**::12.12 RISK ASSESSMENT**

**Name of organisation/Event: Girls Club Sleepover Date Undertaken: February 2015 By whom: Sharon Grant**

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| **Hazard** | **Area** | **who might be harmed?** | **Existing Controls – what is already in place to minimise the risk?** | **Action – what are you going to do in order to minimise the risk?** | **Date**  **Achieved** |
| Danger of break-in. | Church Hall/foyer. | Girls or leaders. | Car park is well lit. | A security team will be in place throughout the night. |  |
| Fire | Whole Building. | Girls or leaders. | Fire Exits, extinguishers and escape routes are in place. | Fire Exits to be kept clear at all times.  Leaders to ensure they are familiar with fire exits, extinguishers and escape routes. |  |
| Injuries during party games from people bumping into each other. | Church hall. | Girls or leaders. | First Aid Kit and accident forms on site. | Nominated First Aider is Sarah Grant.  Leaders have completed parental consent forms with contact details. |  |
| Illness.  Allergic reaction to face mask or any of the food.  Sleeping overnight. | Church Hall or Sofa room.  Sofa room.  Sofa room. | Girls or leaders.  Girls or leaders.  Girls or leaders. | First Aid Kit and accident forms on site. | Nominated First Aider is Sarah Grant.  Leaders have completed parental consent forms with contact details and medical information on it. Parents have also been asked for details of any medication that children need to take.  Leaders have mobile phones in case emergency services or parents need to be contacted.  Parents have been asked for details of any allergy that children have.  Girls will not be left unattended while in the kitchen. Spills will be mopped up immediately.  Only the leaders and girls will be permitted in the sofa room during sleeping hours.  Security will only be in communal areas and also not allowed in the sofa room in the morning when the girls are getting dressed etc. |  |

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| **Hazard** | **Area** | **who might be harmed?** | **Existing Controls – what is already in place to minimise the risk?** | **Action – what are you going to do in order to minimise the risk?** | **Date**  **Achieved** |
| Spills, burns or injury while baking. | kitchen | Girls or leaders | First Aid Kit and accident forms on site. | Girls will not be left unattended while in the kitchen. Spills will be mopped up immediately. |  |
| Sleeping overnight – inappropriate behaviour | Sofa Room | Girls or leaders |  | Only the leaders and girls will be permitted in the sofa room during sleeping hours. Security will only be in communal areas and also not allowed in the sofa room when the girls are getting dressed.  Leaders will sleep at one end of the room and the girls at the other.  All leaders have gone through the churches’ appointment process including Access NI check. |  |

**Sign**