

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

**Activity risk assessment**

**Activity:** Generic Risk assessment – Sunday School Groups

**Location:** St Michael & All Angels Church Hall and Barnston Church Hall

**Name of leaders with responsibility:** Alan Johnson and Judy Hughes

**Date of first risk assessment:** 12<sup>th</sup> September 2025

**Date to be reviewed:** 12<sup>th</sup> September 2026

**Risk Assessor:** Viv Francis

**This risk assessment will cover:**

- General safety in relation to children and helpers
- Fire exits and alarms
- Cleaning and general hygiene including toilet facilities
- Safety checks and use of electrical equipment
- Risks associated with the provision of hot drinks and food
- Safeguarding

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
Slips, trips & falls (General precautions)	Children, helpers and volunteers.	<p>Church halls and foyer are checked on a regular basis and any faults / defects that might lead to people slipping, tripping, or falling are remedied. All freestanding objects that could prove hazardous are moved to one side.</p> <p>Floors are cleaned and hoovered regularly. Kitchen floors are cleaned regularly and checked for any defects.</p> <p>Spillages are dealt with promptly especially in the kitchen area and safety signs placed to warn people of slippery surfaces</p> <p>Trailing wires / cables and leads are carefully placed (i.e. microphones, televisions and sound systems)</p> <p>All accidents reported promptly - recorded in the accident book situated on the wall alongside the Health &amp; Safety notice board in both church halls</p> <p>Ensuring that the entrance hall is kept dry in the case of inclement weather</p> <p>Regularly checking internal areas and external</p>	Ongoing actions	<p>Churchwarden and team</p> <p>Cleaner</p>		

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Trips in relation to children		<p>pathways and car park for any trip hazards</p> <p>The nature of the group's activities sometimes requires mats, toys and equipment to be placed on the floor. To minimise the risk of trips etc younger children are supervised at all times. A visual inspection of the condition of the toys, books and equipment to be used is undertaken at the beginning and end of each session. All toys and equipment are cleaned regularly and any broken or damaged ones discarded. Helpers keep a constant watch for potential hazards including spillages.</p>				
<p>People and vehicles coming into contact in car park</p> <p>Maintenance of car park</p>	Everyone present	<p>Car park markings clearly defined</p> <p>Car park and entrance area clearly illuminated during hours of darkness</p>	<p>Car park to be kept free from leaves</p> <p>Car park to be gritted when snow / ice is forecast</p>	Churchwarden Volunteers	As appropriate	
Safety of Children	All children attending the groups	<p>The main exit doors to the hall are kept closed. The door at St Michaels is controlled by a button out of the reach of the younger children. The</p>				

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		<p>door to the church hall in Barnston is locked once the children and helpers are inside. Helpers carry fully charged mobile phones. Helpers check regularly that the doors remain closed.</p> <p>Children are adequately supervised a minimum of two helpers to each group – following the adult-child ratios (e.g. 1:6 for under 8s)</p> <p>There is no access to store cupboards</p> <p>There is underfloor heating so no danger of children burning themselves on radiators or pipes.</p> <p>The leader and helpers have current DBS clearance</p> <p>All helpers have undertaken relevant safeguarding training.</p> <p>No adult is ever alone with one child.</p> <p>Leaders set behavioural expectations and intervene at an early stage if necessary if any peer conflict is observed..</p> <p>Stringent reporting procedures are in place.</p> <p>The contact number of the PSO and DSA are prominently displayed on the safeguarding notices throughout the building.</p>				
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Toilet facilities	Children	<p>There are two toilets in the hall area plus a disabled toilet with nappy changing facilities (including baby wipes, changing mat and spare nappies) at St Michaels.</p> <p>There is a toilet in the hall at Barnston.</p> <p>For hygiene purposes, the toilets are checked and cleaned at the beginning and the end of each session as well as being routinely cleaned by the cleaner.</p> <p>Bin is provided for the disposal of nappies</p>				
Risk of fire	Everyone	<p>All fire exit routes unobstructed, unlocked, and clearly marked.</p> <p>Fire extinguishers in place throughout the church, halls, foyer, and kitchens.</p> <p>All fire extinguishers / fire blankets in good and efficient working order and serviced on an annual basis.</p> <p>Leaders and helpers are aware of local emergency procedures.</p> <p>Fire alarm checked on a weekly / monthly basis and recorded.</p> <p>Fire evacuation drill carried out yearly and recorded.</p> <p>Emergency lighting in place, tested and regularly</p>	No	Churchwarden and Volunteers	Ongoing	

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		<p>served.</p> <p>Portable appliance testing in place every two years on all appliances.</p> <p>All electrical and gas equipment checked by a qualified electrician.</p> <p>No storage of combustible substances</p> <p>Continued separation of materials from ignition sources.</p> <p>Up to date fire risk assessment is in place and is reviewed annually.</p>				
<p>Medical emergencies</p> <p>Minor injuries</p>	Everyone present	<p>Leader and helpers are aware of local emergency procedures.</p> <p>Contact details for church clearly displayed</p> <p>Defibrillators regularly checked to ensure good and efficient working order.</p> <p>First Aid kits clearly marked and visible and contents checked on a regular basis.</p> <p>Leader / helpers have knowledge of first aid gained from their respective employment / voluntary organisations.</p> <p>Carers are required to inform leaders of their child's allergies and other medical conditions.</p> <p>Fire blankets in kitchen at both churches.</p> <p>Electrical equipment only to be operated by</p>	No			

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Risk of injury from electrical items		people with the knowledge and experience to maintain the highest safety standards. Signs on kitchen door advising that entry is restricted to helpers only. Spillages to be dealt with promptly. Kettles on stable surfaces - no dangling cables Drinks for the children are provided in plastic beakers				
Activity based risks	All children	When using scissors, glue etc younger children are supervised at all times. Non-toxic materials are supplied. Quiet spaces are available in case loud noise or overstimulation leads to a child being distressed.				
Safeguarding	Everyone	All members of the church family are aware of the importance that our church places on maintaining the safest of environments for everyone. Copies of the safeguarding policy are clearly displayed. A copy of the Safeguarding Parish Handbook is available and displayed on the Health & Safety notice boards in the hall (St. Michaels) and in the kitchen at Barnston	Continuing Awareness	Everyone when necessary	As appropriate	

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		<p>All members of the church family have been issued with the pocket guide to safeguarding. Ongoing training is provided by the Parish Safeguarding Officer</p> <p>Leaders and helpers have been provided with contact details of the PSO</p> <p>DBS checks have been completed for the relevant people.</p>				
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