Event/Activity Risk Assessment



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| Event/Activity  |   |  |
| Date(s)  |   |  |
| Location  |   |  |
| Group  |   | Group Leader  |   |
| Contact Address  |   |  |
| Phone  |   | Email  |   |
| Responsible body, for example Church Council/Circuit Meeting  |   |

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| Activity Possible Risk Prevention  | Action to be taken to reduce risk  | Person/People Responsible  |
| Arrival at meeting  | Unsure where venue is  | All parents to have details of meeting sent by email and text wherever possible.  |   |   |
| Before meeting  |   |   | Have up-to-date details for all young people.  |   |
| Child protection  | Child abuse  | At least two leaders to be present at each meeting. If possible male and female leaders at each session. One leader present must be independent of the family and household where the group is meeting. A register made of children and leaders present at each meeting, and a note of venue.  | All leaders DBS checked and have completed Creating Safer Places training. Meetings to comply with good practice in Safeguarding Policy.  |   |

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|  Activity Possible Risk Prevention Action to be taken to reduce risk Person/People Responsible  |
| Games  | Accidental injury Allergic reaction to food/latex balloons or gloves used during game  | Have up-to-date medical concerns forms for all young people. Check these when planning activity. Rules for games set out clearly before start. Leaders to monitor activity level and ensure stays within appropriate limits for the room.  | Leaders to offer first aid if appropriate and to call emergency services if situation is more serious.  |   |
| Food  | Allergic reaction to food Choking  | Have up-to-date medical concerns forms for all young people. Check these when planning food.   | Leaders to offer first aid if appropriate and to call emergency services if situation is more serious.  |   |
| Social media  | Pictures/video posted  | Young people to agree ground rules for use of mobiles at group in conjunction with leaders. Ground rules to be enforced by leaders.  | Consent from parents for photographs/video.  |   |
| Emotional needs  | Young person needing emotional support during session.  | Have agreed quiet area away from main group but within sight of group (i.e. next door room with door left open or corner of same room.)  | Leaders to be aware needs of young people and to share concerns with other leaders, minister or safeguarding officer as appropriate. See safeguarding policy for advice.  |   |
| Developmental needs  | Young people with different developmental needs  | Leaders to be aware of any special needs.  |   |   |
| Fire  | Burns, smoke inhalation  | A register made of young people and leaders present at each meeting. Ensure young people know exits from the venue.  |   |   |
| Interaction with family pets  | Allergic reactions Bites/scratches  | Family pets to be kept away from the group meeting wherever possible. Have up-to-date medical concerns forms for all young people. Forms to be checked for allergies.  | Leaders to offer first aid if appropriate and to call emergency services if situation is more serious.  |   |
| Activity  | Possible Risk  | Prevention  | Action to be taken to reduce risk  | Person/People Responsible  |
| Moving around venue  | Trips, slips, falls  | Clear rules on which areas of the venue young people will be using. Steps, walkways, hallways and room used all well-lit and trip hazards moved (inside and outside venue).  | Leaders to offer first aid if appropriate and to call emergency services if situation is more serious.  |   |
| Toilet/hygiene  | Illness Abuse  | Young people told where toilet is in case required. Toilet clean. Handwashing facilities available. Leaders to be aware who has visited the toilet and when they rejoin the group. Groups not allowed to visit toilet together. Leaders to be aware of other adults present in the venue.  |   |   |

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| Post event comments  |       |
| Signed  |   |
| Date  |   |

|  |  |  |
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| Completed by  |   |  |
| Signed  |   |  |
| Date  |   |  |
| Date to review  |   | Date sent to Circuit Safeguarding Officer  |   | Date sent to Regional Safeguarding Officer  |   |