**PARISH TO ADAPT AS NECESSARY TO THE ACTIVITY**

| **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** |
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| Safeguarding. Potential abuse to children | Individual children | Safeguarding policy for children.Policy to be prominently displayed in church.Safeguarding good practice guidance for children.All children are accompanied and supervised by a parent or guardian at all times. All Children’s Church Leaders and helpers are safely recruited and aware of policy and good practice.All Children’s Church leaders and helpers have completed the relevant national safeguarding training.Leaders properly supervise sessions and supervise other volunteers. Those who are not eligible for an enhanced DBS check do not have unsupervised contact with children. | Safe Use of Images policy if applicable.DBS Disclosure checks completed for appropriate persons.PSO and DSA contact details to be available to Leaders/Helpers and prominently displayed. |  |  |  |
| Children leaving alone | Individual children | Checking each child goes to their parent in church during service, at end of service or is collected. Register completed at each session. |  |  |  |  |
| Injury in hall set up. | Individual adults | Hall set up prior to children arriving.Volunteers advised that in setting up, to use table and chair trolleys provided to aid movement of multiple tables and chairs.Volunteers advised to only move equipment they are physically capable of moving safely.First aider and first aid kit present at every session. |  |  |  |  |
| Catering | Individual children | Food leads to have formal food hygiene training and prepare/store/reheat/serve food accordingly.Only leaders and volunteers to be allowed in the kitchen.Children to have cold drinks only.Ensure children’s allergens and intolerances are known.Ensure catering helper is aware of ingredients from packets (e.g. gluten intolerance and other allergy advice) |  |  |  |  |
| Art and Craft Activities Injuries to children. | Individual children | All children closely supervised at any activity.Sufficient ratio of Leaders/helpers to children.Only use proprietary products that are suitable for children (e.g. Pritt glue sticks, round ended scissors etc.)First aider and first aid kit present at every session.Spillages to be cleared up as soon as possible.Children to wash hands after using glue, paint and other synthetic substances.No food or drinks allowed in craft areas. |  |  |  |  |
| Going to the toilet alone | Individual children | Use disabled toilet in view.Escorted to and from toilet out of view. | Consider policy for children who need assistance or when a child has wet/messed themselves. |  |  |  |
| Fire | Adults/children | Leaders/helpers to be familiar with the Church/Church Hall fire procedures and equipment.In the event of a fire, volunteers to direct children according to the fire procedures/evacuation procedures. Fire procedures/evacuation procedures for the hall that are displayed prominently in the building.Clear passage to be maintained to each evacuation assembly point.Ensure mobile phone present for prompt use in emergency.Responsible adult to use a fire extinguisher or blanket, having due consideration for his/her own personal safety and that of others in the vicinity. | Consider having a practice fire drill  |  |  |  |
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**Please note – other examples of what could be included are on the internet such as: trips and spills; electrical hazard; manual handling etc**