**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 checks  All areas marked out by cones  Equipment checked before use  Clear Instructions given  No scissors needed for craft activities  Chairs pushed in to tables unless occupied  Area around tables cleared by responsible persons  Resources stored behind tables  All equipment stacked at the end of play inside marked areas  Clear walkways around site  First aider on site at all times | Family adultsreminded of their responsibility for children in their care  Marshals 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 table  Announced over PA system  All games supervised by volunteers  Adults responsible for children in their care |  | Marshalls PA manager  Adult 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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