

Activities Risk Assessment Form  
 Parish of \_\_\_ St Mary's NEWICK \_\_\_



Activity\_\_ Sunday School  
 \_\_\_\_\_

Location\_\_ St M Newick \_\_

Leader\_\_ Pam Mundy (organizer)  
 ^^^^^^^

Where/ What are the Hazards?	Potential harm/hazard	What are you doing already?	What else do you need to manage the risk?	Who needs to do this?
Barn Centre Covid	Covid transmission	<del>Wiping down tables/chairs with disinfectant when setting up Owls</del> <del>Opening up windows/doors for ventilation</del> <del>Owls to sanitise on entry into BC and on leaving</del>	Volunteers being given option to wear mask if they wish and sanitise on entry and on leaving	Everyone
Barn centre Craft hazards	Accidents/injury	Pam to demo activities Leaders to remain with children Leaders are aware of use of materials	Materials packed away carefully afterwards.	Leaders/other adults
Outside Barn centre Might go outside /drive through route to carpark	Anyone in the group.	Leaders aware of general risks and hazards /barrier put up to section off patio	Children to be told not to go out unless it is an organized activity Gate/fence to be put across patio area to block off road	Leaders/other adults
Barn centre Chairs	Overly stacked.	Adults only do this	Make sure that only certain numbers of chairs in stack/children do be told to keep away from chairs/adults to be mindful of chairs	Leaders/other adults

Where/ What are the Hazards?	Potential harm/hazard	What are you doing already?	What else do you need to manage the risk?	Who needs to do this?
Barn centre Toilets	Children getting locked in toilets Children burning their hands on hot water Children leaving hot water running Children using toilets at same time as other adults	Children to be supervised by DBS person when going to the toilet  DBS leader to check hot taps turned off  DBS leader to be aware of who else may be in toilet	Children to be encouraged not to lock doors in toilet and to use cold tap	DBSed leaders only
Barn centre Table clearance	Someone trapping fingers / back issues	Adults only do this	Ensure that only adults without back problems put up/take down tables	Leaders/other adults
Church/BarnCentre Allergies	Child with allergy reacting to allergens	Pam has registration forms with medical info and needs to inform other leaders of children with allergies	Have written list of allergies / medical forms for regular children. Inform refreshments team of food allergies. Separate refreshment station for children @ Owls Nest.	Pam / Valerie / Refreshment team.
Barn Centre Kitchen	Children/hot water/oven	No children under 12 to go into kitchen without adult supervision	Notice up on kitchen	Sue Balloch/ Pam to tell children
Barn centre Steep stairs	Children tripping up/down stairs	Pam to ensure that there is a leader in front/behind children and warn them not to rush/run	Hold hands of very young Owls when going upstairs	Leaders
Outside Church Slippery path from church into Barn Centre	Children slipping over	Leader in front/behind. Children to be warned not to run	Path checked and cleared if necessary/sand to be put down if very slippery and berries swept away from Yew Tree / mud cleared	Church wardens / members of Church community

Where/ What are the Hazards?	Potential harm/hazard	What are you doing already?	What else do you need to manage the risk?	Who needs to do this?
Upstairs Barn Centre	Falling off benches	Children not allowed to jump off side benches	Leaders to supervise	Leaders
Child wanders off when moving from Church to B/C or vice versa or when we are out in graveyard	Child gets lost/taken by stranger	Leader in front/middle/behind Leaders have mini groups when moving around grave yard	Pam/Leaders to check grave yard when children are out for strangers and to be aware of who may be in the graveyard at the same time as the children	Pam and all leaders
Access into B/C	Person of malintent entering B/C	Lock main door to B/C when children are inside Ensure children are supervised at all times, especially when going to toilets, as door at side is open	Ideally there would not be open access to the B/C when the children are at Owls Club. However, toilet access is needed, so the adjoining door should be kept locked	Pam/leaders
Barn Centre/Church/ou tside Insect bites/stings	Reaction to bite/sting	Pam to check Barn Centre, especially upstairs for wasps	Pam to inform parent/carer if child gets bitten / stung immediately  Apply ice	Pam
Graveyard	Trips/falling into holes/ injury on metal bars	Children on allowed on paths and on flat area at bottom	Leaders to supervise carefully site team to ensure that any hazards are cordoned off /removed before children use graveyard	Leaders Site Team
Church	Candle wax burn	Moved station to the side. Inform children not to go to candle station without an adult with them.	Leaders to supervise when children are in church. One DBS leader to station at 'Owls nest' at all times if candles are lit.	Leaders



