + leaders to be made aware of their role in “enforcing” this. • All leaders will be DBS checked. • Leaders to be on ‘duty’ as per a rota, incl. both male and female staff – and incl. leaders in different areas of building as required • Leaders to be aware of any strangers – and how to challenge strangers safely. • Ratio of adults to children in accordance with C of E guidelines. • Leaders and children notified that no child is permitted to leave the site until the end of the session. • Leaders will be made aware of children with additional needs and any special considerations/behaviour required. • Where incidents occur leaders to be debriefed after sessions to ensure any incidents are noted and reviewed for future guidance. • Leaders to be made aware in induction/training of boundaries around all children. • No One to One sessions are to take place in the building as per the one to one policy. • Confidentiality of personal information shared in sessions to be reinforced with leaders. • All contact with children 11yrs and under to be done through their parents. • Leader’s social media contact with young people under 18 yrs only to be done through St G’s group page. • Leaders’ phone/text contact with yp to be done through church mobile – and not personal phone. Where a young people does make contact via staff personal account then this to be shared with other adult. • Shower room not be used by children or young people attending sessions. • Where children need help accessing or using toilet the following procedure will be followed: In all Children’s (0-4’s) sessions where the parents are not present -Only leaders/volunteers with appropriate DBS clearance listed on the ‘permitted volunteer list’ are able to help, following our code of behaviour for leaders/volunteers. -They must inform the session leader they are taking the child (ren) to the toilet. - If the child requires more help (or nappy changing), two leaders/volunteers (including one female ideally to maintain gender balance) must go and the toilet door must remain open. 	<p>1</p>	<p>3</p>	<p>3</p>
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Cooking/ food hygiene	As above	Burns/scalds Food poisoning Allergic reaction	2	3	6	<ul style="list-style-type: none"> • Children under 11 not be allowed into the kitchen. • Young people under 18 not to be allowed into kitchen without supervision. If a planned activity parents to be informed. • First aid kit + First aid trained leader to be at hand. • Food waste to be disposed of appropriately after meals. • Food equipment and surfaces to be kept clean. • Leaders to ensure Young people and leaders hand washing/sanitising before food preparation and consumption. • Food to be stored safely and use by dates adhered to. • Adequate safe drinking water supplied for all. • Food allergies considered when storing and preparing food. • Staff member with Food Hygiene level 2 certificate to be responsible for any food preparation. • Hot drinks NOT to be taken into same room as children (11yrs and under)by leaders in sessions without parents. Where there are parent/children sessions – parents to be made aware it is their responsibility to keep their – and other – children safe from their hot drinks. Hot drink cups only to be ¾ filled to reduce likelihood of spillage. • Where hot drinks are supplied to young people over age 11yrs they are served: <ul style="list-style-type: none"> - And supervised by leaders within a set time and controlled environment. - When no physical activities are running. - Not scalding hot. • Responsible use of hot drinks covered in Code of Conduct agreed with young people. • Lone working in the kitchen is to be avoided wherever possible and at all times when hot food is being prepared and served. 	1	2	2
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Injuries through use of building	Children/ Young people + parents + Team	Falls, physical injuries,	3	2	6	<ul style="list-style-type: none"> • Leaders to assess areas of building which are “no go” for that session and to block off the restricted areas. Children and young people to be briefed on where these no go areas are. • Code of Conduct agreed with Young people to include no running up and down stairs and to behave responsibly. • Cleaning chemicals to be kept locked away. • Leaders to check area for any hazards (e.g. trailing wires) and deal with appropriately. • Leaders and Young people to tidy up after themselves to remove all potential hazards. • Leaders and Young people to be reminded not to lift heavy items – and to lift any object safely. • Children (11yrs + under) not to move around building without adult supervision. • First Aid kits available at the front and back of the building. • First Aid trained leader always on rota. • Leaders to regularly check rooms where sessions are held to assess and mitigate possible hazards (e.g. stored chairs, trailing wires). • All accidents to be noted on Register and details written on Accident Report Form. Parents to be notified – and this noted on form. • Where incidents occur leaders to be debriefed after sessions to ensure any incidents are noted and reviewed for future guidance. 	2	1	2
Lift	Children/ Young People + parents / Team	Becoming crushed, trapped or struck or falling from the lift.				<ul style="list-style-type: none"> • Leaders to be trained in the lifts use, and what to do if a person becomes trapped. • Only one young person or child permitted to use the lift at a time. • Leaders to have mobile phones, and to be made aware of how to use the lift alarm • Assistance provided if required by the person(s) using the lift. • Lift to be serviced as per serving schedule. 			

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One off events	Children/ Young people (church + visitors) + parents Team		3	4	12	<ul style="list-style-type: none"> • All measures as above to be implemented. • Leaders to plan event to ensure numbers and ages are appropriate to venue, activities. • Permission to be gained from parents of children/ Young people. • Health/special needs information and medical permissions gained from parents. • Numbers to be assessed and correct leaders/ Young people ratio adhered to. • Leaders to be fully briefed on their responsibilities. • Parents to be made fully aware of nature of event and their responsibilities e.g. transport to /from event. • Registers to be taken. • Contingency plan in place for dealing with children/ Young people turning up without invites and parental permissions. • Leaders assigned to welcome/registering at start of event to be fully briefed on who is attending – and contingency plan for children/ Young people arriving without parental permissions. • Debriefing of leaders after event to learn from what worked well- and what didn't. • Risk assessment to be undertaken prior to event. 	3	2	6
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General information about this event:

Children's and youth sessions taking place at George's Place, including all age + family sessions.

Points which must be undertaken prior to attendance are:

- Children and Young people who need to know the layout of the building prior to attendance are given a tour by the first week of April.
- Record Form with information on medical and special needs + parental consent completed for each child.
- Code of Conduct discussed with all young people – and shared with parents.
- 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 after the activity.
- Debrief of session and venue and RA of event/venue to be amended as required for future activities.

Person(s) completing document:	G Woodcock	R McIntyre	C Arthey
Signature(s):	<i>G Woodcock</i>		
Position:	NEBOSH H & S Advisor	Director of Children's and Youth Ministry	Operations Manager
Date completed:			

Date for revision **06/05/2019** (Insert date here) or sooner if significant changes are made to the work area or processes.

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.