**RISK ASSESSMENT**

**Elswick Parish Church**

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| **Activity Details:** Children’s Holiday Club | | **Assessed by:** Judith Sword |
| **Date of assessment:** July 2022 | **Date of last review :**April 2022 | **Review due:** |

**Building Security**

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| **Hazards** | **People**  Who might be harmed? | **Risk** | **Controls**  What controls are currently in place? | **Further action**  If the present controls are not adequate, what else needs to be done, by whom and by when? |
| Unauthorised Visitors | Children and Staff | High | * Children supervised on entry * Main door locked when children in the building |  |
| Fire | Children and Staff | Medium | * Fire Evacuation Plans available in all rooms * Fire doors clearly marked * Staff to be familiar with exit routes and doors * Staff to ensure that a mobile phone is available |  |
| Kitchen Appliances and tools | Children | High | * Children not allowed in the kitchen | Kitchen always supervised. |
| Running into glass partition | Children | Low | * Barriers to be placed in front of the partition when hall is used for activities, |  |
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**Pick up and Drop Off**

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| **Hazards** | **People**  Who might be harmed? | **Risk** | **Controls**  What controls are currently in place? | **Further action**  If the present controls are not adequate, what else needs to be done, by whom and by when? |
| No contact details | children | medium | * All children must have details of two emergency contacts on the registration form. | All registration forms to be available throughout the day and kept locked away overnight. |
| Children picked up by unauthorised adults. | children | medium | * All adults will confirm who will pick up children when they drop off in the morning. * Staff to ensure that they are aware of who will pick up. * No child will leave the club until staff have identified an appropriate adult to take them home. * Staff will phone contact numbers if there is any issue about pick up. |  |
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**Food and Medicine**

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| **Hazards** | **People**  Who might be harmed? | **Risk** | **Controls**  What controls are currently in place? | **Further action**  If the present controls are not adequate, what else needs to be done, by whom and by when? |
| Allergy to Foods | children | medium | * All food allergies to be included on registration form. * Food allergies to be checked before menus and activities planned. | All registration forms to be available |
| Need for medication | Children and Staff | medium | * All medical needs to be recorded on registration form. * Inhalers to be safely stored in the kitchen area where only staff have access. * Permission slips to be signed by parents/carers if medication is needed during the day. |  |
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