**RISK ASSESSMENT**

**Elswick Parish Church**

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| **Activity Details:** Children’s Holiday Club | **Assessed by:** Judith Sword  |
| **Date of assessment:** July 2022 | **Date of last review :**April 2022 | **Review due:**   |

**Building Security**

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| **Hazards** | **People**Who might be harmed? | **Risk** | **Controls**What controls are currently in place? | **Further action**If the present controls are not adequate, what else needs to be done, by whom and by when? |
| Unauthorised Visitors | Children and Staff | High | * Children supervised on entry
* Main door locked when children in the building
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| Fire  | Children and Staff | Medium | * Fire Evacuation Plans available in all rooms
* Fire doors clearly marked
* Staff to be familiar with exit routes and doors
* Staff to ensure that a mobile phone is available
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| Kitchen Appliances and tools | Children | High | * Children not allowed in the kitchen
 | Kitchen always supervised. |
|  Running into glass partition  | Children | Low | * Barriers to be placed in front of the partition when hall is used for activities,
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**Pick up and Drop Off**

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| **Hazards** | **People**Who might be harmed? | **Risk** | **Controls**What controls are currently in place? | **Further action**If the present controls are not adequate, what else needs to be done, by whom and by when? |
| No contact details | children | medium | * All children must have details of two emergency contacts on the registration form.
 | All registration forms to be available throughout the day and kept locked away overnight. |
| Children picked up by unauthorised adults. | children | medium | * All adults will confirm who will pick up children when they drop off in the morning.
* Staff to ensure that they are aware of who will pick up.
* No child will leave the club until staff have identified an appropriate adult to take them home.
* Staff will phone contact numbers if there is any issue about pick up.
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**Food and Medicine**

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| **Hazards** | **People**Who might be harmed? | **Risk** | **Controls**What controls are currently in place? | **Further action**If the present controls are not adequate, what else needs to be done, by whom and by when? |
| Allergy to Foods | children | medium | * All food allergies to be included on registration form.
* Food allergies to be checked before menus and activities planned.
 | All registration forms to be available |
| Need for medication | Children and Staff | medium | * All medical needs to be recorded on registration form.
* Inhalers to be safely stored in the kitchen area where only staff have access.
* Permission slips to be signed by parents/carers if medication is needed during the day.
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