

**ACTIVITY RISK ASSESSMENT - INCLUDING HOLIDAYS AND TRIPS**

Activity: Messy Mass

Date of first risk assessment: 21.11.21

Location: Holy Trinity Woodgreen

Time / frequency: Bi-monthly

Name of leader with responsibility: Ness Brunner-Ellis

Date to be reviewed: Annually

| What are the hazards?                   | Who might be harmed and how?  | What are you already doing?  | Do you need to do anything else to manage risks?  | Action by whom? | Action by when? | Done |
|---|---|--|---|-----------------|-----------------|------|
| Covid transmission                      | Vulnerable people who might be clinically susceptible to Covid            | Asking everyone to consider wearing masks especially when singing; reminders about hand washing and use of gel; maintaining social distance; keeping windows and main door open and / or Trinity room door if sunny / warm at wardens' discretion. | Remind Parents / Grandparents / Carers to supervise their young people with hand hygiene.<br><br>Wiping surfaces and equipment such as pens with antibacterial wipes. | ALL             | Ongoing         |      |
| Trip / bump hazards around the building | Children not noticing chairs / rug / uneven floor surfaces / small tables | Rug is bright red ie good visibility / ask children to walk and not run around   | Reminders throughout service to walk carefully especially for any processing.   | NBE & all       |                 |      |
| Candles                                 | Children being burned by candle wax or flame                              | Consider whether it is safe to have Acolytes, eg by assessing age of children. Be especially aware if children are dressing up.  | Candles are in a safe container on the Nave Altar only except when it is safe to have Acolytes also.  | NBE             |                 |      |

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|  |   |   |   |                                    |      |  |
|--|---|---|---|------------------------------------|------|--|
| Toilet door is sticking                    | Children getting stuck in the loo           | Signs are up indicating that the door sticks  | Ask parents / grandparents / carers to supervise their young people   | Wardens / DCC to organise a repair | ASAP |  |
| Craft with scissors and glue               | Accidental cutting / glue on hands etc      | Scissors are children's craft scissors / glues used are low adhesive glue stick   | Children are being supervised by responsible adults at the Craft Table                                      | Craft table adults                 |      |  |
| Eating food – breakfast                    | Choking / food reactions                    | Children are seated at a table to assist healthy digestion / adults supervising food / parents need to tell us if allergies   | Consent Forms are regularly reviewed and updated by Parents / Carers.                                       | Responsible adults                 |      |  |
| Children leaving the building unsupervised | Accidents / incidents in churchyard or road | Parents / grandparents / carers need to be aware that doors may be open for ventilation and therefore need to watch their young people and be responsible for supervising them. | Doors may be closed if the weather is cold or Wardens may decide to keep doors closed whatever the weather. | Wardens decide about doors         |      |  |