



Parish of St Michael and All Angels, Galleywood Activity risk assessment - including holidays & trips

Activity: SONLight childrens group

Date of first risk assessment: 28/1/2019

Location: Martin Room, St Michael's church

Time/frequency: Annual

Name of leader with responsibility: Clare Broome & Gill Wehren

Date to be reviewed: 28/7/2022

Number of activity leaders who need to follow this risk assessment:2

Approx no. of adults (not leaders) & children participating in this activity:10

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Free standing sound equipment	Children when moving around the room	Ensuring it is stowed to one side with a barrier in front, eg a table	Make sure that no further equipment is left in the room.			
Potential access to the bell tower	Unsupervised children accessing steep spiral stone stairs	The bell ringers lock the door when leaving the tower. SONLight leaders check the door is closed and locked before each session.				
Hot pipes mounted externally on the wall.	Potential scalding by anyone using the room	Thick insulating cladding has been added to the pipes.	Check that the cladding is secure before each session as it can easily get dislodged.			
Risk of injury using scissors	Children using the scissors.	Only scissors specifically designed for use by children are given out. Children are always supervised by 2 adults. The group leader ensures all scissors are returned to the supplies box at the end of each session.				
Risk of injury when playing active games in the Martin Room	Children could knock into chairs or tables.	Ensure all furniture is stowed away next to a wall before starting the activity. Each session has 2 adults present to supervise activities.	When selecting active games for the group consider the size of the room.			
Allergic reactions to food when using edible items as part of the session	Any allergies we are not aware of before the sessions could impact the children in the group	A short registration form is completed by parents which includes contact details and allergy information.	Ensure that any parents of visiting children are consulted before any food-based activities are undertaken.	SONLight leaders	As required	
PVA glue is used during craft activities	Children could be affected by fumes	Children are always supervised by 2 adults and where possible glue sticks are used in preference to PVA glue.				
Free standing	Trailing cables are a trip hazard	Ensure heaters are turned off and stored	Double check heaters are cold and			

heaters left in the room	and heaters can get hot.	adjacent to the wall with cables tucked away.	unplugged before each session.			
Pre-school children attending SONLight and using equipment unsuitable for their age.	Pre-school children	Keeping scissors out of reach, providing crayons, warning parents about equipment being used in the session		SONLight leaders	As required	