Instructions

For each activity to be considered:

Identify

1. What could go wrong Consider possibilities of what MIGHT happen

2. What harm could it cause What is the worst case that could happen as a result – damage to property, personal injury, disablement, death?

3. Who is at risk Who is likely to be directly affected – children, vulnerable adults, anyone in the vicinity?

4. What is the risk level Based on possible harm, assign a value (1 to 5) of the potential risk

5. Probability of happening How likely might be the occurrence? Assign a value (1 to 5) of the probability of it happening

6. Severity Multiply the values of columns 4 and 5

7. How can the probability of happening be reduced

 Can action be taken to reduce or remove totally the possibility of it happening. State what this will be

8. Revised probability of happening

 What is the reduced likelihood of it happening?

9. Revised severity Multiply columns 4 and 8

In assigning values, 1 is least, 5 is greatest.

Severity. All levels of severity of 6 and above MUST be examined for reduction, ALL levels other than 1 should be considered for reduction where possible.

 If a severity remains above 10 after considering reduction of the risk of happening, measures must be taken to reduce or remove the potential hazard before proceeding.

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| Child abuse -Failure on basic safeguarding | Physical or psychological harm | children | 4 | 2 | 8 | All children accompanied by a parent or guardian.All helpers to have basic safeguarding training and be DBS certified | 1 | 4 |
| SlipsTripsFalls | Personal injuryDamage to property | Childrenadultshelpers | 4 | 3 | 12 | Check floors are clear of rubbish, spillages etc. Ensure play equipment in good condition, with safety mats on slides and climbers.Checklist item | 1 | 4 |
| entry by an unauthorised person | Theft, damage,injuryChild abduction | Childrenadults | 5 | 3 | 15 | Front and side doors remain locked during session. Entry by bell only.Checklist item | 1 | 5 |
| Child wandering off | Injury,abduction | children | 5 | 3 | 15 | Child safety gate correctly in place, front door locked during session. Check fire door secure (but operable)Adult supervision and awareness.Checklist items | 1 | 5 |
| Chairs – Stacked andin use | Injury through fall | children | 4 | 2 | 8 | Correct stacking of chairs. Adult supervision and awareness Checklist item | 1 | 4 |
| tables | May walk or run into table | children | 4 | 2 | 8 | Adult supervision and awareness | 1 | 4 |
| Kitchen | Scalds, burns, cuts | ChildrenAdults/helpers | 5 | 4 | 20 | Children not admitted to kitchen, enforced by adult supervision and awareness.Checklist itemSee also risk Assessment – Kitchen | 1 | 5 |
| Fire  | Risk to life, personal injury and property | Children and adults | 5 | 1 | 5 | Ensure all present are aware of the fire escape route, and that the route is clear.All to be made aware of the fire assembly point, and the need to gather there on evacuation.Leaders to be aware of the building address and postcode if emergency services are needed. Fire instructions, address, and postcode are on the Church Information notice board in the main hall. | 1 | 5 |
| Outside events and activities | External activities by this group will require a separate risk assessment for each activity |  |  |  |  |  |  |  |