

Risk Assessment

Ministry: EDGE Youth, Children's & Family Ministry	Assessment Type (Note 1) tick as appropriate	
Location/ Activity: Sessions run by the Children and Youth team in 1 Cheyne Lane (including all age + family sessions)	Specific <input type="checkbox"/>	Generic <input checked="" type="checkbox"/>
Date/timings (if specific):	Who is at Risk:	
	All Staff + Volunteers: <input checked="" type="checkbox"/>	
	Children/Young People: <input checked="" type="checkbox"/>	
	Parents + Visitors etc.: <input checked="" type="checkbox"/>	

HAZARD/ ACTIVITY	SIGNIFICANT HAZARDS	RISK*			RISK CONTROL MEASURES (Note 2)	RESIDUAL RISK**		
		L	S	DR		L	S	DR
Traffic/road incident	Physical injury, fatality, Emotional injury, Abuse.	2	3	6	<ul style="list-style-type: none"> 9:15am and 11am Kid's Church shall follow the travel to Cheyne Lane Risk Assessment for the accompanied walking party. For other sessions 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. Leaders to follow the set procedure in our Safeguarding Policy for dealing with children/young people turning up without invites and parental permissions to non-family / non-all age sessions. 	1	3	3

Fire	Burns Smoke inhalation Physical injury	2	3	6	<ul style="list-style-type: none"> • Building Fire RA completed and will be reviewed annually. • Fire extinguishers maintained regularly. • Fire alarm and other EM systems tested frequently and annually inspected by authorised personnel. • All Electrical appliances are PAT tested according to their requirements (double insulated etc.). • No smoking or naked flames allowed in building or outside courtyards – with the exception of the kitchen when cooking only. • Fire exits are marked clearly and kept unobstructed. • There is a fire alarm to notify all in building of fire. • 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. • Leaders have mobiles to dial 999. • Fire drills carried out yearly and amendments to procedure made accordingly. • The Agreed assembly point is St Michaels Church Yard, opposite the library. Except for Kid's Church on Sundays where leaders shall walk the children by foot via the shortest safest and most appropriate route to St George's Church where gather in the church yard. 	1	3	3
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Lost 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 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 during a session. E.g., someone leaves early. • Internal door where session being held to be kept shut. • Young people (aged 11 +) are not to leave premises until the end of a sessions. • Children under the age 11 (year 6) are not to leave premises without a Parent/responsible 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 the set procedure in our Safeguarding Policy. • Toilets and all rooms to be checked before the building is locked at end of session. Including checking all bins for nappies where appropriate. • Parents and leaders are to be made aware of the need to supervise any children in the gated courtyard. 	1	2	2
9:15am & 11am Kid's Church & P'Finders Registration	Physical injury Emotional injury Abuse	3	2	6	<ul style="list-style-type: none"> • A Responsible Person shall be appointed over and above any ratio of leaders to children/ young people. • Initial registration for Groundbreakers and Rock Solid shall be completed in church. Parents will receive a numbered ticket and their children will receive a matching numbered wrist bands for collection after the session. Leaders will record the number on the child's group's register. • Children in Creche and Pebbles shall be registered in respected rooms by parents. • Children from Pebbles, Groundbreakers, and rock solid are to be gathered in the Main Hall for collection. Children will be collected in family groups from 10:30-45am. A leader from Groundbreakers and Rock Solid shall man the Hall Doors. As parents collect their children, they shall hand their corresponding cards into the leaders on the doors as they leave the building. Parents with children in creche shall collect their children from the Engine Room. 	1	2	2

Injuries through physical activities	Slips, trips, falls, Sprains, cuts and bruises.	2	2	4	<ul style="list-style-type: none"> • Activities and games are to be assessed for their suitability at each session and the in the venue. • All children/young people are to be briefed on the boundaries for any activities and games at each session, and leaders are to manage these appropriately. • 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. • Parents and leaders are to be made aware of the need to supervise any children in the gated courtyard. • First aid kits are available at the front and rear 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. • All Toys and equipment are be cleaned and checked for safety and hygiene regularly. All toys are on a termly rota system expect for soft toys which are machine washed at 30c monthly. • All accidents and incidents (near-miss/undesired circumstance) to be appropriately recorded using the building's accident log/ Investigation form and/or using CPOMS as per our polices. Parents to be notified – and this is to be recorded. 	1	2	2
Health/ Special needs/ Illness	Sickness caused through reactions & allergies, including insect bites. Lack of daily medication.	3	2	6	<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 emergency contact details. • Leaders shall plan all activities (incl. food prep) 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 rear of the building. • First Aiders will take steps to prevent cross contamination from blood born viruses prior to administering first aid by completing an initial assessment. 	1	2	2

<p>Inappropriate behaviour/ Child Protection/ Safeguarding</p>	<p>Emotional upset, physical injury, sexual activity, abuse.</p>	<p>3</p>	<p>2</p>	<p>6</p>	<ul style="list-style-type: none"> • Young people are to be briefed on session expectations and changes in expectations upon the move up from Children’s ministry to Youth ministry. 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 is not 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. 	<p>1</p>	<p>2</p>	<p>2</p>
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- If the child requires more help (or nappy changing), 1-2 leaders/volunteers shall take the child to the rear downstairs toilet or ladies' toilet.

-On a Sunday morning a mobile changing set/potty is provided for use in the session room if staffing levels do not allow two leaders to take the child to the toilet. Assistance can be requested from the Groundbreakers team or a staff member.

In all Children's (4-11's) sessions where 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 just requires escorting to the toilet, only one leader/volunteer is required. The leader/volunteer does not need to enter to the toilet. They will wait by door leading to the toilet's corridor in the Main Hall.

-- If the child requires more help (or nappy changing), 1-2 leaders/volunteers shall take the child to the rear downstairs toilet or ladies' toilet.

In all Children's (0-11's) family and all-age session where parents are present

-Parents are responsible for helping their children with going to the toilet in activities which are family focused, but which children attend with their parents.

-However, leaders/volunteers with appropriate DBS clearance will have oversight following the above guidance.

In all Youth Sessions (11-18's)

-Young people are to use the nearest toilets to the activity areas.

-Staff with support from volunteers during session will monitor the movements of young people at risk, and if they move into an unsupervised part of 1 Cheyne Lane following good & safe practice shall intervene.

Cooking/ food hygiene	Burns/scalds, Food poisoning, Allergic reaction.	3	2	6	<ul style="list-style-type: none"> • Young people under 18 not to be allowed into kitchen without supervision. If there is a planned activity parents are to be informed. • Numbers in the kitchen are to be kept to a minimum. • Kitchen door to always remain closed. • 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 children/young people and leaders hand washing/sanitising before food preparation and consumption. • Food to be stored safely and use by dates adhered to. • 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 shall be carefully supervised by leaders/volunteers 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 $\frac{3}{4}$ 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. • Lone working in the kitchen is to be always avoided wherever possible and when hot food is being prepared and served. 	1	2	2
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Injuries through use of building	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. • Leaders to check area for any hazards before any activities (e.g., trailing wires) and deal with them appropriately. • Leaders to regularly check rooms where sessions are held to assess and mitigate possible hazards (e.g., stored chairs, trailing wires). • Leaders are to brief young people on boundaries and expectations including no running up and down stairs and to behave responsibly. • Cleaning chemicals to be kept locked away. • 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 and young people are not to move around building without adult supervision. • First Aid kits are available at the front and rear of the building. • First Aid trained leader always on rota. • All accidents and incidents (near-miss/undesired circumstance) to be appropriately recorded using the building’s accident log/ investigation form and/or using CPOMS as per our policies. Parents to be notified – and this is to be recorded. • Where accidents and/or incidents occur leaders to be debriefed after sessions to ensure any accidents and incidents are recorded and reviewed for future guidance. 	1	2	2
Lift	Becoming crushed, trapped, or struck or falling from the lift.	2	3	6	<ul style="list-style-type: none"> • Leaders to be trained in the lift’s usage, and what to do if person(s) 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. 	1	3	3

One off events (internal + external)		3	3	6	<ul style="list-style-type: none"> • Additional risk assessment to be undertaken prior to the event if required. • 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 as to lessons learned for future events. 	2	3	3
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Points which must be undertaken prior to attendance are:

- 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.

Assessor (Note 4)		Operations (Note 4)		Overall Risk Rating (Highest risk)
Signature:	<i>J Caseley</i>	Signature:	<i>C Arthey</i>	4
Position:	Ministry Assistant	Position:	Operations Manager	
Date completed:	10/01/2022	Date completed:	10/01/2022	
Operations Assessment Review (Note 4 and 5)				
Date:	17/11/2022			Review frequency
Signature:	<i>J Caseley</i>			Annually

Risk Management

All activities have risks associated with them. The purpose of Risk Management is to recognise that risks exist, to identify them to mitigate them and to plan for their possible occurrence. Risk Management can be sub-divided into risk assessment and risk control.

Risk Management is an ongoing process throughout any activity.

A risk assessment is a proactive approach to lessen the chance of an untoward event ever happening and is used to identify possible problems and situations that could cause harm. It is designed to identify things or activities which could cause harm (hazards) and the people that may be effected and evaluate the associated risk which is a combination of the probability of the hazard being realized and the consequence of its outcome.

Armed with this information decisions can be made on how the risk is to be mitigated. Safety awareness is essentially common sense, and a risk assessment is just a structured approach to something that in everyday life one does automatically.

Risk evaluation

Once the hazards have been identified the risks associated with each hazard must be evaluated. This must take into account the probability of exposure to the hazard and the consequence of the outcome e.g., how many people could be affected, how severely (see consequences) or the cost

Risk can be recognised and managed by using the formula: $RISK = PROBABILITY \times CONSEQUENCE$

High	Common, regular, or frequent occurrence.	3	3 Med	6 High	9 High
Medium	Occasional occurrence.	2	2 Low	4 Med	6 High
Low	Rare or improbable occurrence.	1	1 Low	2 Low	3 Med
Risk Matrix Likelihood X Severity			1	2	3
			Minor injury or illness.	Serious injury or illness.	Fatalities, major injury, or illness.
			Low	Medium	High

Mitigation

If all risk scores on the assessment are 5 or below, the activity can proceed. No action is required, but if the risk can be easily reduced further then it would still be sensible to do so. If some of the initial scores are 6 or higher then further work must be done to reduce the risk:

High	Rigorous scrutiny of control measures required to ensure ALARP , Improve control measures where possible; consider stopping the activity. Conducting activities at this level of risk may require formal approval from the PCC.
Medium	Review control measures and improve if reasonably practicable to do so, consider alternative ways of conducting the activity.
Low	Maintain control measures and review regularly or if there are any changes.

* Numbers used are for illustrative purposes only. ** Residual risk is the level of risk that remains after suitable and sufficient control measures are introduced.

Notes:

- 1 If using a 'Generic' risk assessment, Assessors and Operations are to satisfy themselves that the assessment is valid for the task and that all significant hazards have been identified and assessed. If additional hazards are latterly identified, they are to be recorded and the Generic assessment updated to a 'Specific' risk assessment.
- 2 Only a reference to a simple description of the control measures is required. If the existing control measures reduce the risk to [ALARP](#) and the residual risk is considered not to be significant then no further assessment should be needed for the risk relating to that hazard.
- 3 If the risk assessment identifies the need for additional control measures, the risk relating to that hazard and any other hazard s affected by the change will need to be reassessed once the additional controls have been implemented.
- 4 Assessors are to note that they are responsible for production of the risk assessment and that by completing this section they acknowledge ownership of the risk and that the risk assessment is suitable and sufficient.
- 5 Risk Assessments are to be reviewed:
 - at a frequency proportional to the risk (e.g. high risk – 6 monthly; medium risk – annually; low risk – every 2 years)
 - if there is reason to doubt the effectiveness of the assessment.
 - following an accident or near miss.
 - following significant changes to the task, procedure, person at risk or staff.
 - following the introduction of more vulnerable persons.