

Risk Assessment for Little Stars, St. Mary's Church, Bridgnorth

Area for parking and leading up to the Church.

Significant Hazards	People at risk	Ways the risk can be reduced	Is the risk controlled?	Action needed
Slips, trips and falls	Everyone	Make sure area is clear of rubble/ rubbish, grit down if slippery.	Yes	Signage, note on Facebook and leaders informed.
Injuries	Everyone	Make awareness of uneven surface. Awareness of others parking their cars.	Yes	Signage, note on Facebook.
Safeguarding	Children	Awareness of cars that belong to parents attending.	Yes	Sign in sheet, leaders to man parking area at opening time.
Safeguarding	Children and vulnerable people	Knowledge of public footpath running through Church car park.	Yes	Facebook note, leader to overlook parking area when children are arriving.

Surrounding area of the Church

Significant Hazards	People at risk	Ways the risk can be reduced	Is the risk controlled?	Action needed
Slips, trips and falls	Everyone	Encourage people to use the path and not the grassed area.	Yes	Weather awareness on Facebook page.
Injuries	Everyone	Walk around Church to pick up rubbish, broken glass and move branches before session.	Yes	Wear protective clothing whilst rubbish picking, have a first aid kit at hand.
Safeguarding	Children and vulnerable people	Make sure all windows are not widely open and doors are shut and locked if applicable.	Yes	Check the Church area outside to make sure all windows and doors are secure and leaders are aware.

Entrance to the Church - Foyer

Significant Hazards	People at risk	Ways the risk can be reduced	Is the risk controlled?	Action needed
Slips, trips and falls	Everyone	Make them aware of uneven flooring	Yes	First aid kit ready.
Injuries	Children and vulnerable people	Exposed heaters - encourage children to come straight in, make adults aware.	Yes	First aid kit ready. Adults to be notified.
Injuries	Children and vulnerable people	Bell Ringer rope - put the rope as high up as possible. Make adults aware it is there.	Yes	Check it before the session starts.
Injuries	Everyone	Debris - make sure all debris is to the side and not in the walk way.	Yes	Check area before session.
Injuries	Everyone	Double doors - Make sure both doors are hooked in place so they do not move.	Yes	Check hooks before session.
Injuries	Everyone	2nd Double doors - ability to trap fingers due to swinging hinge.	Yes	Have a leader open and close the door whilst greeting and saying goodbye.

Main area of the Church

Slips, trips and falls	Everyone	Uneven flooring - make aware to everyone. Carpet meets stone flooring - trip hazard.	Yes	Signage and Leaders and parents informed.
Slips, trips and falls	Everyone	Slope leading to toilet - make aware to everyone.	Yes	Leaders and parents informed.
Injuries	Children and vulnerable people	Pillars - put up high vis coloured paper so is visible for all to see where the pillars are.	Yes	Up to date first aid kit and note.

Injuries	Everyone	Pews - unsteady on uneven flooring and not bolted down. Slippery with the fabric - make everyone aware when around them and keep an eye on children.	Yes	Make aware to adults and leaders and provide supervision.
Slips, trips and falls	Children	Main bulk of pews - slim openings and kneeling benches to trip over. Have adults supervise children.	Yes	Encourage children to come back and play with toys - adult supervision. Leaders to be made aware.
Slips, trips and falls	Everyone	Grates - adults and leaders to be aware of shoes/feet getting caught in the grates. Also heat rising from them. Adults to supervise.	Yes	Leaders and adults to be notified.
Injuries	Children, adults and vulnerable people	Naked heaters - Inform adults and leaders when heating is on, make sure heating is not too hot and adults to be aware of the height due to children hitting their heads.	Yes	Check before session. Adults notified. Up to date first aid kit.

Back and side rooms at the entrance door

Significant Hazards	People at risk	Ways the risk can be reduced	Is the risk controlled?	Action needed
Slips, trips and falls	Children and vulnerable people	Choir's room - make sure both doors are locked and adults are aware of the height of the knob in relation to children's head.	Yes	Check before session.

Significant Hazards	People at risk	Ways the risk can be reduced	Is the risk controlled?	Action needed
Injuries	Everyone	Door leading to disabled toilet and cupboard - adults aware of door opening and closing.	Yes	Sign reminding adults to open/ close door slowly incase children are behind.
Injuries	Everyone	Debris opposite toilet - make sure wheelchair and tables are stacked correctly and up against the right hand wall.	Yes	Make everyone aware. Signage.

Disabled Toilet

Significant Hazards	People at risk	Ways the risk can be reduced	Is the risk controlled?	Action needed
Slips, trips and falls	Everyone	Wet flooring - check toilet regularly for spilt water.	Yes	Mop to be available. Leaders informed. Signage.
Slips, trips and falls	Everyone	Toilet chemicals - keep out of reach of children. If N/A keep in the kitchen locked away.	Yes	Check before session.
Hygiene	Everyone	Towel - Clean towel in the toilet.	Yes	Change before session.
Injuries	Everyone	Burns - make sure the radiator is not too hot and the cold/hot tap is working correctly.	Yes	Check before session. Up to date first aid kit.
Injuries	Children and vulnerable people	Hand Dryer - Make parents aware of the height of the hand dryer.	Yes	Signage. Inform parents.
Injuries	Everyone	Door opens outwards - potential for hitting people/children - inform parents.	Yes	Signage. Make parents aware.

Storage Cupboard

Significant Hazards	People at risk	Ways the risk can be reduced	Is the risk controlled?	Action needed
Slips, Trips and Falls	Everyone	Uneven flooring - make everyone aware.	Yes	Signage.
Injuries	Everyone	Shelving unit, Storage of toys, piled items to sell and stage storage - keep off limits for everyone other than Staff.	Yes	Off limits. Signage. Staff to work together and spot where necessary. Tidy up after session. Keep the door closed and locked.
Injuries	Everyone	Heating system - only staff to open the door. Make sure nothing is obstructing the door way or inside near the heater.	Yes	Only staff members to activate. Check before and after session nothing is blocking it.
Injuries	Everyone	Cupboards in left hand corner - make sure there is nothing balancing that could fall, check doors are locked.	Yes	Lock the cupboard after set up and pack down. Only staff to enter.

Kitchen Area

Significant Hazards	People at risk	Ways the risk can be reduced	Is the risk controlled?	Action needed
Injuries	Everyone	Folding doors - hinges and fingers could get caught, head knocked, fallen into the door corner. Doors to be in position before session.	Yes	Doors to be open before session and pushed as far back so they cannot be moved. Make parents aware.
Injuries	Everyone	Swing door - Door to be kept shut and locked when not in use.	Yes	2 Staff members to be in the kitchen on awareness. Check before session. Make parents aware.

Significant Hazards	People at risk	Ways the risk can be reduced	Is the risk controlled?	Action needed
Injuries	Everyone	Hatch - to be up and locked in position before session.	Yes	2 Staff members to be in the kitchen on awareness. Check before session. Make parents aware.
Slips, trips and falls	Everyone	Stone flooring - check it is dry and cleared of debris.	Yes	2 Staff members to be in the kitchen on awareness. Check before session. Make parents aware.
Injuries	Staff	Movable table - staff to be aware it is there. Put on breaks.	Yes	Staff to be aware. Check before session.
Injuries	Children	Lower cupboards - easily caught fingers. Always close after use.	Yes	No entry for children. Adults to make sure children are not in the area.
Injuries	Everyone	Drawers - make aware.	Yes	Adults to not rush.
Injuries	Adults and Staff	Top cupboards - make aware.	Yes	Adults to not rush.
Injuries	Everyone	Shelves - adults to be aware, to stack items properly and not too high.	Yes	No entry to children, staff to be in control and made aware.
Injuries	Everyone	Side cupboard - always be locked.	Yes	Check before session.
Hygiene	Everyone	Fridge - check the temperature is correct before and after session, make note in designated book. Fruit to be kept on top shelf before session and milk in the side door.	Yes	Staff members to use only. Remove fruit and milk after session.
Safety	Adults and Staff	Fire Hydrant and fire blanket - to use when fire is present. Fire blanket to be used if there is an oil fire and clothes fire.	Yes	Check it is in date and not already used. Check everything is in order and correct before session i.e. check tank is safe and no leakages.

Right hand side of Church, looking down the aisle

Significant Hazards	People at risk	Ways the risk can be reduced	Is the risk controlled?	Action needed
Slips, trips and falls	Everyone	Uneven flooring - make everyone aware. Clear away any possible trip hazards.	Yes	Check before session. Signage.
Slips, trips and falls	Everyone	Step - make everyone aware.	Yes	Signage.
Injuries	Children and vulnerable people	Cupboards - make sure all cupboards are on an even surface so cannot move, the doors are closed and locked with the key out of reach.	Yes	Only staff to operate cupboards. Check before session. Parents aware. Signage.
Slips, trips and falls	Children and vulnerable people	Stacked chairs - make sure all chairs are in use around the tables or junior church area. Only re-stack chairs after the session has finished and all children have left.	Yes	Make parents aware.
Injuries	Children and vulnerable people	Baptism Font - Check for debris, make sure it is secure and the lid is too.	Yes	Ask parents to be present when children are near. Signage.
Slips, trips and falls	Everyone	Junior church area - clear away debris, tidy the table and make sure chairs are pushed under the table ready for use.	Yes	Check before and after session. Signage.
Slips, trips and falls Injuries	Children and vulnerable people	Piano - lid is down, cloth is covering piano. Ask parents to keep children away, deter from touching.	Yes	Signage to not touch piano. Staff to be vigilant with parents & children.

Significant Hazards	People at risk	Ways the risk can be reduced	Is the risk controlled?	Action needed
Injuries	Children and vulnerable people	Table - cloth folded up out of reach from being pulled, pictures to be stable on top. Ask parents to stay with children when going round the church.	Yes	Signage. Inform parents of duties.
Injuries	Children and vulnerable people	Vestry - door to be closed, locked and key removed.	Yes	Make sure it is locked before and after session.
Injuries	Children and vulnerable people	Foldable Chairs - folded, stacked and away properly.	Yes	Parents and staff to be aware.
Injuries	Children and vulnerable people	Long sticks - to be placed behind the table so children cannot reach them.	Yes	Parents and staff to be aware.
Injuries	Everyone	Cork boards - pins to be firmly in place. If damaged need to be binned straight away. Throw any that have fallen off.	Yes	Parents and staff to be aware. Check before and after session.

Main body of the Church

Significant Hazards	People at risk	Ways the risk can be reduced	Is the risk controlled?	Action needed
Slips, trips and falls	Everyone	Pillars - parents to have responsibility of children, make adults and staff aware.	Yes	Signage.
Slips, trips and falls Injuries	Everyone	Organ - parents to have responsibility of their children when near, discourage to not touch.	Yes	Signage.
Slips, trips and falls	Children and vulnerable people	Chairs - positioned properly, parents to watch children.	Yes	Signage.

Significant Hazards	People at risk	Ways the risk can be reduced	Is the risk controlled?	Action needed
Injuries	Children and vulnerable people	Metal money pot - make aware to adults and staff.	Yes	Awareness. Signage.
Injuries	Children and vulnerable people	Small First Alter - Fold the cloth over so less likely to be pulled. Take anything off, especially thing that is breakable.	Yes	Awareness to parents and staff.
Slips, trips and falls	Children and vulnerable people	Pulpit - place chair in front of stairs so children are discouraged to go up. Parents to be aware.	Yes	Signage.
Injuries	Children and vulnerable people	Gate to Top Alter - Closed before session and taped up. Signage.	Yes	Signage. Parents to be made aware. Staff to be aware.
Injuries	Children and vulnerable people	Candle holders - Make sure all candles are not alight, stands to be put to one side. Parents to be responsible.	Yes	Check before session. Parents and staff aware.
Injuries	Children and vulnerable people	Wooden wall plaque - Awareness due to height and potential head injuries.	Yes	Parents and staff aware.
Injuries	Everyone	Hymn number plaques - take off pillar so it will not fall. Place on top of cupboards.	Yes	Check before session.

Left hand side of the church, looking down the aisle

Significant Hazards	People at risk	Ways the risk can be reduced	Is the risk controlled?	Action needed
Injuries	Everyone	Hanging candles - make sure they are firmly in place.	Yes	Make staff and parents aware.
Slips, trips and falls	Everyone	Metal gates - make everyone aware.	Yes	Signage. Awareness.
Slips, trips and falls Injuries	Children and vulnerable people	Curtain - make sure rope is put out of reach to lower risk of strangulation.	Yes	Parents and staff to be aware.
Injuries	Children and vulnerable people	Money box - make sure box is secure and shut. Make sure the match box for the candles are also put up high out of reach also.	Yes	Check before session.
Slips, trips and falls	Everyone	Library - make sure books are in the correct place.	Yes	Make parents and staff aware.
Slips, trips and falls Injuries	Children and vulnerable people	Shop cupboard - make sure the cupboard is shut and locked. Push back any items that are sharp i.e. badges/pins. Make parents aware that it is there and they are responsible for their children.	No	Signage. Parents to be aware it is there and they are responsible.
Injuries	Children and vulnerable people	Table - fold the fabric up so it cannot be pulled. Push pens etc. to the back.	Yes	Signage. Parents to be aware it is there and they are responsible. Make sure table is cleared of any dangerous items.

Further Notes:

- Everything on the risk assessment **must** be checked **before and after** each session, no exceptions.
- All staff members must be briefed before and after each session of possible risks.
- First Aid kit must be checked before and after every session and the person in charge must be told when items are running low.
- Our safeguarding officer for St. Mary's Church is..... In the first instance inform the session's manager of your concerns. If for any reason a session manager is not available you can use the following:

Children's social services via Shropshire council customer service centre and ask to speak to the Initial Contact Team on: 0345 678 9008 or 0345 678 9044.

Public Protection Unit West Mercia Police: 0300 333 3000

NSPCC: 0800 800 5000

Childline: 0800 1111

- All cleaning products and chemicals **must** be kept in the kitchen directly underneath the sink.
- All children are under the responsibility of their parent or carer. Staff and to support parents and carers by notifying them of any issues, potential risks and inform them of their children's whereabouts.
- All parents and carers must sign themselves in and their children upon arrival. A staff member should be on the door to greet them and show them where the sign in sheet is.
- Responsibility signs must be displayed before session starts. One must be placed next to the sign in sheets.
- Parents must be made aware upon arrival that the church is still open to the public during sessions and therefore it is their responsibility to watch their child/ren.