

Parish of Christchurch Barnston with St Michaels & All Angels, Pensby

Activity risk assessment

Activity: Generic Risk assessment – Focus Group

Location: Personal Homes

Name of leader with responsibility: Christopher Slater - Vicar

Date of first risk assessment: 1st October 2024

Date to be reviewed: Reviewed on 15th August 2025

Date of next review: 15th August 2026

Risk Assessor: Viv Francis

This risk assessment will cover:

- Safeguarding
- General safety
- General hygiene

Christchurch with St Michael are committed to ensuring that the safety of everyone attending church events is paramount.

Leaders are aware of their responsibilities to manage events safely and to ensure that all members of their teams are briefed as to their responsibilities.

This will include pre-event planning, briefing at the commencement of activities and a review at the conclusion.

Leaders are aware of the importance that the church places on safeguarding and will comply with the advice and directions of the PSO to maintain the highest standards.

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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
Safeguarding	Individual Children	<p>Safeguarding policy in place - widely distributed</p> <p>All Focus Group leaders and helpers are safely recruited and are aware of the safeguarding policy and good practice</p> <p>All Focus Group leaders and helpers have completed the relevant national safeguarding training.</p> <p>Leaders properly supervise sessions and supervise other volunteers when applicable.</p> <p>Current enhanced DBS checks in place</p> <p>PSO and DSA contact details have been provided to Leaders / helpers</p> <p>Those working with young people need to think and act carefully to avoid situations which could lead to difficulties, embarrassing situations, accusations or temptations.</p> <p>All leaders / helpers need to know what action to take if abuse is suspected or alleged.</p>				

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General safety considerations	Individual children	<p>If a personal home is going to be used on a regular basis rather than a one off activity then:</p> <ul style="list-style-type: none"> • This must be agreed by the PCC • Risk assessment must be in place • Ensure that any activities are covered by the home owner's or church's insurance policy • Parents / carers must be given the full address including the postcode and contact telephone number • If the young people are travelling independently – it is good practice to check to ensure that they have reached home safely • It must be made clear that any unsafe places are out of bounds – e.g. garages and tool sheds • There must be clean toilet facilities available with a lock that is available to all users without access via a bedroom • There should never be only one adult and one young person on the premises 				
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		<ul style="list-style-type: none"> • Good practice is to provide a room for the meeting that is separate to any 'family only' space • Alcohol, medication and dangerous items should be removed from any room accessible to young people • Ensure that there is a stocked first aid kit available and that at least one of the adults present has a knowledge of basic first aid • A register should be maintained with times of arrival and departure 				
Good food practice	Individual children	<p>Ensure that there are safe, stable places to place hot drinks if they are being served</p> <p>Be aware of any allergies or intolerances that the young people might have if food or snacks are being served</p> <p>Observe good kitchen hygiene at all times</p> <p>Have hand washing facilities and sanitising liquid available</p> <p>Ensure regular use of disinfectants and cloths</p>				