|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Area assessed** | St Oswald’s Church  Woodhead Road, Walkergate  NE6 4RX | | | | | A close up of a sign  Description automatically generated |
| **Name of assessor** | David Johnson | | **Date assessed** | October 2022 | |
| **Checked by** | Steve Hogarth | | **Review date** | Autumn 2023 | |
| **Likelihood (L)**  1 = **Low** (unlikely)  2 = **Medium** (likely)  3 = **High** (near certain) | | **Severity (S)**  (second bracket relates to safeguarding risk)  1 = **Low** (minor cuts and bruises)  (mildly unsafe situation)  2 = **Medium** (serious injury)  (moderately unsafe situation)  3 = **High** (fatality or multiple serious injuries)  (seriously unsafe situation) | | | **Risk Rating (L x S)**  After controls applied   |  | | --- | | 1 – 2 = Team to be aware | | 3 – 4 = Team to be trained in measures | | 6 – 9 = Must be resolved before activity begins | | |

**General health and safety provision**

|  |  |  |  |
| --- | --- | --- | --- |
| **First Aid Kit Location** | **Fire Blanket Location** | **Fire Extinguisher Location** | **Nearest Defibrillator** |
| Kitchen | Kitchen | Upper Hall, Downstairs, Kitchen | Walkergate Community School  (Have contacted, they are aware) |

The following **qualifications** (or higher) must be held by at least one present member of the team each:

– Safeguarding (C1) – Emergency First Aid at Work – Level 2 Food Hygiene (if more than hot drinks / light refreshments offered) –

**Safeguarding contacts**

|  |  |  |
| --- | --- | --- |
| **David Johnson**  **MINE Youth Project Coordinator** | **Diocesan Safeguarding Officer** | **Steve Hogarth**  **Parish Safeguarding Officer** |
| 07591 022 487 | ‬‬‬‬ | 07914 439 290‬ |

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# Risks Associated with the Site - Inside

| **Hazard:** | **Risk:** | **Controls** | **Likelihood:** | **Severity:** | **Risk Rating:** |
| --- | --- | --- | --- | --- | --- |
| Stairs required as all activities are in upper room | Falls, tripping hazard | Wooden boards in place to stop toddlers falling through gap. Toddler height handrail to be installed | 1 | 2 | 2 |
| Whole building – sharp edges (eg corners, bolts) | Cuts or damaged clothing  Injury on collision with surface corners | Blunt sharp edges of metal fixings and the like.  Discourage running near corners. If running games are happening, cover corners somehow. | 1 | 1 | 1 |
| Whole building – cables, furniture, other tripping hazards | Falling  Spraining / twisting ankles | Ensure cables are laid tidily  Tidy any cables that have moved before sessions  Keep the area clear | 1 | 1 | 1 |
| Whole building – electrical sockets and appliances | Electrocution | PAT test regularly  Block access to unused sockets when infants around | 1 | 3 | 3 |
| Heavy furniture | Injury due to furniture falling on people  Injury due to lifting furniture | Don’t allow young people or children to move furniture  Ensure enough people move furniture when needed, and if young people or children are around, make sure they are out of the way | 1 | 1 | 1 |
| Tower | Fall | Keep tower door locked and discourage climbing | 1 | 3 | 3 |
| Cleaning equipment | Harmful chemicals | Keep locked in cupboards or stored in other rooms where activities are not being run | 1 | 3 | 3 |
| Toilets | Children being locked in, safeguarding concerns | No children to use toilets without family/carer supervision. If team need to check toilets – two team members. | 1 | 1 | 1 |
| Kitchen | Sharps, chemicals, hot water, toaster etc, | Kitchen out of bounds to all non-team members | 1 | 3 | 3 |
| Fire | Burns, smoke inhalation | All St Oswald’s congregation members involved in toddler team to be briefed on fire policy and procedure | 1 | 3 | 3 |

# Risks Associated with the Site – Outside

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Hazard:** | **Risk:** | **Controls** | **Likelihood:** | **Severity:** | **Risk Rating:** |
| Dog walkers | Dog mess | Team to perform a visual inspection before sessions and clear any dog mess | 3 | 1 | 3 |
| Road | Cars, collision | All activities run inside. Ensure toddlers do not leave building without responsible adults just in case they run into the road. | 2 | 1 | 2 |

# Human Risks

| **Hazard:** | **Risk:** | **Controls** | **Likelihood:** | **Severity:** | **Risk Rating:** |
| --- | --- | --- | --- | --- | --- |
| Handling disclosures (from adults) | Careless handling could exacerbate, perpetuate or simply fail to address abuse | Safeguarding training for team  Designated safeguarding contacts to be publicised. | 2 | 2 | 4 |
| Visibility | Allegations / improper conduct | Ensure team are in line of sight of each other or parents/carers. | 1 | 2 | 2 |
| Accessing the building | Families being unaccompanied in the building or left outside unattended | Ensure one team member at the entrance to instruct families on how to get to the upper room safely | 1 | 1 | 1 |
| Closed group (only toddlers and their families with permission forms are eligible) | Families who have not completed forms, or individuals who are not eligible “crash” the event | Ask to leave, positively engage and let them know why the session is closed, phone police if needed. | 2 | 2 | 4 |
| Being open to the public – safeguarding children | Inappropriate adults being given access to children and young people  Children trusting all adults in the room the same (especially re disclosure)  Adults who are untrained in safeguarding can complicate a group response to live safeguarding issues | Ensure safely recruited team are vigilant and ensure no unsupervised contact between members of the public and children  Keep safeguarding trained team informed of live issues and of the plan for each week  Advertise people to talk to in the event of an issue | 2 | 2 | 4 |
| Being open to the public – anti social behaviour | Intimidation  Lack of control of situations  Threat of violent behaviour | Don’t allow those threatening anti social behaviour into the building  Ensure children are looked after by safe adults  See controls for Closed group above if individuals who are eligible begin to engage in ASB | 3 | 1 | 3 |
| Security – equipment storage | Expensive equipment risk of theft | Store expensive equipment in the most secure location available. | 2 | 2 | 4 |

# Activities

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Hazard:** | **Risk:** | **Controls** | **Likelihood:** | **Severity:** | **Risk Rating:** |
| Serving food to the public (more than hot drinks or refreshments) | Food poisoning  Scalding  Allergies | Ensure at least one member of the team is responsible for food hygiene and qualified with level 2 in Food Hygiene  Ensure good practice conformed to under supervision of the responsible member of team in accordance with their training | 1 | 2 | 2 |
| Refreshments and hot drinks | Gluten and other allergens  Scalding (hot drinks) | Ensure adults are informed of any allergens and that all refreshments offered to toddlers are done with informed permission of parents/carers.  All drinks to be consumed out of the main play space. If possible, allow hot water to cool slightly before giving to attendees. | 2 | 1 | 2 |
| Storing food | Food stored incorrectly may spoil or cause other foods to become unsafe  Food stored incorrectly could attract vermin | Ensure all food is stored in accordance with food hygiene level 2 training  Regularly check cupboards, fridges and freezers for out of date food  Ensure bins are regularly emptied | 2 | 2 | 4 |
| Crafts | Cuts from scissors  Allergies to craft materials | Use scissors under supervision  Check craft materials for allergens, avoid where possible, and check allergies before using if necessary | 1 | 1 | 1 |
| Christian worship | Spiritual abuse | Where possible, get to know parents and families  Ensure our language is invitational  Remind all attendees regularly that their value is intrinsic (MINE Youth Value 1) and not dependent on any particular response  Wherever children or young people make any form of major response or commitment to faith, try to include parents and families involved in the conversation – unless doing so would place the child in danger  Treat any disclosures of spiritual abuse in accordance with best safeguarding practice | 2 | 2 | 4 |
| Toddler food craft | Injury from equipment | Parents to be responsible for any equipment used | 1 | 2 | 2 |
| Toddler food craft | Contamination | Do not use any ingredients that anyone in attendance is allergic to | 1 | 2 | 2 |
| Toddler food craft | General hygiene | Parents to be responsible for children not eating off the floor, ensure everyone washes hands before and after craft. | 2 | 1 | 2 |
| Toddlers – behaviour or lack of coordination | Injury to toddler or others | Parents and carers to remain responsible for their child at all times. Ensure parents and carers are made aware of this on entry. | 2 | 1 | 2 |
| Toddler story and song time | Crowding issues | Ensure children and spread out enough to not injure each other. Ensure all interactive stories or songs are suitable to the space available. Ensure parents are able to keep responsible for their children. | 1 | 2 | 2 |