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| **Event**: **Youth Group** |
| **Date:** |
| **Location:** |
| **Group:** |
| **Group Leader:** |
| **Contact Address:** |
| **Phone:** |
| **Email:** |

Risk Assessment Form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Possible Risk Who is at Risk** | | **Prevention** | **Level of Risk** | **Who (People)** |
| Information to Volunteers/staff | Volunteers and staff | Prior to the club starting all staff/volunteers to be briefed about risks and see risk assessments.  All staff and volunteers to be safely recruited | Low |  |
| Safeguarding Children | Children and Young People | 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 Police and CSO | Low |  |
| The Church, tripping hazards | Staff, volunteers, children and Young People | 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  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, Young People and adults | No smoking on site smoke detectors inside the house Fire procedures explained  all children and adults to be signed in | Low |  |
| Trips or Falls, Cuts and Bruises | Children, Young People and adults | **First Aid Kit Available in …** contact details of all children and adults with emergency contact number | Low |  |
| Toilet Provision | Children and Young People | **Children/young people to use the \_\_\_\_\_\_\_\_\_ toilets,**  **staff and adults to use \_\_\_\_\_\_\_\_\_ toilets**  doors to the toilets may be heavy | Low |  |
| Electrical hazards | Children, Young People and adults | Leads and cables are covered with safety mats or situated overhead  all equipment PAT tested  no unauthorized people allowed in kitchen area | Low |  |
| Children helping in kitchen | Children and Young People | Children not to be in the kitchen unsupervised  During food preparation young people ratio to be 1:3  Sharp knives to be kept away from children  **\_\_\_\_\_\_\_\_ to always be in kitchen (as first aid trained)**  All electrical equipment will be PAT tested yearly | Low |  |
| Hot water being spilled | Children, Young People 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 |  |
| End of event – dismissal procedure | Children and Young People | Some children to stay with supervisors until their parent / carer has been identified if they are being picked up from the church.  children that walk home are identified in the parental forms  Supervisors to be vigilant   Supervisors to take responsibility for a group each. |  |  |

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