

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

Activity risk assessment

Activity: Generic Risk assessment – Little Tugs Children’s Group

Location: St Michael & All Angels Church Hall

Name of leader with responsibility: Wendy Rowlands

Date of first risk assessment: 1st August 2024

Reviewed on 12th September 2026

Date of next review: 12th September 2027

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. Respective carers.	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. All freestanding objects that could prove hazardous are moved to one side. Floors are cleaned and hoovered regularly. Kitchen floors are cleaned regularly and checked for any defects. Spillages are dealt with promptly especially in the kitchen area and safety signs placed to warn people of slippery surfaces Trailing wires / cables and leads are carefully placed (i.e. microphones and sound systems) All accidents reported promptly - recorded in the accident book situated on the wall alongside the Health & Safety notice board. In the main hall. Ensuring that the entrance hall is kept dry in the case of inclement weather Regularly checking internal areas and external	Ongoing actions	Churchwarden and team Cleaner		

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Trips in relation to children		pathways and car park for any trip hazards The nature of the group’s activities requires mats, toys and equipment to be placed on the floor. To minimise the risk of trips etc children are supervised by their respective carers. A visual inspection of the condition of the toys 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. Organisers keep a constant watch for potential hazards including spillages.				
People and vehicles coming into contact in car park Maintenance of car park	Everyone present	Car park markings clearly defined Car park and entrance area clearly illuminated during hours of darkness	Car park to be kept free from leaves Car park to be gritted when snow / ice is forecast	Churchwarden Volunteers	As appropriate	

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Safety of Children	All children attending the group	When joining Tots, carers are provided with an information sheet reminding them that they are responsible for their children at all times. A register is maintained with names of all attending in case of the need for an evacuation. The main exit doors to the hall are kept closed. The door is controlled by a button out of the reach of the children. Helpers check regularly that the doors remain closed. Notices are kept on the inside of the door requesting that it is kept closed during the duration of the event. There is no access to store cupboards There is underfloor heating so no danger of children burning themselves on radiators or pipes. The leader and helpers have current DBS clearance All helpers have undertaken relevant safeguarding training. The contact number of the PSO and DSA are prominently displayed on the safeguarding notices throughout the building.				
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Toilet facilities	Children	There are two toilets in the hall area plus a disabled toilet with nappy changing facilities (including baby wipes, changing mat and spare nappies) 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. Bin is provided for the disposal of nappies				
Risk of fire	Everyone	All fire exit routes unobstructed, unlocked, and clearly marked. Fire extinguishers in place throughout the church, hall, foyer, and kitchen. All fire extinguishers / fire blankets in good and efficient working order and serviced on an annual basis. Leaders and helpers are aware of local emergency procedures. Fire alarm checked on a weekly basis and recorded. Fire evacuation drill carried out yearly and recorded.	No	Churchwarden and Volunteers	Ongoing	

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		Emergency lighting in place, tested and regularly serviced. Portable appliance testing in place every two years on all appliances. All electrical and gas equipment checked by a qualified electrician. No storage of combustible substances Continued separation of materials from ignition sources. Up to date fire risk assessment is in place and is reviewed annually..				
Medical emergencies Minor injuries	Everyone present	Leader and helpers are aware of local emergency procedures. Contact details for church clearly displayed Defibrillator regularly checked to ensure good and efficient working order. First Aid kits clearly marked and visible and contents checked on a regular basis. Leader / helpers have knowledge of first aid gained from their respective employment / voluntary organisations. Carers are required to manage their child’s	No			

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Risk of injury from electrical items		allergies and other medical conditions. This advice is included in the information sheet that is given to carers. Fire blanket in kitchen. Electrical equipment only to be operated by 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.				
Kitchen (including serving of drinks and snacks).	Everyone present	Organisers and kitchen helpers are the only persons permitted to enter the kitchen. There is a note of the kitchen door to this effect. The kitchen helpers are responsible for making/ providing hot drinks for the adults and cold drinks for the children. Snacks for the children are cut into small portions so as to minimise the possibility of choking. Drinks for the children are provided in plastic	No - ongoing			

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		beakers Carers are reminded of the importance of taking care when handling hot drinks. No hot drinks or food are permitted to be taken into the hall, and all are consumed in the foyer. All work surfaces are cleaned prior to, during and after the event. Kitchen helpers wear protective aprons. Carers are required to manage their child’s dietary requirements. Sufficient number of helpers with food hygiene certificates present. Allergen awareness chart must be completed and on display every time food is prepared / served.				
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	Continuing Awareness	Everyone when necessary	As appropriate	

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