**CRAMLINGTON TEAM MINISTRY**

**Group Risk Assessment Form**

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| **Name/address of church**  **St Nicholas’ Cramlington** | **Assessment carried out by**  **Ruth Brierley** | **Group name**  **Sunday School** |
| **Date 06.01.22** | **Date of review 6.1.23** | **PCC notified (date)12.01.22** |

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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** |
| Folded tables – could slip and fall against child | Children | Folded tables are stored on mat to prevent them sliding down. Unfolded table placed in front for leader’s equipment. |  | Leader to check at beginning of each session. |
| Folding chairs – can fold up while child is sitting on them | Children | Do not use folding chairs for children – small pre-school chairs available and 4 full size chairs with arms stored in vestibule for older children. | Acquire further safe chairs if numbers grow | Leader to ensure correct number of non – folding chairs available |
| Kitchen, sharp knives, hot surfaces/liquids. | Children | Door to kitchen to be closed unless session requires its use. (Separate risk assessment if kitchen to be used) |  | Leader to check at beginning of each session. |
| Toilets and cleaning products  Being exposed to germs or hazardous substances.  Users slipping on wet floors. | Children  Children and adults | Remove cleaning materials from toilets, or place them out of reach. Good standard of hygiene Changing equipment is in good repair and cleaned with antibacterial spray.  Mop up promptly. | All staff know where cleaning materials are to be kept | Leader to check at beginning of each session. |
| Child running out of room and getting lost/ being unsupervised | Children | Close folding door at start of session.  Have adequate staff/ pupil ratio |  | Leader to check at beginning of each session. |
| Trapped fingers | Children | Keeping doors closed during session. Adult opens door/holds door open when children arrive or leave. |  | Responsible adult |
| Fire door blocked by shutter | All | Raise shutter at beginning of each session. |  | Leader to check at beginning of each session. |
| Toys | Children | Inspect toys regularly & dispose of any that are damaged/unsafe.  Ensure that young children do not have access to toys unsuitable for their age; that may, for example; pose a choking risk. |  | All volunteers |