

**::12.12 RISK ASSESSMENT**

Name of Organisation/Event:	Date Undertaken:	By Whom:
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

Signed



**12.13 RISK ASSESSMENT (EXAMPLE)**

Name of Organisation/Event: Sunday School		Date Undertaken: 4th March 2011		By Whom: Mrs.Superintendent	
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
Lead for overhead projector which is used only during praise time.	Front of hall	Children who have to go to the front of the hall for their class	The children are warned to walk carefully past the lead.	I have decided that once praise time is over the lead will be removed so it will no longer be out when children are walking past it.	
Spare chairs which are stacked.	Back of the hall	Children who sit on them while waiting for their parents to collect them.	There is no existing control in place.	I am going to speak to the caretaker to see if the spare chairs can be stored in the cupboard or else set out separately around the hall before Sunday School.	
Scissors used for the craft activity.	Classes 1 and 2	Younger children.	They have leaders to help them but this means the children do not get to do the cutting and some insist on doing it themselves which can be a behaviour issue as well as a safety one.	I am going to purchase some more suitable scissors for this younger age group.	
One of the Fire Exit doors is always blocked by cleaning materials.	Hallway between main hall and minor hall	Children, leaders and helpers if there was a fire and we could not use the nearest exit.	There is no existing control in place.	I am going to speak to the property committee convenor about this tomorrow which is of utmost importance and a risk not just to Sunday School but every organisation using the hall.	

**Signed**