

Risk Assessment

Ministry: Children's & Family Ministry	Assessment Type (Note 1) tick as appropriate	
Location/ Activity: Accompanied walking party to Kids Church (4-11's) in 1 Cheyne Lane	Specific <input checked="" type="checkbox"/>	Generic <input type="checkbox"/>
Date/timings (if specific): Sunday Mornings (9:15 & 11am services).	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
Travel to Cheyne Lane	Physical injury, fatality, Emotional injury, Abuse.	2	3	6	<ul style="list-style-type: none"> • Upon arrival parents are to sign their children in for Groundbreakers and Rock Solid at the church kitchen servery. • Parents will then receive a numbered ticket and their children will also receive a matching numbered wrist bands for collection after the session. Leaders will record the number on the child's group's register. • Before departing leaders will ensure the correct leader to Children ratio is adhered to for travel. • Leaders will distribute themselves throughout the walking party, wearing Hi-Vis jackets. • Travel to the event will be by foot via the shortest safest and most appropriate route. • The session leader shall have oversight of the walking party, and check any crossings etc. The Welcome team and duty staff members are to marshal the main road crossings. • Parents that escort their children to Creche and Pebbles are to be encouraged to use the pavements and crossings safely. • Registers shall be rechecked upon arrival at Cheyne Lane. 	1	3	3

Assessor (Note 4)		Operations (Note 4)		Overall Risk Rating (Highest risk)
Signature:	<i>L Power</i>	Signature:	<i>C Arthey</i>	3
Position:	Children's & Families Minister	Position:	Operations Manager	
Date completed:	12/10/2021	Date completed:	12/10/2021	
Operations Assessment Review (Note 4 and 5)				
Date:	03/11/2022			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 X 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.