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| **Event**: **Lego Church/Messy Church** |
| **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 **Lego Church/Messy Church** all staff/volunteers to be briefed about risks and on **Lego Church/Messy Church** and see risk assessments. All volunteers to be safely recruited to **Please use this box to add site specific hazards examples below** | Low |  |
| Safeguarding Children | Children | All children to be with parents or guardians. No children to be out of sight of an adultAll staff and volunteers to wear name badges to identify themIn 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 givenThere may be wires on the floor - regular reminders to walk carefully will be givenchildren to use the male and female toilets, staff and adults to use the disabled toilets | 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 displayedchildren remain supervised at by responsible adults at all timesInspection carried out to assess quality of light in dimly lit areas before the group arrivephones are accessible/on the person of volunteers. |  |  |
| Risk of Fire | Children and adults | No smoking on site Smoke detectors inside the house Fire procedures explainedall 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 | **Lego checked regularly and removed and discarded if unsafe or unsuitable for age** First Aid Kit available no boisterous games Parents/carers to watch their own children at all times and be responsible for them | Low |  |
| **Swallowing/choking on small objects - Lego** | Young children | **Lego checked regularly and are suitable for age of children parents/carers to always watch their own children****some staff are first aid trained**  | Low |  |
| Toilet Provision | Children | **Children are offered use of the \_\_\_\_\_**Doors to the toilets may be heavy**Adults to use \_\_\_\_\_\_\_** | Low |  |
| Electrical hazards | Children and adults | Leads and cables are covered with safety mats or situated overheadall equipment PAT testedno unauthorized people allowed in kitchen area | 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 every 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