| **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** |
| --- | --- | --- | --- | --- | --- | --- |
| Walking young people from church to parish hall. | Young person coud be involved in road accident if they run onto the road.  Young person (or leader!) might fall. | No roads need to be crossed.  Leaders walk with young people.  Ask children to walk rather than run.  We alert re potential hazards such as kerbs etc. | Make sure a leader is at the front of the queue of young people before the church door is opened.  Some children will need to have their hand held to keep them safe. | All young church leaders | Immediately |  |
| Meeting room/kitchen | Child may be involved in accident if unsupervised. | Young people are supervised at all times and prevented from entering these places unaccompanied.  Have correct ratios of adults to young people. | No |  |  |  |
| Using scissors and other craft materials | Young person might receive and injury from incorrect use. | Use child friendly scissors when appropriate.  Adult supervision at all times. | No |  |  |  |
| Playing running around/active games | Smaller children at risk being bumped into by more boisterous children. | Games supervised by leaders.  Ensure adequate space for games. | No |  |  |  |
| Outdoor play (on grass next to church hall). | Young person might go out of gate onto main road.  Might bump into boundary fence/wall when running from one side to the other. | Keep the gate shut when playing outside.  Ask children to take care. | No |  |  |  |
| Church hall is easy to leave and not all the doors can be locked. | Young person might leave the building and come to harm on the main road with out a leader noticing. | Have enough leaders to keep an eye on young people. | Back door to be locked on arrival at the hall for the session.  Front door can’t be locked so bike lock to be put on the gate at the start of each session. |  |  |  |
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