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| **Event**: **Church Mice/Toddler Group** |
| **Date:** |
| **Location:** |
| **Group:** |
| **Group Leader:** |
| **Contact Address:** |
| **Phone:** |
| **Email:** |

Risk Assessment Form

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| --- | --- | --- | --- | --- | --- |
| **Possible Risk Who is at Risk** | | **Prevention** | | **Level of Risk** | **Who (People)** |
| Information to Volunteers/staff | Volunteers and staff | Prior to starting at **Church Mice/Toddler Group** all staff and volunteers to be briefed about risks and on **Church Mice/Toddler Group** and see risk assessments.  All staff and volunteers to be safely recruited to **Church Mice/Toddler Group** | Low | |  |
| Safeguarding Children | Children | All children to be with parents or guardians. No children to be out of sight of an adult  All staff and volunteers to wear name badges to identify them  In the event of a serious incident, immediately inform the Church Safeguarding Officer, Circuit Safeguarding Officer and Minister. | Low | |  |
| The Church, tripping hazards, toilet visits | Staff, volunteers, children | The Church is well lit  children will be moving around the building which may have steps and small hazards. Regular reminders to walk carefully will be given  There may be wires on the floor - Regular reminders to walk carefully will be given | Low | |  |
| Church Specific Risks | Staff, volunteers, adults and children | **Please use this box to add site specific hazards examples below**  **The \_\_\_\_\_ Floor is sound with no apparent trip hazards.**  **All entrances and exits \_\_\_\_\_\_ are accessible and not obstructed**  During any maintenance work the hazardous areas are isolated and warning signs are displayed  children remain supervised at by responsible adults at all times  Inspection carried out to assess quality of light in dimly lit areas before the group arrive  phones are accessible/on the person of volunteers. |  | |  |
| Risk of Fire | Children and adults | No smoking on site, smoke detectors inside the building. Fire procedures explained from General/Fire/Electrical Risk Assessment  All children and adults to be signed in | Low | |  |
| Trips or Falls | Children and adults | **First Aid Kit Available in …** contact details of all children and adults with emergency contact number, toys placed in places to avoid trips parents/carers to watch their own children at all times and to care for them | Low | |  |
| Cuts and Bruises | Children and adults | Toys checked regularly and removed and discarded if unsafe or unsuitable for age **First Aid Kit Available in …** No boisterous games parents/carers to watch their own children at all times and be responsible for them | Low | |  |
| Swallowing/choking on small objects | Young children | Toys checked regularly and are suitable for age of children parents/carers to always watch their own children  some staff are first aid trained | Low | |  |
| Electrical hazards | Children, staff and other adults | Leads and cables are covered with safety mats or situated overhead  all equipment PAT tested  No unauthorized people allowed in kitchen area | Low | |  |
| Use of Glue Gun  **(Can be removed if not using a Glue Gun)** | Children, staff and other adults | Glue Gun to be used only by adults or older children (Over 8) with constant supervision  Leads and cables are covered with safety mats or situated overhead  Glue Gun to be PAT tested  Gun is never left unattended and out of reach of participants.  Glue gun set up in area where its use can be monitored and away from the main group activity.  The glue gun should be unplugged if it isn’t intended to be used for 40 minutes or more. They generally take between 7 and 10 minutes to reach the adequate temperature. The gun should never be used before it’s reached the correct temperature.  Glue gun allowed to completely cool before being stored away after use. | Medium | |  |
| Toilet Provision  (It is best if adults and children use the toilet with the baby change due to the toddlers age) | Children | **Staff and Volunteers are offered use of the \_\_\_\_\_**  Doors to the toilets may be heavy  **Children to use \_\_\_\_\_\_** | Low | |  |
| Hot water being spilled | Children and adults | The kettle must not be carried from the kitchen when it is full of hot water – the water should be poured into cups, teapots or coffee pots before being taken elsewhere. Volunteers should take extra care when carrying hot drinks. | Low | |  |

Signed: Date:

Review Date: (usually one year)

Checklist for new group

* New volunteers/staff to be safely recruited to the group following the twelve step process, this includes:
  + Making sure the church has a safeguarding policy in place – *templates available on the methodist website*
  + An up to date job and person description – *templates available on the methodist website*
  + Application forms to be filled in – *Form A part 1 and 2 available on the methodist website*
  + All candidates to be interviewed – *can be informal using questions related to the role*
  + 2 References to be taken – can be people from the church, not relatives
* Risk assessment for church to be written General/Fire/Electrical – *checklist available on TMCP website*
* Risk assessment for Activity – *Above*
* Staff/Volunteers to either attend Advanced/Foundation Training – *Advanced for leaders of group/ foundation for all*
* Staff/Volunteers to have Enhanced DBS if they have direct contact with children/young people (Under 18) and/or vulnerable adults