

## Risk assessment – All-Age gatherings

**All leaders must conduct on-going risk assessments of activities, location and needs of individuals present. This is a starting point.**

### **Activity or Event: All-age gatherings in the Church Hall (or similar premises)**

**This is a generic Risk Assessment which will not cover every situation. Please consider all possible risks and assess them accordingly and record all necessary actions.**

Likelihood (of risk causing an issue) 1 = Low (seldom) 2 = Medium (frequently) 3 = High (certain or near certain)

Severity (of the negative / harmful outcome from the risk) 1 = Low (minor cuts and bruises) 2 = Medium (serious injury or incapacitated for 3 days or more) 3 = High (fatality or a number of persons seriously injured)

Risk Rating highlights where the main focus should be of things which cause high risk: 1 – 2 = low priority 3 – 4 = medium priority 6 – 9 = high priority

What are the hazards?	Who might be harmed and how?	Evaluate the risk. What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Likelihood?	Severity?	Risk Rating? (LxS)
Building: Slips and trips	Anyone using the space	The area is kept tidy and clear of unessential obstructions. Spillages are cleaned up immediately. Cleaning items for greasy spillages are accessible.	Place all items into storage after use. Leaders to be vigilant for items in walkways, spills and other items which could cause a fall.	Leaders	2	2	4
Building: Kitchen Area	Hot water tap. Potential scolding. Crockery and cutlery stored in kitchen area. Potential for heavy, broken or sharp objects to cause harm.	Usually only leaders will use the kitchen area and a child gate (when possible) will prevent young children from entering. Children will be supervised at all times if they are required to use the kitchen.	Remind children that they need to be supervised if using the kitchen area.	Leaders	2	2	4
Building: Fire	Anyone using the space	Fire Extinguishers are in strategic places: ..... .....  An evacuation plan is given / explained to users of the building. Regular practice of drills and evacuation throughout the year with varying user groups.  The maximum number of people to be safely on the premises has been judged to be: .....	Extinguisher and smoke alarm dates are checked and regularly replaced, as needed.  Every user group to share evacuation information.	Stewards / Leaders	2	3	6

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Building: Hot water boiler	Anyone if the boiler is not used carefully. The boiler provides constant hot water from a pull-down tap at a height which may prevent some people from seeing inside the container to see if they have the required amount. They could be splashed if it is over-filled, for example.	The kitchen area is only for those involved in cooking. If these are children, they are never alone and are supervised closely.  No children to use the boiler – pump pots will be filled with hot water by an adult instead.	Ensure that awareness of the possible dangers of the water boiler are explained and reiterated to any new leaders / attendees.	Leaders	2	2	4
Building: Stacked chairs	Anyone if chairs are stacked too high and fall over	Limiting the number of stacked chairs to four when possible	Affix a suitable notice	Stewards	1	2	2
Building: floor on different levels	Adult or child tripping or chair falling over	Chairs and tables won't be placed close to where the floor changes level. Running will be discouraged in that area. Newly uneven or damaged flooring (for example) to be reported as soon as possible.	Adults will set a good example and be vigilant.	Leaders	2	1	2
Building: toilet at bottom of stairs	Safeguarding risk – of unknown people entering and children leaving.	If a young child needs the toilet they should be accompanied by the adult they have come to the event with.	The leader/s who is welcoming people at the door to keep an eye on the toilets	Leaders	1	1	1
Building: toilet – lock	Individuals may become locked inside the toilet cubicle.	If an incident should occur, the individual would be guided through unlocking the door or, in extreme circumstances the door will be forced open from the outside.	Locks to be checked regularly to ensure they are not getting stiff	Leaders / stewards	1	1	1
Building: open doors – safeguarding	Safeguarding risk – of unknown people entering and children leaving.	Under18s to remain the responsibility of their accompanying adult throughout the event. This should be reiterated to adults as they arrive.	Leaders to keep an eye on doors and take action if they see a child leaving unaccompanied Specific leader to have responsibility for watching the doors during an activity/event.	Leaders	2	2	4
Building: moveable furniture eg chairs, table	Risk of hurt caused by bad manual handling.	Only leaders will move heavy items, and will have everything set up before people arrive. Chairs will be moved individually when	Due diligence will be taken to care for the furniture, the building and those moving items within it.	Leaders	2	2	4

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	Risk of falling items. Risk of damage to the item or the building.	children are nearby. No items will be lifted over people's heads. Care will be taken to lift rather than drag furniture.					
Building: steps between church and church hall	Potential trip hazard.	Children to be accompanied by the adult attending with them when going up and down stairs.	Leaders will be vigilant.	Leaders	2	1	2
Building: open flames	Potential burn and/or fire hazard.	The only candles to be lit are tea lights in the votive stand or in a secure candle holder. Children only to be permitted to light a candle under the supervision of their accompanying adult. Naked flames (for example scout's gas cookers) only used under instruction and supervision. In the case of a fire leaders will ask all present to leave the building calmly and quickly by the nearest exit and gather outside by the War Memorial whilst the emergency services are called.	Leaders will provide tapers which remove the need for matches. Regularly practice Fire Drill and evacuation	Leaders	2	2	4
Building: tech equipment	Wires may be trip hazards. Technological equipment and files may be holding private information which are a safeguarding risk.	Wires and cables will be kept away from areas where people are moving around regularly and taped down when needed. If possible, battery powered sound system will be used to reduce number of wires.	Only leaders will operate the technology or will supervise use by children so that no files are accidentally accessed.	Leaders	2	1	2
Building: piano	Child could get fingers trapped	Playing the piano not permitted, unless a supervised and arranged activity	Lid of the piano keyboard kept down and table placed in front of the piano to discourage use.	Leaders	1	1	1
Building: Locked or shut doors	There is a fire safety risk if doors are locked.	Leaders will ensure fire doors are unlocked	Leaders will check that doors can easily be opened	Stewards	1	3	3
Building: Lack of First Aid Kit	If specific items (such as for burns) are missing, it could cause individuals added hurt and pain.	First Aid Kit will be easily accessible and regularly checked / refilled. Dates on items will be checked.	Every user of the building should be informed where the kit is, and who the first aider is, if possible.	Stewards	2	1	2

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Activity: using pens and pencils	Pens and pencils have potentially sharp ends and may cause injury if used wrongly. Ink, if ingested, may cause sickness.	Pens and pencils should never be near an individual's mouth. Individuals should be reminded to not move quickly (i.e. run around) while holding them. Ink, if ingested, may cause sickness.	Pens and pencils will not be left lying around in areas where games are taking place	Leaders	2	1	2
Activity: using scissors	Scissors are sharp and may cause harm if carried or used incorrectly.	Round ended scissors should be used by younger participants. No-one should move quickly while carrying them, and they should be passed between individuals by the handles pointing outward.	Round-ended scissors will be provided during activities	Leaders	2	2	4
Activity: using glue guns	Hot glue may cause burns. Glue applied incorrectly may stick items to skin, furniture etc.	Only leaders permitted to use glue guns.	Glue guns unplugged when not in use.	Leaders	1	2	2
Activity: filming videos / taking photos	Safeguarding concerns if videos or images of child are taken, shared or stored incorrectly or without permission.	Permission to be sought if an identifiable image (still or moving) of a children is going to be stored or shared, before the image is captured.	Update consent forms annually. Verbally announce the recording of images at every event.	Leaders	2	3	6
Activity: moving around the church hall	During games, participants may move around the church hall in various styles of movement and at varying speeds. This may pose risk of tripping, bumping into furniture or another person or knocking items onto themselves.	Vigilance will be taken by leaders as to what instructions are given and the safety of the space. Games and activities should be adjusted in order to work safely within the space and according to the abilities of the participants.	On the spot, continuous risk assessments should be made by leaders in order to change or adapt games and activities if needed.	Leaders	2	2	4
Activity: throwing soft ball	Ball may hit individual and hurt them or knock items over within the space.	Games and activities will be designed and adapted to fit within the confinements of the space and the abilities of the participants. Items likely to be knocked over will be moved out of the way.	Expectations about the use of equipment will be explicitly explained to all taking part	Leaders	2	2	4
Activity: using play dough	Individuals may attempt to eat play dough which could	Leaders to ensure that play dough is used appropriately.	Play/salt dough to be collected in immediately after the activity it is required for is completed.	Leaders	1	2	2

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	make them unwell	Salt dough is to be even more carefully monitored as it could pose greater risk to health if eaten.					
Activity: using paint / dyes	Paintbrushes have potentially sharp ends and may cause injury if used wrongly. Ink/paint, if ingested, may cause sickness. Ink/paint may stain and damage clothing and/or property.	Paints and dyes should only be used on covered tables, with aprons, etc when possible. Paintbrushes should never be near an individual's mouth. Individuals should be reminded to not move quickly (i.e. run around) while holding them. Ink, if ingested, may cause sickness.	Paints, dyes, etc will not be left near children when not in supervised use.	Leaders	2	2	4
Activity: using costumes	The changing of clothing may cause harm if care is not taken – bumping into others or getting stuck in items, for example. Removal of clothing may cause a safeguarding issue if privacy is not given.	Simple items will be supplied, which do not require undergarments to be shown at all during the clothes-changing process. Vigilance from leaders that participants have enough space and privacy.	Participants will be encouraged to take care	Leaders	1	2	2
Activity: using glue - sticks, PVA, etc	Glue may be ingested, causing sickness. Glue applied incorrectly may stick items to skin, furniture etc.	Glue to only be used with supervision. Only 'child-safe' glue to be used, not (for example) superglue.	Glue removed from the area when not in use.	Leaders	1	1	1
Eating food	If rushed, for example, eating food could cause choking. Food with allergens given to the wrong individual could cause harm and possibly fatality. Food prepared incorrectly could cause illness.	Plentiful time will be allowed for individuals to eat food, with everyone encouraged to sit still while they do so. Clear guidance (in consent forms) will be sought as to which foods are not allowed. Individuals will only be given foods which they can eat.	Participants will be encouraged to wash/sanitise hands before eating. Clean crockery and a safe space to eat will be provided. Leaders will make sure that food is prepared in a clean environment and that it is thoroughly cooked/heated where necessary.	Leaders	2	2	4

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Drinking drinks	Drinks, if rushed, could cause choking. If carried incorrectly, spillages could cause damage to the building / slip hazard. Lack of drinks could cause dehydration.	Individuals will be able to request drinks during sessions. Drinks will be consumed whilst physically still in a safe, unrushed space.	Any spillages will be mopped up straightaway.	Leaders	2	2	4
Serving/Preparing food	Food may be served with sharp items, or may be hot / cold and could cause harm if incorrectly handled. Individuals serving and receiving food could pass bacteria and other germs if not properly considering their hygiene.	Food will be fresh and provided in a clean and safe environment. Leaders serving food will have ensured they have clean hands and utensils. Any food which may pose danger (i.e. is very hot or cold) will be clearly disclosed by the leader serving it.	Most items will not require sharp utensils. However, if one is needed, only leaders are to use it. Only leaders will be allowed to operate appliances such as blenders and toastie makers. Appropriate items will be in a first aid kit, with a first aider onsite.	Leaders	2	2	4
Safeguarding: Risk of abuse	Children and vulnerable adults may be harmed by those charged with their care. Signs of abuse might be missed or incorrectly responded to.	All leaders are recruited safely and an enhanced DBS Check is carried out before they take up their role. DBS Checks are repeated every 3 years. Leaders are asked to complete safeguarding training and are made aware of what to do if they have safeguarding concerns. A minimum of 2 leaders required per session.		Leaders	2	3	6

Employers with five or more employees must have a written health and safety policy and risk assessment. It is important you discuss your assessment and proposed actions with staff or their representatives. You should review your risk assessment if you think it might no longer be valid, eg following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/> Combined risk assessment and policy template published by the Health and Safety Executive 11/11  
H&SE Risk Assessment Template