**::12.12 RISK ASSESSMENT**

**Name of organisation/Event: Holiday Bible Club Date Undertaken: March 2015 By whom: Ben Jones (Leader in Charge)**

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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** |
| Slips, trips and falls |  Halls (specific hazard area is the stage in the main hall) |  Children or Leaders | * First Aid Kit present in the Kitchen.
* Nominated First Aiders are Jane Brown and Colin Spencer.
* Accident/Incident forms are available in the Kitchen.
 | * Children are to be instructed that they are not allowed on the stage area.
* Any spills to be wiped up immediately.
* Parents are to be informed by the group leader of any accident on collection. If this is not done, leader in charge is to contact parents by phone.
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|  Fire |  Halls, kitchen or toilets |  Children or Leaders | * Fire Exits
* Fire extinguisher
 | * Leaders to ensure that fire exits are clear at all times
* Leaders to be told what to do in the event of a fire
* Fire drill at first night of club
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|  Children injured as a result of horse play in an unsupervised area |  Toilets |  Children |   | * Only two children (male and female) are allowed in each toilet area at one time.
* Two leaders to monitor who is in the toilets at one time.
* If children are in the toilets an excessive amount of time leaders are to call out and ask if help is required.
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|  Leader to children ratios are not met(if leaders are ill/ have an emergency) |   |   | * There are more than enough leaders for the expected amount of children.
 | * Leaders are to give as much notice to the leader in charge if they are unable to attend any part of the club.
* If at the last minute there are not adequate numbers of leaders, someone else within the church will be asked who has already gone through the appointment process.
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|  Allegation made against a leader |  |  Children or leaders | * All leader have completed the appointment process.
* All leaders have attended Taking Care Training.
 | * Leaders will be reminded at the planning meeting of the churches’ child protection policy and to avoid being on their own with a child at all times.
* Any incident to be reported to the leader in charge and consequently to the Minister/Designated Person.
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|  Injury to child in car park |  Car park |  Children | * There is a ‘Slow’ sign in the church car park
 | * Parents instructed on first night to bring children to and from the hall.
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