

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

Activity risk assessment

Activity: Generic Risk assessment – Messy Church

Location: St Michael & All Angels Church Hall

Name of leader with responsibility: Alan Johnson - Leader

Date of first risk assessment: 1st August 2024

Date to be reviewed: Reviewed on 12th September 2026

Date of next review: 12th September 2027

Risk Assessor: Viv Francis

This risk assessment will cover:

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

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	Safeguarding policy in place, widely distributed and placed in prominent locations All children are accompanied by a parent or guardian at all times All Messy Church leaders and helpers are safely recruited and are aware of the safeguarding policy and good practice All Messy Church leaders and helpers have completed the relevant national safeguarding training. Leaders properly supervise sessions and supervise other volunteers. Those who are not eligible for an enhanced DBS check do not have unsupervised contact with children	Leaders have current enhanced DBS check in place Basic DBS disclosure considered for helpers PSO and DSA contact details are available to Leaders / helpers and are prominently displayed.	PSO and Vicar		

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Injury in hall setup – slips, trips and falls Medical emergencies	Individual adults and children	The hall and foyer are set up prior to the start of the proceedings. 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, sound and lighting systems) All accidents reported promptly - recorded in the accident book situated on the wall alongside the Health & Safety notice board. Ensuring that the entrance hall is kept dry in the case of inclement weather Regularly checking internal areas and external pathways and car park for any trip hazards	Ongoing actions	Churchwarden and team Cleaner		
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		Leaders 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. 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 authorised kitchen staff only. Spillages to be dealt with promptly. Kettles on stable surfaces - no dangling cables				
General Safety Considerations Unauthorised person entering the building	Children	Maintain register of those attending to ensure that everyone can be accounted for in the case of an evacuation The main doors will be locked once people have entered and entry will only be allowed on the authority of the Leader				

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Art and craft injuries to children	Children	All parents are advised to closely supervise their children at any activity Parents to ensure that children do not put objects into their mouths Only use proprietary products that are suitable for children (e.g. Pritt glue sticks, round ended scissors etc.) First aid kits available in the hall and kitchen. People with first aid training are present at all sessions.				
Risk of fire	All present	All fire 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				

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		Fire evacuation drill carried out yearly and recorded 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 engineer. No storage of combustible substances				
Risk of food poisoning if good kitchen hygiene is not followed	Leaders, helpers, adults and children	Kitchen volunteers to ensure cleanliness of work surfaces prior to preparing food. Kitchen volunteers to wear protective aprons when preparing food. Requisite standards of hygiene around food preparation and serving maintained prior to, during and subsequent to the event. Disclaimer notices for food allergens clearly displayed. Sufficient number of volunteers with food hygiene certificates present. Food to be prepared on the premises and cooked to the correct temperature.	No			

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		The food diary is to be completed in all cases. Details of the menu and from where food and drink was purchased must be included. Allergen awareness chart is completed and displayed each time food is prepared.				
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