**::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. |  |
| 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 |  |
| 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. |  |
| 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. |  |
| 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. |  |
| 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. |  |