|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ST FRANCIS' CHURCH HIGH HEATON - RISK ASSESSMENT FORM - WORKING WITH CHILDREN** | | | | | | |
| **What are the Hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to manage the risk?** | **Action by whom?** | **Action by when?** | **Done** |
|  |  |  |  |  |  |  |
| **Doors:** |  |  |  |  |  |  |
| Main entrance | Child could get out, be injured by a car in car park, be abducted or get lost. | There is a chain on the door in the entrance porch.. Enter by ringing a bell. | For an event someone on the door. |  |  |  |
| Fire door to field opened in hot weather or to access field. | Child could run away and get lost or have an accident | Door only opened if parents are present or the activity leader is present looking after the children. | No |  |  |  |
|  |  |  |  |  |  |  |
| **Stage:** |  |  |  |  |  |  |
| The stage is 4ft from the floor level and there are steps at both ends. | Children could climb onto the stage and fall off it, also play and fall on the steps | The Hall booking form forbids children from climbing on the stage. The steps are blocked off. | Put signs up to say "No climbing on the stage" and "No entry" up the sides of the stage. | Jenny  Germain | 02/07/2016 | 30/06/2016 |
|  |  |  |  |  |  |  |
| **Furniture:** |  |  |  |  |  |  |
| Chairs | A child could fall off a stack of chairs an be injured. | The chairs are stacked in fours and children are not allowed to climb on them.. | Photo displayed showing stacked chairs. | S. Germain |  | Feb-19 |
| Tables | Children could be injured if they helped to get tables out or put them away. Children could be injured playing around the stacked tables. | Children are not allowed to help get tables out or put them away. They are discouraged from playing near the stacked tables. The tables have their own storage fitted with safety straps. | Put up a sign to remind people to secure the straps. Photo of stacked tables displayed. | J. Germain and S.  Germain. |  | 30/06/2016  (notice) Feb  2019  (photo). |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ST FRANCIS' CHURCH HIGH HEATON - RISK ASSESSMENT FORM - WORKING WITH CHILDREN** | | | | | | |
| **What are the Hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to manage the risk?** | **Action by whom?** | **Action by when?** | **Done** |
| Heaters | A child touching one of the heaters could get burned. | The hall heaters have a protective guard around them. | No |  |  |  |
|  |  | The heaters are regularly serviced. |  |  |  |  |
|  |  |  |  |  |  |  |
| **Toilets:** |  |  |  |  |  |  |
| Doors | A child might get locked in to the toilet. | Locks are simple to use and can be opened from the outside. | No |  |  |  |
| Very hot water. | A child could scald themselves. | The water delivered is not scalding. | Put warning notices at the sink in each toilet warning of hot water. | Jenny  Germain | 02/07/2016 | 30/06/2016 |
| Wet floors | A child could slip incurring an injury | An adult checks the toilets from time to time and small children are accompanied. | No |  |  |  |
| Cleanliness | A child could pick up a bug if the toilets are not clean | The toilets are cleaned by cleaners twice a week and checked frequently. | Put notices up about hand washing |  |  |  |
| Adut size toilets | Small child could fall in | Toilet seats for children in each toilet |  | Toddler group leaders |  |  |
| **Kitchen:** |  |  |  |  |  |  |
| Cleaning materials, cooker, potentially hot pans and kettles and low level cupboards containing glasswear. | Children could spill or injest cleaning materials, burn themselves on hot cooker, pans or kettles and cut themselves on broken glass if glasses from cupboards were pulled out and broken. | Children are not allowed in the kitchen unsupervised by an adult. | Notices outside kitchen to the effect that children are not allowed in there unsupervised by an adult. | Jenny  Germain | 02/07/2016 | 30/06/2016 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ST FRANCIS' CHURCH HIGH HEATON - RISK ASSESSMENT FORM - WORKING WITH CHILDREN** | | | | | | |
| **What are the Hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to manage the risk?** | **Action by whom?** | **Action by when?** | **Done** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Craft materials** | Glue, tippex and large marker pens are potentially toxic to children. | Crafts are always carried out under adult supervision. Materials are locked away after use. | No | Toddler Gp Leaders. | As required |  |
| **Knowledge of medical needs if parent not present with**  **child** | A child on medication or having special medical needs could be endangered if the knowledge is not shared. | Responsible leaders/organisers should have knowledge of these medical needs. They will also have a register of the children present. | If this is not currently done, there should be recorded contact details for every child so that parents can be promptly called in an emergency. | Dorothy Frankland to check. | asap | Sept 2019(S.  School and  Youth  Group) |
| **Accidents, trips and falls.** | A child can be injured during any normal play activity. | First Aid box available. If not serious, parents would be informedwhen the child is picked up. Accident slip provided. If serious, parents summoned and/or the child taken to A&E. | Obtain an accident book. | Vicar. Curate to modify. | 18/07/2016 then Jan 2020. | 01/08/2016  for Accident  Book |
| **The outside space.** | When an activity is being held on the green outside a child might stray away from the rest and get lost or abducted. They might also pick plants which are poisonous or cause an allergic reaction. | Adults in charge are extra vigilant out of doors. They must be aware of any poisonous plants in the vicinity and aware of any allergies suffered by individuals. | No |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ST FRANCIS' CHURCH HIGH HEATON - RISK ASSESSMENT FORM - WORKING WITH CHILDREN** | | | | | | |
| **What are the Hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to manage the risk?** | **Action by whom?** | **Action by when?** | **Done** |
| **Access by strangers** | A child might be groomed, abused or abducted by a stranger. | All leaders of Church activities are DBS checked. All external doors are locked.  Children are supervised at all times. Extra vigilance is observed on the green outside. | No |  |  |  |
| **Bullying** | A child might be bullied or upset by another child. | Leaders look out for these things. A child friendly notice in the hall informs of the Church`s Child Advocate and her contact details. | Make child-friendly notice even more child friendly with a picture of the Child Advocate. | Jenny  Germain | 18/07/2016 |  |
| **Corridors** round the Hall. | Objects left in the corridors can lead to injuries if a child runs into them. | Children are not allowed to wander round the building unsupervised. | Corridors should not be used for short or long term storageand should be kept clear at all times. Bicycles should be secured in an outside bicycle rack. | PCC to be consulted re. bicycle rack. | 18/07/2016 |  |
| **Committee room** frequently used for storage e.g. before a Fair or Rummage sale and always contains high bookshelves. | Children could easily injure themselves among all the stuff being stored and could incur injury if they  climbed on the bookshelves. | Children are not allowed in the committee room unattended.  Committee room locked. | No |  |  |  |