

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

Activity: Windrush Messy Church

Date of first risk assessment: 31.1.22

Location: School Hall, Windrush C of E Primary School, Windrush Place

Time/frequency: 10:00 – 12:00 1<sup>st</sup> Sunday of the month

Name of leader with responsibility: Rev'd Jacky Bone

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
Safeguarding risk	Children face potential abuse	All leaders and helpers have a clear DBS check. Parents or carers accompany and supervise children. Leaders and helpers to complete diocesan safeguarding training.	Obtain parental/carers permission for any photographs of children	Leaders	At each event	
Physical injury in setting up or clearing hall	Helpers and/or children	Set up to be completed before children arrive. Helpers advised to use trolleys to move chairs and tables.	Helpers advised to take care moving furniture and only undertake tasks for which they are physically able	Leaders	At each event	
Children run off	Children might go missing	Helpers at external doors. Room is secure.	Parents/carers are responsible for children at the group. Access doors to be kept closed and secure when not being used.	Helper on welcome at door.	At each event	

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Crafting activities pose a risk to younger children.	Some crafting activities involve small items that could be a choking hazard. Children could sustain cuts or pricks using scissors and needles.	Parents/carers advised to closely supervise children whilst crafting. Trained paediatric first aider present. First aid kit available	Craft kits and material used are age appropriate. Spillages to be cleared up as soon as possible. Handwashing facilities to be signposted	Heather Spencer	At each event	
Food poisoning risk	Children and parents/carers	Lead helper on catering to have food hygiene training and to prepare/store/serve food accordingly	Only leaders and helpers are allowed in kitchen	Linda	At each event	
Hot drinks served	Children could be scalded by spilt hot drinks.	Parents advised to be careful with drinks around children	Kettles and urns kept away from front of the counter whilst serving drinks	Helper serving drinks	At each event	
Fire	Children and parents/carers	Helpers to familiarise themselves with fire evacuation procedures and fire-fighting equipment	In the event of a fire helpers to direct children and parents/carers in accordance with procedures	Helpers	At each event	
Transmission of COVID virus between children and/or adults	Adults or children could become infected with COVID virus at the event.	Attendance list taken for test and trace. Anti bac wipes and tissues available	Advise parents/carers on social distancing and mask wearing	Helpers	At each event	