**CRAMLINGTON TEAM MINISTRY**

**Group Risk Assessment Form**

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| **Name/address of church**St Nicholas Cramlington and Hope Centre | **Assessment carried out by**Lorraine Alexander | **Group name**St Nicholas Parish Community Fun day  |
| **Date****16/5/22** | **Date of review** | **PCC notified (date)****16/5/22** |

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| **Potential Hazard** | **Who is at risk?** | **Current controls**(What you’re currently doing to reduce risk) | **Future controls**Future action needed to further reduce the risk) | **By whom & when** |
| Trips/ Falls/ Injury | Volunteers / visitors | Outside:Area scanned for obstacles and cleared before set up, during and after event.Regular litter checksAll areas marked out by cones Equipment checked before use Clear Instructions givenNo scissors needed for craft activitiesChairs pushed in to tables unless occupiedArea around tables cleared by responsible personsResources stored behind tablesAll equipment stacked at the end of play inside marked areasClear walkways around siteFirst aider on site at all times  | Family adultsreminded of their responsibility for children in their careMarshals on duty at all times to scan site (Hi Vis)Check accessibility needs of visitors  | All volunteers/stall holders/marshals |
| Lost children | Visitors  | Marshals around site lost children post next to Safe Families tableAnnounced over PA systemAll games supervised by volunteers Adults responsible for children in their care |  | Marshalls PA managerAdult participants |
| Burns/ scalds  | Volunteers visitors  | Refreshments area separate from activity area all food and drink consumed there. Hot liquids kept away form food stuffs. Only adults given hot drinks. No unsupervised chn in this area.  |  | Catering team/ adult participants |
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