

Parish of _St Alban's Copenhagen Activity risk assessment

Activity: Messy Church and Children's Church

Location: Church and upper room

Name of leader with responsibility: Peter Prasadam

Activity: Sunday school / Messy Church

Location: Upstairs room and whole church

Time/ frequency of activity: Messy Church once a month; Children's Church Sundays, 10.30-12.45

Date of first risk assessment: 13.02.20

Time/frequency: Once a year

Date to be reviewed: WITHIN MONTH RE FIRS AID AND FIRE DRILL

Yearly in January.

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
Working alone with children.	Children Helpers	Two helpers at all times, trained)	Rota in place	Group leader	Immediate	Done
Potential allegation of abuse	All	Safeguarding training for gr. Leader and helpers Relevant checks Safeguarding policy visible with contact numbers	On going Observe Monitor Listen Need a Safeguarding poster in picture form.	Everyone	"	
Accidents injuries	All	First aid box Accident book	First aid training. Make parents aware of their responsibility	Group leader	"	No First Aid box?
Fire	All	2 exits Unplug appliances when leave Fire extinguisher, Fire blanket	Telephone number, Available telephone Firedrill	Gr. leader		No fire drill
Food allergy/Medical conditions	All	Letter sent with written questions. Question asked when child comes into the activity.	Continual reminder for those responsible for preparing food.	Gr. leader		Done

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Unsafe environment	All present	Ensure safe working environment (Health and safety check)	Observe and monitor	Gr. Leader, helpers, parents		Done
Hygiene	All	Follow the kitchen rules found on a poster in Kitchen	Wash hands	Everyone		Done
Moving around the Church	All	Walking. No climbing up high. Monitored at all times by one adult at least.	Observe and monitor	Everyone		Done
Visitors in church when activities taking place	All	Sides people to monitor. Rope across section of church to separate children's activity	Observe and monitor	Everyone		Done
Stairs	All	Ensure safety of children moving up and down the stairs.	Adult lead the way of a group of children moving up or down the stairs. Smaller children to be accompanied	Everyone		Done
Use of scissors and sharp implements	All	Return to trays. Avoid them being left on the floor	Observe and monitor	Everyone	"	Done
Toilet visits	Children	One leader will accompany children to toilet. Encourage children to go to toilet at the start of the session	Observe and monitor	Leader		Done
Kidnapping	Children	Observant All parents present	Need to know where children are at all times. No one on their own	Everyone		Done