

**ACTIVITY RISK ASSESSMENT - INCLUDING HOLIDAYS AND TRIPS**

Activity: Windrush Messy Church Christingle

Date of first risk assessment: 1 December 2023

Location: School Hall and Field, Windrush C of E Primary School, Windrush Place

Time/frequency: 4pm 3 December 2023

Name of leader with responsibility: Rev'd Jacky Bone

Date reviewed: Due annually

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
Safeguarding risk	Children face potential abuse	All leaders and helpers have a clear DBS check. Parents or carers accompany and supervise children. Leaders and helpers to complete diocesan safeguarding training.	Obtain parental/carers permission for any photographs of children	Leaders	At event	
Physical injury in setting up or clearing hall	Helpers and/or children	Set up to be completed before children arrive. Helpers advised to use trolleys to move chairs and tables.	Helpers advised to take care moving furniture and only undertake tasks for which they are physically able	Leaders	At event	
Children run off	Children might go missing	Helpers at external doors. Room is secure. Gate to field closed when not in use. Access to field via Hall	Parents/carers are responsible for children at the group. Access doors and gates to be kept closed and secure when not being used.	Helper on welcome at door.	At event	
Crafting activities pose a risk to younger children.	Some crafting activities involve small items that could be a choking hazard. Children could	Parents/carers advised to closely supervise children whilst crafting. Trained paediatric first aider	Craft kits and material used are age appropriate. Spillages to be cleared up as soon as possible.	Heather Spencer	At event	

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	sustain cuts or pricks using scissors and needles.	present. First aid kit available	Handwashing facilities to be signposted			
Food poisoning risk	Children and parents/carers	Lead helper on catering to have food hygiene training and to prepare/store/serve food accordingly	Only leaders and helpers are allowed in kitchen	Linda Tew	At event	
Hot drinks served	Children could be scalded by spilt hot drinks.	Parents advised to be careful with drinks around children	Kettles and urns kept away from front of the counter whilst serving drinks	Helper serving drinks	At event	
Fire risk from candles on Christingles	Children and parents/carers	Christingles to be lit only when outside. Parents/carers to be asked to take note of Christingle fire safety notice on display. Helpers to familiarise themselves with fire evacuation procedures and fire-fighting equipment	In the event of a fire helpers to direct children and parents/carers in accordance with procedures. Bucket of water to be available to douse lit Christingles if posing a fire risk.	Helpers	At event	