

ACTIVITY RISK ASSESSMENT - INCLUDING HOLIDAYS AND TRIPS

Activity: Junior Church

Date of risk assessment: 13 November 2023

Location: St Mary's

Time/frequency: every Sunday

Name of leader with responsibility: Laverne Williams

Date to be reviewed: November 2024

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage risks?	Action by whom?	Action by when?	Done
Staffing	All	<p>All team members are DBS checked</p> <p>All staff have or are undergoing safeguarding training</p> <p>Regular staff meetings held to ensure all staff are abreast of information pertaining to JC</p> <p>Private details are never to be issued to children and youth</p> <p>All communication with children and youth is carried out via email where parents and other team members are present</p>	<p>New member of team must undergo DBS before being able to work with children and youth on their own. Prior to this, all new members work in conjunction with a DBS holding member of the team</p>	<p>Lead Safeguarding team</p> <p>Church leaders</p>	<p>Prior to commencement of starting role</p>	Ongoing

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Activities / Lessons (indoors and Outdoors)	All	Session on Sunday mornings must have a minimum of 2 adults (including one leading activity)	If planned sessions are not being held, parents must be advised that they must remain with their children and supervise them whilst accessing the resources.	Lead for that session / ministry team informing the congregation	Prior to activity	
Activities (Indoors and outdoors)	All	All activities are appropriately assessed to determine all if any risk and manage accordingly	Separate risk assessment to be created if risk is medium or higher (i.e., Theme Park etc.)	Lead	Prior to activity	
Fire Safety	All	Church to ensure that all fire equipment is checked annually, and that appropriate fire equipment is in place Fire notices and exit signage are all in place Fire doors and access/egress routes are kept clear from obstruction at all times Fire doors must not be propped open Registers are taken every session for fire safety	Periodically, complete a fire drill so that all parties are aware of the procedures and meeting point New staff and children and youth to be briefed on what to do in the event of a fire Assessment to be carried out if we received children and youth or team members that have a disability	Lead Church Lead	As a safety requirement	Ongoing

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Electrical equipment	Young people. Leaders	All electrical equipment used continues to be checked regularly and given a safety certificate	Ensure that only responsible adult is using electrical equipment and to report immediately if equipment is faulty	All leaders	Every meeting	Ongoing
Trips, slips and falls	All	Ensure that floor surfaces are free from hazards (including activity equipment not being left out, all wires etc. are taped to floor or positioned in such a way that it does not cause a hazard	Ensure a risk assessment is carried especially if we are introducing new activity or of room has been changed in any way  Also check for hazards if room has been used prior to children and youth using it			
First Aider	All	Ensuring that at least one member in the building / on duty is first aid trained.  All staff are aware of where the First Aid box is kept	Ensure that area that children and youth and team are as free as possible from risk or harm.	All	Every meeting	Ongoing
Kitchen	All	No children and youth access to kitchen area when group is in progress  Warning signs are present where there is specific danger  All cupboards with hazard cleaning products are locked and key can only				

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		be accessed via staff office				
Transmission of Covid virus between children and youth and staff	Young people, Children and youth team, families	Room has a good flow of air. All children and youth have the prerogative to wear mask. Register taken each time which can then be used for track and trace	Advise parents/carers of ensuring that the keep all safe and alert staff to any news of infection.	Children and youth Lead or Children and youth Team	Every meeting	Ongoing
Allergies Reactions– snacks and drinks available	Young people, Children and youth team	All parents have completed forms and have been asked to state all medical emergencies. Nothing with nuts is every purchased.	Remind parents to ensure they keep us abreast of any changes in their child's health etc. Ensure that at least one member of the team on site has a form of First Aid training.			