

Risk Assessment of Activities	
Parish of St Mary's, Newick	
Event	Owlets Group (4s and under with tots n carers)
Date	Every Monday during term time – 9.30-10.30am
Location	St Mary's Church, Newick
Contact	Pam Mundy
	07792 767 512
	childrenandfamilies@stmarysnewicks.church

Activity	Potential risk	Prevention	Action to be taken to reduce risk	Responsibility
Safeguarding	<p>Low</p> <p>Possible assault on a child</p> <p>Possibility of a child wandering off site</p> <p>Possible intruders into the church</p> <p>Photographs used unlawfully</p>	<p>It is for every person who engages with StMary'sNewick activities to actively consider the safeguarding needs of themselves and those around them on an ongoing basis and to take responsibility for addressing/referring any identified risks to those who are best placed to take further action.</p> <p>All attendees will be aware of:</p> <ul style="list-style-type: none"> • Parent/guardians are responsible for their children at all times. • Only parents/guardians and persons invited by Team Leaders are permitted to be in attendance. – signage is posted on the outside of the main door guiding those for private prayer to the sanctuary via external path. The gate to the sanctuary remains closed during Owlets session. Two chairs to block the corridor from the vestry to the sanctuary. 	<p>All staff are aware of:</p> <ul style="list-style-type: none"> • The Church of England Safeguarding Policy Statement • The Safeguarding Summary of Good Practice • The StMary's Safeguarding Policy • The outer door of the church is kept shut to prevent access/child wandering off site. • Both Mrs Mundy and Mrs Stockwell have been DBS cleared and have received the appropriate SG training. 	<ul style="list-style-type: none"> • Rev'd Mundy • Mrs Pamela Mundy • All volunteer helpers. • All parents/guardians in attendance with young children • PCC • Caroline Smith, Church Safeguarding Officer

Activity	Potential risk	Prevention	Action to be taken to reduce risk	Responsibility
		<ul style="list-style-type: none"> Photographs subject to SG Policy. No photographs are permitted without written consent of parents/guardians. 		
Administrative safeguarding	Compliance with keeping of information and confidentiality	<p>Registration form for attendee parent/guardians to complete including their child details.</p> <p>Parents/guardians to sign the Attendee Sign in/out Sheet.</p>	<p>To ensure Registration Forms are filled out.</p> <p>Keep confidential information in a locked filing cabinet when off site.</p>	<ul style="list-style-type: none"> Rev Mundy Pam Mundy Volunteer helpers Parents/guardians in attendance. Caroline Smith (SG officer)
Health & Safety Church	<p>Low</p> <p>H&S is subject to its own RA for the church building which is published and adhered to.</p>	<p>Volunteers are all aware of H&S concerning the building. Only drinks / biscuits are to be served from the kitchen. Experienced members would be operating in the kitchen, which is subject to its own RA.</p>	<p>H&S procedures and policy clearly visible on notice board.</p> <p>Any food consumed would be given to the child by its parent/guardian.</p>	<ul style="list-style-type: none"> Rev Mundy Tony Bailey, Sexton Linda Farmer (H&S) All parents / guardians in attendance All volunteer helpers
Risk of Fire	Low	<p>Fire doors in place and fire/emergency procedures clearly visible on notice board.</p> <p>Fire exits clearly marked.</p>	Members are from time to time reminded of the church policies and procedures.	<ul style="list-style-type: none"> Revd Paul Mundy Tony Bailey, Sexton All volunteer helpers All parents / guardians in attendance.
Health & Safety Outside	<p>Low</p> <p>H&S is subject to its own RA for the Outside/Churchyard which is published and adhered to.</p>	Leaders aware of general risks and hazards	Children to be told not to go outside unless it is with parent/guardians.	<ul style="list-style-type: none"> Rev Mundy Leaders/other adults Parents/guardians in attendance. Linda Farmer (H&S) Caroline Smith (Safeguarding Officer) PCC
Health & Safety Barn Centre Toilets	H&S is subject to its own RA for the Barn Centre building which is published and adhered to.	<p>Children to be supervised by parent/guardian/DBS person when going to the toilet.</p> <p>Parent/guardian/DBS leader to check hot taps turned off</p>	Children to be encouraged not to lock doors in toilet and to use cold tap.	<ul style="list-style-type: none"> Rev Mundy Sue Balloch (Barn Centre) Linda Farmer (H&S) Leaders

Activity	Potential risk	Prevention	Action to be taken to reduce risk	Responsibility
	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.	Parent/guardian/DBS leader to be aware of who else may be in toilet.		<ul style="list-style-type: none">• Parent/guardian/DBSed leaders only.