| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to manage this risk?** | | | **Action by whom?** | | **Action by when?** | **Done** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sharp implements used in activities | Children might cut themselves | Only child friendly scissors to be used by children. Younger children will not undertake craft activities. | No | | |  | |  |  |
| Stranger danger | Children come into contact with people outside their own family. | Parental consent forms are completed for each child participating. All helpers are DBS checked and have been given a copy of the Church of England Code of Safer Working Practice. There is always more than one helper present during Sunday School. | . No. | | |  | | . |  |
| Ingestion of craft materials | A child placing materials in their mouth. | Appropriate number of adult supervisors provided for each activity.  Helpers oversee the distribution of materials.  Younger children undertake alternative non craft activities. All craft materials are non toxic. | No. | | |  | |  |  |
| Food allergies | Children who are allergic to certain foods. | Food is not normally provided at Sunday School. Dietary issues are covered on the parental consent form. | Provide lists on ingredients in all food. | | | Helpers preparing food to remain vigilant and check for allergies. | | For each event when food is provided |  |
| Electrics – plug sockets | A child putting their fingers or an electrical conductor into a plug socket and receiving an electrical shock. | Plastic socket covers used for unused plugs. Appropriate number of adult supervisors provided for each activity. | No. | | |  | |  |  |
| Unaccompanied exit from the premises | A child being able to leave the building unaccompanied where they may be at risk – e.g. busy road. | Vestry door is not a fire exit and is kept locked during Sunday School. Appropriate number of adult supervisors provided . | No. | | |  | |  |  |
| Excessive water temperature from hot taps or kettle or hot drinks. | A child being scalded whilst using a hot water tap or kettle. | Tap temperatures are kept at a temperature which would minimise the risk of a scald. Children are kept away from kettles / boilers. Appropriate number of adult supervisors present. | No. | | |  | |  |  |
| Hot radiators and pipes | A child being burnt by contact with the hot surface of a radiator or pipe that is part of the heating system. | Children are kept away from any unprotected radiator or pipe. | No. |  |  | |
| Lack of first aid facilities.  Injury caused by another child.  Poor hygiene.  Trip hazards  Glass used in activities might shatter  Risk of inappropriate behaviour.  Allergic reactions from insect stings. | A lack of adequate first aid resources in the event of a child being hurt or being taken ill on the premises.  An injury being caused by another child as part of a play activity.  A lack of hygiene resulting in transmission of illness between persons at the events.  Anyone crossing the room with craft materials or chairs / tables on the floor.  A child might cut themselves.  Risk to children through inappropriate behaviour from helpers.  Risk to helpers from false allegations of inappropriate behaviour.  Adults to be made aware of children’s allergies. | A First Aid Box is accessible and checked regularly and records are kept of any accidents or injuries. Children are never left unsupervised.  Children are never left unsupervised. A First Aid Box is accessible and checked regularly and records are kept of any accidents or injuries  Surfaces and equipment are cleaned for each event.  Appropriate number of adult supervisors provided .  Only safety glass is used.  Helpers are never left alone with children.  Information about allergies is provided on the parental consent forms, which are accessible to Sunday School helpers. | No. | | |  | |  |  |