

St Ursula's Church, Berne

Activity Risk Assessment – Children's Activity Day

Activity Description

Activity:	Children's Activity Day
Location:	St Ursula's
Dates and Times:	Saturday 24 August 2024; 10:00 – 14:00
Leader(s):	Revd Helen Marshall
Other Adults:	Registered helpers from St Ursula's ¹⁾
Participants:	Registered children from St Ursula's and the wider community ¹⁾

Assessment Carried Out

On:	By:	Approved On:
1 July 2024	Tricia Carrick	

Summary

*Risks have been identified and addressed.
Information about various precautions still needs to be given to all helpers and parents attending the event.*

Notes:

1. A list of helpers and participants will be available on the day and afterwards.

Risks for this Activity

What could cause harm?	Existing precautions in place	Additional precautions required	Responsible
General			
Entrances and Exits to grounds – children getting lost, traffic etc.	There are only two gates to the premises which are generally kept closed.	During activities (including lunch) in the garden, both gates to be supervised.	Designated helpers
Entrances and Exits to buildings	There is only one door to the church halls which is supervised by the registration team during the arrival time and otherwise closed (but not locked).	A person to keep an eye on the door at all times.	Designated helper
Risks to children under 6	A parent is to be present and is responsible for these children at all times.	None	
Lost children	None	The leaders of the different groups are responsible for their group and for making sure no one is missing!	Group leaders
Strangers	Badges are available for all helpers and participants – including parents of the youngest children.	Helpers to be made aware that they should look out for people without badges and immediately notify the leader of the event.	Helpers
Hot weather	None	<ol style="list-style-type: none"> 1. Open doors and windows early in the morning, then keep them closed during the hot part of the day. 2. Ensure children drink enough water during the day. 	<ol style="list-style-type: none"> 1. Designated helper 2. Helpers

What could cause harm?	Existing precautions in place	Additional precautions required	Responsible
Rain	Parents have been advised to provide wet-weather gear (including indoor and outdoor shoes) for their children. Appropriate activities are planned for wet weather.	None	
Location			
General	See general building risk assessment	See general building risk assessment	
Traffic	See "entrances and exits" above. See also the general "garden" risk assessment.	None	
Stairs	Leaders of groups, parents of younger children are aware of the location of the stairs.	Put up ropes to mark them off when the stairs are not in use.	Designated helper
Kitchen	No children in the kitchen.	Ensure all helpers are aware of this.	Leader
Falling from windows	The windows in the upper hall have bars; those in the lower hall are not high.	Helpers to be advised to prevent children attempting to climb out of windows.	Leader
Falling from furniture	None	Children to be discouraged from climbing on tables and chairs (particularly stacks of chairs)	Helpers and parents
Toilets: Children going to the toilet	None	1. Parents of younger children (under 6) to supervise their own children 2. Older children to tell their group leader when	1. Parents 2. Group

What could cause harm?	Existing precautions in place	Additional precautions required	Responsible
		going to the toilet. To be noted when they return	leaders
Security	See the general buildings risk assessment.	None	
Fire	See the general buildings risk assessment.	For this event helpers need to be aware of the location of fire exits in both halls and in the church. They also need to know how to unlock additional doors (especially in the church, as the one door to the hall is insufficient in the case of a fire).	Leader
Over-crowding	A maximum of 50 people is allowed in each hall.	Monitor the number of people in each hall.	Designated helper
Travel	None. No travel involved during the event. All helpers and participants are responsible for their own travel to and from the event.	None	
Food			
Hygiene	<ol style="list-style-type: none"> 1. General kitchen hygiene – see general kitchen assessment 2. Only water is provided for drinking 3. The fruit and vegetables provided are all are bought shortly before the event and stored correctly 4. Bread is baked only by adults 	<ol style="list-style-type: none"> 1. See general kitchen assessment 2. None 3. None 4. None 5. Children to wash hands before eating snacks or lunch. 	5. Helpers and Parents

What could cause harm?	Existing precautions in place	Additional precautions required	Responsible
	5. Hand washing facilities available		
Allergies	<p>1. Allergies are noted on the registration forms.</p> <p>2. Children bring their own packed lunch.</p>	<p>1a. Check allergies when children arrive.</p> <p>1b. Ensure helpers are aware of allergies when preparing and serving snacks and for relevant activities.</p> <p>1c. Inform group leaders about any allergies children in their group have.</p> <p>2. None.</p>	<p>1a. Registration team</p> <p>1b. Leader</p> <p>1c. Registration team</p>
Activities			
Shaping bread	<p>1. Children are not allowed in the kitchen.</p> <p>2. No sharp implements are used.</p> <p>3. Hand washing facilities available.</p>	<p>1. Ensure children stay out of the kitchen.</p> <p>2. None.</p> <p>3. Ensure children wash their hands before the activity.</p>	<p>1. Helpers.</p> <p>3. Helpers, Parents</p>
Story Telling	<p>Normally no risk</p> <p>Children are carefully supervised when acting out stories</p>	None	
Video Watching - equipment	None	<p>Equipment only to be operated by those who know how to use it</p> <p>Keep children away from the technical equipment, including laptops, projectors (if used), screens and cables</p>	Helpers
Parachute and other	None	Careful supervision	Helpers

What could cause harm?	Existing precautions in place	Additional precautions required	Responsible
games – bumps and falls due to excitement and lack of space			
Badges - pricks	Sticker badges for the younger children (no pins)	Older children to be warned to take care with the pinned badges.	Helpers
Crafts – use of glue etc.	All craft activity is supervised	None	
Worship in church - burns	None	Night light candles to be used only under supervision.	Helpers, parents
Worship in church – entry and exit	- Front door to church locked at all times - Door from hall locked except when worship is taking place (in this case it must be kept unlocked)	Lock doors when church is not in use	Designated helper
Worship in church – technical equipment	The equipment will be set up by experts	Keep children away from the technical equipment, including microphones and cables	Helpers
Safeguarding Aspects			
General	- Existing protocols observed - All group leaders have full safeguarding clearance and training	No adult helper is to be alone with any child. (Does not apply to parents with their own children)	Leader
Permission	A registration form has been received for each child.	Check that children arriving are correctly registered.	Registration team
Attendance Record	A list of those expected to attend (children, parents and helpers) is	1. A registration desk is to be set up outside the church hall, or just inside it. This will be manned by	Registration team

What could cause harm?	Existing precautions in place	Additional precautions required	Responsible
	available for the registration desk.	a designated helper. 2. The arrival of each participant and each helper / parent is to be recorded. 3. The attendance list is to be filed (along with the registration forms) in the church office.	
Contact Information	Contact details are on the registration form.	1. Check the contact details on arrival. 2. Ensure the contact details can readily be accessed during the event.	Registration team
Medical			
General	See general medical risk assessment.	See general medical risk assessment.	
Emergency	Numbers available – see general medical risk assessment.	None	
First Aid	Kit available in the hall	None	
Contact Details	Available – see safeguarding section	None	
Previous Sickness (risk of infection)	Parents have been told that sick children may not attend the event,	None	
Other	None identified		

General Risk Assessments

The general risk assessments for buildings, kitchen, medical etc. can be found in the folder in the Outer Office.

Notes – Terminology

The following terms are used in this risk assessment for the people responsible for the additional precautions:

Leader: Helen

Group Leaders: The people responsible for each group of children

Designated Helper(s): The person(s) given this task by the leader

Registration Team: The people responsible for registration

Further terms, e.g. parents, helpers, should be clear.

Risk Checklist – for the Organiser of a Social Evening

1. Prepare for more than 50 people attending – good weather and bad weather scenarios
2. Ask the people providing the food to produce a full list of ingredients – for allergy sufferers
3. Display a notice explaining that the food is provided by volunteers
4. Remind parents to take care of their children – especially to prevent them running around when people are carrying food or drinks
5. Check the general risk assessments (buildings, kitchen, medical) to see whether any actions are necessary