

St Ursula's Church, Berne

Activity Risk Assessment – Children's Activity Day

Activity Description

Activity:	Children's Activity Day
Location:	St Ursula's, Berne
Date and Times:	Saturday 26 August 2023; 10:30 – 15:00
Leader(s):	Helen Marshall and Jackie Sellin
Other Adults:	Registered helpers from St Ursula's and St Andrew's ¹⁾
Participants:	Registered children from St Ursula's, St Andrew's and the wider community ¹⁾

Assessment Carried Out

On:	By:	Approved On:
14.08.2023	Helen and Cecily	
20.08.2023 (modified)	Tricia	23.08.2023

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

Summary

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

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.	1. Back gate to be locked once everyone has arrived. 2. During activities (including lunch) in the garden, 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 one of the leaders.	Leaders
Hot weather	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.	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". 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.	Leaders
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.	Leaders
Falling from furniture	None	Children to be discouraged from climbing on tables and chairs (particularly stacks of chairs)	Helpers and parents

What could cause harm?	Existing precautions in place	Additional precautions required	Responsible
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 going to the toilet. To be noted when they return	1. Parents 2. Group leaders
Security	See the general buildings risk assessment.	For this event, some activities are taking place in the woods. During this time, the door to the hall should be locked to ensure no unauthorised entry.	Designated helper
Fire	See the general buildings risk assessment.	For this event, doors and gates will be locked so helpers need to be aware of the location of fire exits in both the upper and the lower hall and in the church. They also need to know how to unlock doors (especially in the church, as the one door to the hall is insufficient in the case of a fire).	Leaders
Over-crowding	A maximum of 50 people is allowed in each hall.	Monitor the number of people in each hall.	Leaders

What could cause harm?	Existing precautions in place	Additional precautions required	Responsible
Activities in Woods			
Traffic	None	Helpers and parents to escort children to and from the woods – no child to go alone.	Group leaders
Getting Lost / Running Off	None	Helpers and parents to be advised to be especially vigilant.	Leaders
Stings / Bites	Portable first-aid kit is available to take to the woods.	Helpers to be informed who the first-aider is.	Leaders
Ticks	Parents have been warned about ticks and advised that their children may prefer to wear long trousers and to be sprayed before the event.	None.	
Need for toilet	None	To avoid a child having to return to the church hall, ensure all children go to the toilet before the trip into the wood.	Group leaders and parents
Travel	None. No travel involved during the event. All helpers and participants are responsible for their own travel to and from the event.		

What could cause harm?	Existing precautions in place	Additional precautions required	Responsible
Food			
Hygiene	<ol style="list-style-type: none"> 1. Drinks, biscuits and fruit are provided. All are bought shortly before the event and stored correctly. 2. General kitchen hygiene – see general kitchen assessment. 3. Hand washing facilities available. 	<ol style="list-style-type: none"> 1. None 2. See general kitchen assessment. 3. Children to wash hands before eating snacks or lunch. 	<ol style="list-style-type: none"> 3. Helpers and parents
Allergies	<ol style="list-style-type: none"> 1. Allergies are noted on the registration forms. 2. Children bring their own packed lunch. 	<ol style="list-style-type: none"> 1a. Check allergies when children arrive. 1b. Ensure helpers are aware of allergies when preparing and serving snacks. 2. None. 	<ol style="list-style-type: none"> 1a. Registration team 1b. Leaders
Activities			
Baking (decorating biscuits)	<ol style="list-style-type: none"> 1. Children are not allowed in the kitchen. 2. No sharp implements are used. 3. Hand washing facilities available. 	<ol style="list-style-type: none"> 1. Ensure children stay out of the kitchen. 2. None. 3. Ensure children wash their hands before the activity. 	<ol style="list-style-type: none"> 1. Helpers. 3. Jackie; other helpers; parents
Parachute and other games – bumps and falls due to excitement and lack of space	None	Careful supervision.	Helpers

What could cause harm?	Existing precautions in place	Additional precautions required	Responsible
Badges - pricks	Sticker badges for the younger children (no pins)	Older children to be warned to take care with the pinned badges.	Registration Team
Crafts – use of glue etc.	None	All craft activity to be supervised.	Helpers, parents
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 little service happening	Lock doors	Designated helper
Safeguarding Aspects			
General	- Existing protocols observed - Both leaders and all group leaders from St Ursula's and St Andrew's have full safeguarding clearance and training	No adult helper is to be alone with any child.	Leaders
Permission	A registration form has been received for each child.	Check that children arriving are registered.	Registration team

What could cause harm?	Existing precautions in place	Additional precautions required	Responsible
Attendance Record	A list of those expected to attend (children, parents and helpers) is available for the registration desk.	<ol style="list-style-type: none"> 1. A registration desk is to be set up outside the church hall, or just inside it. 2. At least one leader from St Ursula's and one from St Andrew's to register the children. 3. The arrival and departure of each participant and each helper is to be recorded. 4. The attendance list is to be filed (along with the registration forms) in St Ursula's church office. 	Registration team
Contact Information	Contact details are on the registration form.	<ol style="list-style-type: none"> 1. Check the contact details on arrival. 2. Ensure the contact details can readily be accessed. 	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	<ul style="list-style-type: none"> - Kit available in the hall - Portable kit available for taking to the woods. 	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	

What could cause harm?	Existing precautions in place	Additional precautions required	Responsible
Other			
None			

General Risk Assessments

The general risk assessments for buildings, kitchen, garden, 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:

Leaders: Helen and Jackie

Group Leaders: The people responsible for each group of children

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

Registration Team: The people responsible for registration.

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