| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to manage this risk?** | **Action by whom?** | **Action by when?** | **Done** |
| --- | --- | --- | --- | --- | --- | --- |
| *Arrival and departure* | *Children, collision*  *Going home with unknown adult* | *Leave turning space in drive by moving vehicles. Instruct parents to bring children to the door.*  *Only allow children to be met by a known and trusted adult at the door. They should not leave with anyone else or leave alone to meet anyone outside the Rectory.* | *Instruct adult to drop off/pick up in Rectory car park and to always come to the door.* | *Carers / Leaders* | *Instructions given on first meeting at Methodist church* |  |
| Safeguarding and privacy: Use of building, public and private spaces. | All | Out of bounds areas so children living here have their own space: all of upstairs and office.  Activity space for visitors; living room and adjacent toilet to prevent a child being on their own with a leader. Kitchen with doors open but not at the end of the session where this may be used as a waiting area for adults picking up children.  If the Church or Church Hall are used follow Health and Safety protocols for those buildings in addition to these notes | Instruct all visitors and family on arrival where is out of bounds. | Leaders | Instructions on first time someone joins the group. |  |
| Safeguarding | All | No other adults in the house unless they have been DBS checked and safeguard trained and are authorised by the leaders to attend. All leaders checked and trained.  Always two adults on site, one of whom is not related.  Records kept securely of who has attended both adult leaders, visiting children and family.  Written record and review of events made immediately after the meeting recording how the evening went and any incidents or causes for concern.  Registration/Consent forms and basic contact information/medical information complete for each child attending.  Parish Safeguarding notice, Childline posters displayed in Rectory and all buildings used. | If carers arrive early for pick up make sure they wait in the kitchen so they are separated from the other children. | Leaders | Review procedures before children arrive. |  |
| Medical | All | First Aid kit available and up to date for leaders.  Accidents recorded securely. Carers informed. | Check First Aid Kit | Leaders | Before the first session. |  |
| Allergies | Anyone with food allergies/ intolerances or pet allergies. | Leaders to check with parents (through consent form) whether children have any allergies and action that needs to be taken to ensure person with allergy has appropriate refreshments. | Have ample consent forms and make sure they are complete. | Leaders | Before the first session. |  |
| Craft equipment used during session | All - Cuts, wounds | Safety instructions to be given by leader running the craft activity before the activity begins.  Adults to supervise craft activities and cutting.  Adults to ensure appropriate use of any tools. | Informally asses each persons ability before beginning an activity to make sure the receive the appropriate support. | Leaders. | Before activity begins. |  |
| Infection control |  | Hand sanitizer will be available and all encouraged to use it.  All participants to sanitise their hands on a regular basis, especially prior to eating or using shared equipment.  Leaders to ensure room being used is ventilated with either window or fire exit opened.  Parents instructed not to send child(ren) to the group if showing symptoms. | Hand sanitizer at all the door entry points to the building and available in the toilet and living room.  Remind everyone of good hygine. | Leaders  All  Leaders  Leaders / Carers | At the event.  Before people arrive. |  |
| Outdoor safety | All | When outside in the garden make sure the main gate is closed for privacy and safety.  Garden hazards e.g. gardening tools, secure stakes etc. | Walk through outdoor spaces before people arrive to access any immediate dangersLook to have gate repaired so it stays shut more easily. | Leaders. |  |  |
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