

<b>RISK ASSESSMENT</b>		<b>Adopted as Church Document 15/5/24</b>		
<b>EVENT</b>	<b>ORGANISER</b>	<b>DATE</b>	<b>LOCATION</b>	
<b>SPRING BIBLE WEEKEND</b>	<b>FOREST FOLD BAPTIST CHURCH</b>	<b>18-May-24</b>	<b>FOREST FOLD CHURCH</b>	
Event for children regularly attending Forest Fold Church and invited children				
<b>ACTIVITY</b>	<b>POTENTIAL HAZARDS</b>	<b>WHO MAY BE HARMED</b>	<b>PREVENTATIVE ACTION</b>	<b>CHECKED BY</b>
RESPONSIBILTY			One person to be in overall control of leaders and helpers	
SETTING UP	Electricity	All	Turn off switches before inserting plugs	Leaders
	Trips & falls		Check no loose wires , cables or trip hazzards	Leaders
ARRIVAL	Car Park accidents /falls	Anyone	Check car park is free of any obstacles.Have attendants in the car park and main road entrance if large numbers of vehicles expected for arrivals and departures. Top gate to be kept closed .	Leaders
CONTROL OF ATTENDEES / REGISTRATION	Too many attendees to be safely managed. Insufficient preparation.	Anyone	Attendees to pre register or be registered upon arrival ( to include name address and phone number and any health issues or allergies ) & with parental written consent.These records to be kept in a locked but easily accessible cupboard during the day . Children with medical conditions or allergies to be provided with colour coded wristbands. Have sufficient number of leaders to supervise all activities.	Leaders
CHILD PROTECTION	Improper contact with children	Children	All helpers to have DBS checks and know the Church Safeguarding Policies and abide by them.( A limited exception for known individuals such as car park attendants or brief visitors who will have no contact with children )	Church and Leaders

	Abuse , injury or threats from strangers and intruders	All but especially Children	Be aware of strangers and notify leaders .	Leaders
	Children alone / missing	Children	Ensure children stay in pairs or groups.Group leaders to ensure all children in a group are present before moving together to the next activity Top gate to be kept closed . Scrib netting to separate fields from car park. Lower exit to be manned at leaving time.	Leaders
LAVATORIES		Children	Ensure children are aware of W/C locations and are comfortable using them alone. If not then a female organiser to assist child . Ensure prompt return of child to the group / activity.	
BEHAVIOUR	Inappropriate /aggressive / or disruptive behaviour , bullying	Children	Children to be made aware before or at the begining of the event of expectations about acceptable behaviour and reinforce as required. Ensure children are respectful to leaders and opposite sexes and avoid inappropriate one to one contact or without others present. If unacceptable behaviour continues after a reminder a leader to escort the child away from the main group , explaining why and giving them space to calm down. If the behaviour is unmanageable , parents/ guardians should be contacted and arrangements made for safe return home.	Leaders
SAFETY	Injury	Anyone	Have at least one qualified First aider present and first aid kit avaliable at all times and working mobile phone available on all outings .Minimise physical contact when administering first aid. Seek medical advice if necessary . Two leaders to accompany any injured YP to hospital .Accident Record book to be used to detail any injury.	Leaders
	Fire		Ensure external doors unlocked for fire exits but always monitored to prevent children leaving unaccompanied by an adult	
			Check fire extinguishers in place	
	Heat / cold		Parents to ensure children come with clothing appropriate for the expected weather and any suncream	
	Dehydration		Water to be available at all times and refreshment / food breaks at intervals during the day	
	Alergies	Anyone	Be aware of individuals allergies and have any necessary medication available at all times	Leaders



