RISK ASSESSMENT		Adopted as Church		
KISK ASSESSIVIEIVI	ORGANISER DATE	Document 15/5/24		
EVENT		LOCATION		
SPRING BIBLE WEEKEND	FOREST FOLD BAPTIST CHURCH	18-May-24	FOREST FOLD CHURCH	
Event for children regularly attending Forest Fold Church and invited children				
ACTIVITY	POTENTIAL HAZARDS	WHO MAY BE HARMED	PREVENTATIVE ACTION	CHECKED BY
RESPONSIBILTY			One person to be in overall control of leaders and helpers	
SETTING UP	Electricity	All	Turn off switches before inserting plugs	Leaders
	Trips & falls		Check no loose wires , cables or trip hazzards Check car park is free of any obstacles. Have attendants in the car park and main road entrance if large numbers	Leaders
ARRIVAL	Car Park accidents /falls	Anyone	of vehicles expected for arrivals and departures. Top gate to be kept closed .	Leaders
CONTROL OF ATTENDEES / REGISTRATION	Too many attendees to be safely managed. Insufficient preparation.	Anyone	Attendees to pre register or be registered upon arrival (to include name address and phone number and any health issues or alergies) & with parental written consent. These records to be kept in a locked but easily accessible cupboard during the day . Children with medical conditions or alergies to be provided with colour coded wristbands. Have sufficient number of leaders to supervise all activities.	Leaders
CHILD PROTECTION	Improper contact with children	Children	All helpers to have DBS checks and know the Church Safeguarding Policies and abide by them.(A limited exception for known individuals such as car park attendants or brief visitors who will have no contact with children)	Church and Leaders

	Abuse , injury or threats from	All but especially Children		
	strangers and intruders		Be aware of strangers and notify leaders .	Leaders
	Children alone / missing	Children		
			Ensure children stay in pairs or groups. Group leaders to	
			ensure all children in a group are present before moving	
			together to the next activity Top gate to be kept closed .	
			Scrib netting to separate fields from car park. Lower exit	
			to be manned at leaving time.	Leaders
LAVATORIES		Children	Ensure children are aware of W/C locations and are	
			comfortable using them alone. If not then a female	
			organiser to assist child . Ensure prompt return of child	
			to the group / activity.	
EHAVIOUR	Inappropriate /aggressive / or	Children		
	disruptive behaviour , bullying		Children to be made aware before or at the begining of	
			the event of expectations about acceptable behaviour	
			and reinforce as required. Ensure children are respectful	
			to leaders and opposite sexes and avoid inappropriate	
			one to one contact or without others present. If	
			unacceptable behaviour continues after a reminder a	
			leader to escort the child away from the main group,	
			explaining why and giving them space to calm down. If	
			the behaviour is unmanageable, parents/guardians	
			should be contacted and arrangements made for safe	
			return home.	Leaders
AFETY	Injury	Anyone		
			Have at least one qualified First aider present and first	
			aid kit avaliable at all times and working mobile phone	
			available on all outings . Minimise physical contact when	
			administering first aid. Seek medical advice if necessary .	
			Two leaders to accompany any injured YP to hospital	
			.Accident Record book to be used to detail any injury.	Leaders
	Fire		Ensure external doors unlocked for fire exits but always	
			monitored to prevent children leaving unaccompanied	
			by an adult	
			Check fire extinguishers in place	
	Heat / cold			
			Parents to ensure children come with clothing	
			appropriate for the expected weather and any suncream	
	Dehydration		Water to be available at all times and refreshment /	
			food breaks at intervals during the day	
	Alergies	Anyone	Be aware of individuals allergies and have any necessary	
			medication avaliable at all times	Leaders

INFLATABLE BOUNCY CASTLES ETC	Injuny	Children		
INFLATABLE BOONCY CASTLES ETC	Injury	Cilidren	To be delivered, installed and removed by external	
			provider who should demonstrate its use to the Leaders.	
			At least two Leaders to be present all the time its in use.	
			Adequate precautions to be in place to prevent access	
			and use by children when not in "official " use .	
FOOD	Alergies , food poisioning , food	Anyone		
	intolerancies , not eating	,,		
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			Food to be prepared under hygenic conditions. Ensure	
			all food is correctly cooked , prepared, transported and	
			served as soon after preparation as possible . Alergy	
			advice to be given where necessary before food is	
			served . Everyone will be encouraged to wash hands	
			/use hand sanitiser before touching or eating food.	
			Packed lunches and other food to be kept in fridge or	
			cool place.	Leaders
			Hot drinks not to be carried on trays when children are	
REFRESHMENT TIME	Injuries from falls or spillages	all	present . Any spillages to be cleaned up immediately.	
	Children not taken home safely	Children	Ensure every child is collected bythe correct parent /	
DEPARTURE	,		guardian	Leaders
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NAMED FIRST AIDER			
ACTIVITY LEADER			
SIGNED			
DATE			
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