

ST ANDREW'S SAFEGUARDING RISK ASSESSMENT – September 2020

Activities assessed: **Junior Church, Shake, TMM, Toddler Group, Funtime Friday, Messy Church Story Club**

Please also refer to our Safer Recruitment 2020 policy, our Safeguarding of Children and Vulnerable Adults policy 2020, our Code of Practice 2020, our Video Conferencing Risk Assessment 2020 and our Social Media Policy 2020.

For off-site activities please refer to our Code of Practice 2020.

ACTIVITY	POTENTIAL RISK TO CHILDREN & VULNERABLE ADULTS	LEVEL OF RISK H=high M=medium L=low	SAFEGUARDING MEASURES OPERATING TO MINIMISE RISK	ADDITIONAL MEASURES TO CONSIDER
All those listed	Abuse of a child or vulnerable adult	M	<ul style="list-style-type: none"> • Safer Recruitment procedures in place • All helpers to have a DBS check (renewed every 5 years) • Minimum of two helpers with children and vulnerable adults at all times 	All relevant safeguarding training completed

ACTIVITY	POTENTIAL RISK TO ACTIVITY LEADERS AND HELPERS	LEVEL OF RISK H=high M=medium L=low	SAFEGUARDING MEASURES OPERATING TO MINIMISE RISK	ADDITIONAL MEASURES TO CONSIDER
All those listed	Allegation of abuse against Leader / Helper	M	<ul style="list-style-type: none"> • Minimum of two helpers with children and vulnerable adults at all times 	All relevant safeguarding training completed

ST ANDREW'S HEALTH AND SAFETY RISK ASSESSMENT - September 2020

Please also refer to our Church risk assessment which covers use of the Church, The St Andrew's Centre and the Church Yard.
For Story Club, Messy Church and Funtime Friday please also refer to St Andrew's School Health and Safety policy and Risk Assessment.

ACTIVITY	WHAT COULD CAUSE HARM?	LEVEL OF RISK H=high M=medium L=low	MEASURES IN OPERATION TO MINIMISE RISK	ADDITIONAL MEASURES IN PLACE
JUNIOR CHURCH	<ul style="list-style-type: none"> • Lit candle • Cushions on floor • Toys on floor • Playing in garden area • Wearing of choir robes, tripping on stairs to John Somersgill room 	<p style="text-align: center;">M</p> <p style="text-align: center;">M</p> <p style="text-align: center;">M</p> <p style="text-align: center;">M</p> <p style="text-align: center;">M</p>	<ul style="list-style-type: none"> • Candle is extinguished at the end of each session • Cleared away when not in use • Cleared away when not in use • Keep shed locked, clear away any play equipment when not in use • Advise removal of robes 	<ul style="list-style-type: none"> • Ensure all activities are age appropriate • Ensure enough adult supervision for all activities • Parents responsible for their child when session has finished
JUNIOR CHURCH (Following Covid-19 Guidelines)	<ul style="list-style-type: none"> • Spread of corona virus 	<p style="text-align: center;">H</p>	<ul style="list-style-type: none"> • Session will take place in the St Andrew's Centre with children entering through the main Centre doors. Families are not to enter through the church • Parents drop off – socially distanced from each other • Parents leave immediately 	<ul style="list-style-type: none"> • Prior to Junior Church recommencing all parents will be sent information clearly outlining the safety measures that will be in place and the procedures that will need to be followed

			<p>and don't hang around to chat with leaders or other parents</p> <ul style="list-style-type: none">• Parents are not allowed to stay with their child for the session• The group will be no larger than 15 (following guidelines)• Children asked to bring their own rucksack containing snack, drink and basic craft kit• All children and leaders to wash hands (using both toilets) at start of session• Children asked to use their 'quiet, indoor voices'• Children to sit on individual vinyl spots (place markers) which are laid out with 2m spacing in between. Spots will be cleaned after each session• Toilet cleaned after every use• All activities will be socially distanced with all materials quarantined after each use.• Parents pick up at the end of the session socially distanced from each other• Families to leave the church grounds immediately after dismissal• A register will be taken of all children attending session for	<ul style="list-style-type: none">• Parents will be asked to book places for their children on Eventbrite to ensure no more than 15 children turn up for the session
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			<p>track and trace purposes</p> <ul style="list-style-type: none"> Hall will be cleaned after each session 	
TODDLER GROUP (St Andrew's Centre)	<ul style="list-style-type: none"> Toys on floor Playing in garden area Paint and craft accessories 	M M M	<ul style="list-style-type: none"> Cleared away when not in use Keep shed locked, clear away any play equipment when not in use Cleared away when not in use, ensure sufficient adult supervision 	<ul style="list-style-type: none"> Parents responsible for their child during session Ensure all activities are age appropriate Ensure enough adult supervision for all activities
FUNTIME FRIDAY (St Andrew's School)	<ul style="list-style-type: none"> Toys on floor Playing in outside area Paint and craft accessories Hot drinks Fire doors Accidents and injuries Kitchen area and use of electrical equipment Electrical sockets 	M M M M M M L	<ul style="list-style-type: none"> Clear away when not in use Follow school policy Clear away when not in use, ensure sufficient adult supervision Use lidded cups Gate in outdoor play area closed; other door alarmed Record on accident form Children to stay out of kitchen area. Only adults to use electrical equipment. Covered 	<ul style="list-style-type: none"> Parents responsible for child during session Parents responsible for child during session Ensure all activities are age appropriate Ensure enough adult supervision for all activities Parents responsible for child during session Parental vigilance School notified if serious Children supervised by parent at all times Children supervised by

	<ul style="list-style-type: none"> • Food allergies 	M	<ul style="list-style-type: none"> • Ensure recorded on registration form 	<ul style="list-style-type: none"> • parent at all times • Children supervised by parent at all times
MESSY CHURCH and STORY CLUB	<ul style="list-style-type: none"> • Toys on floor • Playing in outside area, on playground equipment • Paint and craft accessories 	M M M	<ul style="list-style-type: none"> • Cleared away when not in use • Ensure sufficient adult supervision • Cleared away when not in use, ensure sufficient adult supervision 	<ul style="list-style-type: none"> • Parents responsible for their child during session • Ensure all activities are age appropriate • Ensure enough adult supervision for all activities
SHAKE Currently via Zoom due to Covid-19 – see video conferencing risk assessment	<ul style="list-style-type: none"> • Kitchen area and use of electrical equipment 	L	<ul style="list-style-type: none"> • Children to stay out of kitchen. Only adults to use electrical equipment. 	<ul style="list-style-type: none"> • Ensure all activities are age appropriate • Ensure enough adult supervision for all activities
TMM in church	<ul style="list-style-type: none"> • Spread of corona virus 	H	<ul style="list-style-type: none"> • Parents to drop-off and pick-up outside • No groups larger than 15 • Hand sanitiser on entering • Socially distanced • Wearing masks • Track and trace • Own snacks and drinks to be bought, no sharing • Toilet cleaned at end of session 	

TMM CAMPFIRE	<ul style="list-style-type: none"> • Spread of corona virus 	H	<ul style="list-style-type: none"> • No groups larger than 15 • Hand sanitiser at beginning of session • Socially distanced • Wearing masks optional • Track and trace • Own snacks and drinks to be bought, no sharing • Toilet cleaned at end of session 	
GARDEN MEET UPS	<ul style="list-style-type: none"> • Spread of corona virus 	H	<ul style="list-style-type: none"> • Groups of no more than six people with everyone socially distanced during meeting (following 'Rule of Six' guidelines) • Side entrance to each garden to be used with gates opened prior to meeting to avoid touching handles • Hand sanitiser will be provided and all children/young people asked to use it when they arrive • Children/young people only allowed to enter the house to use the toilet which they will wipe down with antibacterial wipes afterwards • All seating areas and touch points cleaned after meeting 	

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Woodland Worship and TMM Campfire – non-Covid risks

Hazard	Who may be harmed? How?	Short Term Action	Long Term Action	Level of Risk
Low branch	Anyone. Head injury (bump)	Verbal instruction. Pre-site check before each session.	Monitor, review and mark out of bounds if needed.	(3) Low
Stinging nettles	Anyone. Skin contact with nettles.	Verbal instruction and ensure all children and staff wear all correct outdoor clothing and footwear. Mark areas out of bounds if needed.	Monitor, review and mark out of bounds if needed.	(3) Low
Insect bites/stings (wasps, bees etc.)	Anyone can be stung. Allergic reactions may occur if allergic.	Carry first aid kit*. Ensure that those with allergies have appropriate supplies eg epipen.	Monitor, review and mark out of bounds if needed.	(3) Low
Fire	All. Burn, scald (minor, severe, full depth).	Verbal Instruction. Parental supervision (Woodland Worship).	Monitor and review.	(3) Low
Uneven ground	All. Grazes, bumps etc.	Verbal instruction.	Monitor, review and mark out of bounds if needed.	(3) Low
Logs to climb	All. Falls resulting in grazes, bruises, broken bones, head injury.	Verbal instruction. Carry first aid kit*. Call for additional support if required.	Monitor, review and mark out of bounds if needed.	(2) Medium

Climbing Frames	All. Falls resulting in grazes, bruises, broken bones, head injury.	Verbal instruction. Carry first aid kit*. Call for additional support if required.	Monitor, review and mark out of bounds if needed.	(2) Medium
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*First Aider present – Tracy Plumpton