

Risk assessment form

Details of organisation

Name of organisation St. James's Church, Hampton Hill: - The Ark playgroup for carers and under 5's.
Address St. James's Church, St. James's Road, Hampton Hill, TW12 1DQ
Assessment undertaken by Debbie Nunn
Date of this review 4.3.19
Date of next review 3.3.20
Area assessed Church
Hours of supervision Ark staff do not supervise and are not responsible for children brought to the Ark. The sign-in form states this and is accepted by each carer when they sign in.
 All Ark staff have been DBS checked.

Risk details

	<u>Hazards/risks/ persons affected</u>	<u>Existing controls</u>	<u>Likelihood</u>	<u>Severity</u>	<u>Risk rating (L x S)</u>	<u>Additional controls</u>
1	Fire outbreak All users	<ul style="list-style-type: none"> - Weekly staff attendance form - Weekly client sign in/out form - Location of fire extinguishers known to all staff - No naked flames - All signed fire exits kept unlocked, clear and well-lit - Ark leader wears a microphone and has a high-viz jacket available at the sign-in station 	1	3	3	<ul style="list-style-type: none"> - Point out all green fire exit signs to all adults. The adults sign to say that they have observed the signs and know where to go on exiting the building - Fire extinguishers are available and checked regularly -Written and verbal reminders of agreement between carers and Ark given at beg. of each term and in welcome pack

	Hazards/risks/persons affected	Existing controls	Likelihood	Severity	Risk rating (L x S)	Additional controls
2	Burns from radiators and pipes All users	- Some radiators already have a non-burn surface - All other radiators and all pipes are boxed in - Radiators have warning signs attached	1	2	2	- Carers are reminded on entry to the Ark to supervise their children at all times - Ark staff to check temperature of radiators and pipes before the Ark starts
3	Burns All users	- Hot drinks are given in thermos mugs with lids - Urn and kettle are used in the vestry, at sink level, away from children - Vestry and refreshment area are supervised at all times by Ark staff	1	4	4	- All Ark staff are aware of the First Aid box kept in the refreshment area
4	Injuries to others from furniture being moved All users	- No furniture to be moved while the Ark is in session - Chairs to be stacked correctly and no more than 4 high	1	1	1	
5	Falls and trips All users	- All adults should stop children from climbing on and under the pews - Barricade off access to area behind grand piano - Keep walkways clear and free from obstructions - Tuck wires safely away - Ensure all sockets are fitted with plastic safety inserts - Barricade off baptistery - Put plastic barricades round the edge of the dais to prevent entry into the chancel - Move long bench near the glass doors into a pew	2	2	4	Notices at each end of the pews and on each side of the aisle advising carers to stop their children climbing on and under the pews

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6	Falling equipment All users	- Before the Ark opens, move freestanding flower displays, microphones and prayer corner equipment to behind the barricades	1	2	2	
7	Abduction Children	- All staff are DBS checked - Staff are appointed using the safe recruitment procedure - "No exit without responsible adult" notices on south and west doors - Only Ark staff, church office staff and Ark visitors are allowed in the church during Ark sessions	1	3	3	- Carers are reminded on entry to the Ark to supervise their children at all times - An Ark staff member is stationed at the south door for part of the morning
8	Escaping Children	- All doors are kept shut - Carers agree to responsibility for their children and possessions at all times when they sign in on arrival. - "No exit without responsible adult" signs on exits	1	3	3	- Carers are reminded on entry to the Ark to supervise their children at all times - An Ark staff member is stationed at the south door for part of the morning
9	Craft equipment Children	- Craft table is supervised by Ark staff at all times - Only age-appropriate equipment is used - Children must be supervised by their carer at the art table - Scissors are kept out of children's reach	2	2	4	
10	Allergies All users	- List of biscuit ingredients is displayed on refreshment table	2	2	4	
11	Spread of germs All users	- Regular cleaning of toys/equipment occurs	1	1	1	

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12	Cuts from broken toys All users	- Weekly checks for broken toys takes place	1	2	2	
13	Choking hazards All users	- Age-appropriate toys and equipment are used - Carers agree to supervise their children and are always responsible for them - No small or hard sweets are offered	1	3	3	