

# Risk Assessment

Activity Assessed:	Monday Kids Club Stacksteads	Area:	Church Building	Assessor:	Jill Webster
Person assessed	Children	Date:	Reviewed 24/6/24	Job Number:	3
Hazzard	Who might be harmed	What are you doing			Further Action/info
Drop off a pickup	Volunteers Children	<p>Two volunteers to unlock the building at 3:30pm ready for parents/children arriving and a minimum of two volunteers to remain on site until all children have left</p> <p>A volunteer to be on the door to welcome parents and children, ensure registers are taken to ensure we know which children are onsite</p> <p>Volunteer to ensure no child leaves the premises once they have been dropped off by the parent</p>			<p>Team to ensure that locks/door/gates etc.. are in good working order and that they have access to keys etc.. Report any faults</p> <p>Leader on welcome and pick up to be available for any pastoral or safeguarding needs and to request additional cover if required to speak to a parent/guardian</p>
Medical emergency	Children	<p>Up to date contact details are collected for each child from the parent/carer to ensure they can be contacted in case of an emergency</p> <p>Allergen and medical information is taken for each child</p>			<p>Information stored on database and to be shared with relevant leader in charge (Jill/Sarah)</p>
Premises: Cleaning	Any-one May cause physical harm including infection	<p>All areas to be cleaned regularly throughout the session, tables cleaned in-between each activity, toilets to be checked regularly by volunteers.</p> <p>After each session the areas used are to be thoroughly cleaned and any toys/equipment which are identified as broken to be disposed of</p> <p>Cleaning equipment is stored within cleaning cupboard, all equipment used is household items and can be operated by volunteers without any requirement for any COSHH training</p> <p>Volunteers to notify the leader if any equipment/supplies have run out and need replacing</p>			<p>Area's in use during Kids club include: Corridor, kitchen, toilet, disabled toilet, hall, outside space.</p>
Safeguarding	Children Risk if correct procedures are not followed	<p>To follow the Methodist Safeguarding Procedures –</p> <p>DBS forms to be completed for all volunteers by Alex Hyde on behalf of the Methodist Church, and to be updated every 3 years, following the guidance outlined within the safeguarding policy for the Methodist Church. Any volunteer on site with out a valid DBS in place must be supervised at all times.</p> <p>Volunteers to report to the designated safeguarding lead (Jill) or deputy safeguarding team (Sarah). As a minimum either Jill or Sarah as senior volunteers to be on site at all times.</p> <p>There will be a minimum of 1 person onsite who holds a up to date First Aid qualification: Jill Webster and Sarah Evans are both registered First Aiders currently as a minimum</p> <p>Jill Webster/ Sarah Evans to act as team leaders and are responsible for safeguarding, registration, maintaining cleaning regime, first aid, management of volunteers and pastoral support</p>			<p>Jill Webster/Sarah Evans responsible for ensuring all staff/volunteers are DBS checked and safeguarding training is completed</p> <p>Any known safeguarding concerns for the children are to be shared with jill Webster/ Sarah Evans as Safeguarding leads. This will be the same for SEND</p>
Food Hygiene	Any-one Maybe at risk if Food handling and allergen procedures are not adhered to	<p>The volunteer responsible for preparing food has a food hygiene qualification, premises to be registered with RBC food standards agency, (currently carries a level 5).</p> <p>Ensure safer food better business guide is completed and up to date.</p> <p>Ensure allergen charts are completed and available and a record of all known allergens are kept. Jill Webster to be notified of any allergens</p>			<p>Ensure any parent with a child with allergens is aware that cross contamination may accrue as the kitchen is a shared facility.</p>

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Adult to child ratios may not be met putting children at risk. Not sufficient supervision.	Children	<p>Appropriate number of volunteers will be on site to supervise the children.</p> <p>Whilst there is no specific guidance about supervision ratios for organisations that are not in the education or early years sectors however, we are using the guidance recommended by the NSPCC as good practice:</p> <p>1 adult to 4 children aged 2-3 years            1 Adult to 6 children 4-8 years            1 Adult to 8 children 9-11 years</p> <p>(All ratios currently met with 5 volunteers on site however we currently do require all 5 adult volunteers to meet this requirement)</p>	<p>Final numbers will be known in advance through secure booking system - bookings will be closed as and when days are at capacity.            Additional staff and space required to enable the appropriate ratios to ensure safety of all present and to limit risk of transmission of infection. Discussed space options with Jill Webster</p>		
Broken equipment /improper use of equipment	Children	<p>Children should be monitored for using equipment or toys which are age appropriate and in a calm and sensible way, boisterous play should be addressed and where required children should be removed from the playing area</p> <p>Where equipment falls outside of the play area boundary (over a wall/fence etc..) a leader should receive it when convenient and safe to do so..If it is at hight only volunteers trained on ladders should collect these items once all children have left the site.</p> <p>Volunteers to be aware of the wide range in children's ages when playing and that older children could become rough in play with younger children. Play to be continuously monitored and any escalating behaviours be addressed immediately.</p> <p>Any broken or unsuitable equipment identified by a volunteer to be disposed of after each session</p>			
Trip Slip Fall	Children	<p>Children to be adequately supervised in rooms and outdoor spaces</p> <p>Free time at the beginning –            1 adult and youth helpers to remain outside is there are children playing outside            1 adult to be at either side of the room inside supervising the children (so 2 adults 1 at either side)            the adult at the side of the room by the outdoor space to assist the adult outside if required            1 adult to be welcoming children at the door and completing registration            1 adult to be preparing in the kitchen and to help the registration if required.</p> <p>Durning activities 1 adult per table of up to 8 children to provide supervision for those children            1 adult to supervise the kitchen and entrance hall</p> <p>Leaving            1 adult to remain on the door as children are collected to ensure no child leaves without an adult and adequate hand over is completed.            1 adult to remain outside supervising children until all children have been collected (or children are not to be allowed outside)            1 adult to remain supervising the kitchen</p>			

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		Any spillages to be cleaned and mopped straight away and a wet floor sign to be placed in the area			
Scalding/burns	Burning yourself on hot items	<p>Children are not allowed to enter the kitchen</p> <p>Youth helpers can assist in the kitchen in supervised by a responsible adult</p> <p>Children encouraged by table leaders to remain sat down when food is being served and to go up to get their tea in stages, children to be managed to remain sensible when in the line waiting for food.</p> <p>Children to be monitored by table leaders to remain seated when eating tea and not to return to the serving area until told they can clear plates/get seconds</p> <p>Children should not be walking around during this time</p> <p>Bowls to be provided for empty plates etc.. outside of the kitchen for children to return items to.</p>			