

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

### **Activity risk assessment**

**Activity:** Generic Risk assessment – Children’s Holiday Club

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

**Name of leader with responsibility:** Alan Johnson - Leader

**Date of first risk assessment:** 1<sup>st</sup> August 2026

**Date to be reviewed:** 1<sup>st</sup> August 2027

**Risk Assessor:** Viv Francis

**This risk assessment will cover:**

- Safeguarding
- General safety
- Injury from activities
- Fire exits and alarms
- Cleaning and general hygiene
- Safety checks and use of electrical equipment
- Risks associated with the provision of food and drinks

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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>Leaders have current enhanced DBS check in place.</p> <p>Safeguarding policy in place, widely distributed and placed in prominent locations</p> <p>All Holiday Club leaders and helpers are safely recruited and are aware of the safeguarding policy and good practice</p> <p>All Holiday Club leaders and helpers have completed the relevant national safeguarding training.</p> <p>Leaders properly supervise sessions and supervise other volunteers.</p> <p>Those who are not eligible for an enhanced DBS check do not have unsupervised contact with children.</p> <p>Carers of children attending the club will complete a questionnaire prior to enrolling with relevant information including contact details and known allergies, both medical and dietary</p> | <p>PSO and DSA contact details are available to Leaders / helpers and are prominently displayed.</p> | PSO and Vicar   |                 |      |

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| <p>Injury in hall setup – slips, trips and falls<br/>Medical emergencies</p> | <p>Individual adults and children</p> | <p>The hall, foyer and church are set up prior to the start of the proceedings.<br/>Church hall and foyer are checked on a regular basis and any faults / defects that might lead to people slipping, tripping, or falling are remedied.<br/>All freestanding objects that could prove hazardous are moved to one side.<br/>Floors are cleaned and hoovered regularly.<br/>Kitchen floors are cleaned regularly and checked for any defects.<br/>Spillages are dealt with promptly especially in the kitchen area and safety signs placed to warn people of slippery surfaces<br/>Trailing wires / cables and leads are carefully placed (i.e. microphones, sound and lighting systems)<br/>All accidents reported promptly - recorded in the accident book situated on the wall alongside the Health &amp; Safety notice board in the church hall.<br/>Ensuring that the entrance hall is kept dry in the case of inclement weather<br/>Regularly checking internal areas and external pathways and car park for any trip hazards<br/>Leaders and helpers are aware of local</p> | <p>Ongoing actions</p> | <p>Churchwarden and team<br/><br/>Cleaner</p> |  |  |
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|---------------------------------------------------------------------------------------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|
|                                                                                       |          | <p>emergency procedures.</p> <p>Contact details for church clearly displayed</p> <p>Defibrillator 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 and volunteers have at least basic first aid training either through their work or volunteering</p> <p>Fire blanket in kitchen.</p> <p>Electrical equipment only to be operated by people with the knowledge and experience to maintain the highest safety standards.</p> <p>Signs on kitchen door advising that entry is restricted to authorised kitchen staff only.</p> |  |  |  |  |
| <p>General Safety Considerations</p> <p>Unauthorised person entering the building</p> | Children | <p>Maintain register of those attending to ensure that everyone can be accounted for in the case of an evacuation</p> <p>The main doors will be locked once people have entered and entry will only be allowed on the authority of the Leader or helpers.</p> <p>Group Leaders will know who is to collect the children. They will only let a child go with a pre-</p>                                                                                                                                                                                                                                                                             |  |  |  |  |

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|                                    |          | <p>agreed adult</p> <p>Children will be divided into small groups for their activities and each of these groups will have an appointed leader together with helpers. Group leaders will be aware of any medical conditions affecting any members of their group</p> <p>Anyone participating in a game or activity who shows signs of distress will be told to stop</p> <p>To prevent injury from slips and falls outside – games will not be played if the grass is too slippery or deemed unsafe. Similarly if it deemed unsafe outside due to extreme heat or windy conditions, then outside games will not take place.</p> <p>The hall and church has underfloor heating so there is no danger of harm from radiators or hot pipes.</p> <p>As there are two exit gates from the church grounds onto the main road – these exits will be supervised during any outside activities.</p> |  |  |  |  |
| Art and craft injuries to children | Children | <p>Only use proprietary products that are suitable for children (e.g. Pritt glue sticks, round ended scissors etc.)</p> <p>All scissors will be accounted for at the end of</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |  |  |  |

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|                   |             | each session<br>First aid kits available in the hall and kitchen.<br>People with first aid knowledge are present at all sessions.<br>All craft sessions are fully supervised by responsible helpers<br>Children move to different activities while supervised by helpers                                                              |  |  |  |  |
| Toilet facilities | Children    | There are toilets in the hall area and one accessible toilet with a further accessible toilet in the church. Boys will use the gents toilet and girls will use the ladies toilet.<br>For hygiene purposes the toilets are checked and cleaned at the beginning and end of each day as well as being routinely cleaned by the cleaner. |  |  |  |  |
| Risk of fire      | All present | All fire routes unobstructed, unlocked and clearly marked<br>Fire extinguishers in place throughout the church, hall, foyer and kitchen<br>All fire extinguishers / fire blankets in good and efficient working order and serviced on an annual basis                                                                                 |  |  |  |  |

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|                       |                               | <p>Leaders and helpers are aware of local emergency procedures</p> <p>Fire alarm checked on a weekly basis and recorded</p> <p>Fire evacuation drill carried out yearly and recorded</p> <p>Emergency lighting in place, tested and regularly serviced</p> <p>Portable appliance testing in place every two years on all appliances</p> <p>All electrical and gas equipment checked by a qualified engineer.</p> <p>No storage of combustible substances</p> |    |  |  |  |
| Food hygiene practice | Leaders, helpers and children | <p>Kitchen volunteers to ensure cleanliness of work surfaces prior to preparing food.</p> <p>Allergen awareness chart must be completed and on display every time that food is served.</p> <p>Kitchen volunteers to wear protective aprons when preparing food.</p> <p>Requisite standards of hygiene around food preparation and serving maintained prior to, during and subsequent to the event.</p> <p>Disclaimer notices for food allergens clearly</p>  | No |  |  |  |

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|  |  | <p>displayed.</p> <p>Sufficient number of volunteers with food hygiene certificates present.</p> <p>Snacks to be prepared on the premises</p> <p>After children have been outside or to the toilet – they will be encouraged to wash their hands or use the hand sanitiser provided.</p> <p>Those handling food must be clear of any sickness for 48 hours</p> <p>Dietary / allergy information for each child will be made clear on their registration forms. The information will be passed to the group leaders and the kitchen team.</p> |  |  |  |  |
|--|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|