| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to manage this risk?** | **Action by whom?** | **Action by when?** | **Done** |
| --- | --- | --- | --- | --- | --- | --- |
| Sharp implements used in activities | Children might cut themselves | Only child friendly scissors to be used by children | No |  |  |  |
| Burns/fire | Candles might burn children or set fire to materials. | No naked flames to be used in activities, only battery operated tea lights.  | We need to ensure that children do not stand close to altar candles during the service.  | Minister to assist children if required to light candles during the service. All adults and helpers to ensure children are not standing close to altar candles. | Immediate and at each event. | Yes |
| Choking | Younger children could choke on foodstuffs. | We ensure that food is served in bitesize chunks or whole pieces of fruit. Grapes are sliced in half. | No. |  |  |  |
| Food allergies | Chidren or adults who are allergic to certain foods. | Parents supervise children while eating.  | Provide lists on ingredients in all food. Ask to be notified in advance of food allergies when event is publicised, e.g. on Facebook page.  | Helpers preparing food and those providing publicity. | For each event |  |
| Electrics – plug sockets | A child putting their fingers or an electrical conductor into a plug socket and receiving an electrical shock.  | Plastic socket covers used for unused plugs. Appropriate number of adult supervisors provided for each activity. | No. |  |  |  |
| Falls from heights – stairs. | A child falling from a significant height down the stairs. | No high stairways accessible to children. Children’s play area fitted with carpet surface. | No. |  |  |  |
| Unaccompanied exit from the premises | A child being able to leave the building unaccompanied where they may be at risk – e.g. busy road.  | Supervisor assigned to doorway when messy church in session. Doors to main exit kept closed. Appropriate number of adult supervisors provided for each activity. All children attend with a parent or adult supervisor. | No. |  |  |  |
| Stranger danger | Children come into contact with people outside their own family. | Children must attend with a parent/guardian or adult supervisor. All helpers involved in activities have been given a copy of the Church of England Code of Safer Working Practice.  | All adults to be reminded to exercise vigilance and report any concerns. | PSO | At each meeting to plan activities. |  |
| Excessive water temperature from hot taps or kettle or hot drinks..Hot radiators and pipesCollapsing stacked chairsInjury caused by another child. Lack of first aid facilities.Poor hygiene.Trip hazardsIngestion of craft materialsGlass used in activities might shatterRisk of inappropriate behaviour. | A child being scalded whilst using a hot water tap or kettle. A child being burnt by contact with the hot surface of a radiator or pipe that is part of the heating system. A child being injured by a collapsing stack of chairs or other items.An injury being caused by another child as part of a play activity.A lack of adequate first aid resources in the event of a child being hurt or being taken ill on the premises.A lack of hygiene resulting in transmission of illness between persons at the events.Anyone crossing the room with craft materials or chairs / tables on the floor.A child placing materials in their mouth.A child might cut themselves.Risk to children through inappropriate behaviour from helpers.Risk to helpers from false allegations of inappropriate behaviour. | Children are not permitted to enter the kitchen. A supervisor ensures this and issues hot drinks. Children each attend with a responsible adult. Tap temperatures are kept at a temperature which would minimise the risk of a scald. Children are kept away from any unprotected radiator or pipe. Appropriate number of adult supervisors provided for each activity. Adults to be responsible for their own child at all times. Appropriate number of adult supervisors provided for each activity. Adults to be responsible for their own child at all times. Qualified first aider in attendance. First Aid kits are available and checked regularly. Emergency procedures are in place. Accidents are reported and filed.Surfaces and equipment are cleaned for each event. Appropriate number of adult supervisors provided for each activity. Adults to be responsible for their own child at all times. All children are individually supervised by their appropriate adult when undertaking craft activities. A helper at each table oversees the distribution of materials.All pens/paints/crayons to be non toxic.Only safety glass is used.Helpers are never left alone with children. |  |  |  |  |