

**Parish of St Etheldreda with St Luke**

**Activity risk assessment**

**Activity: Sunday School**

**Location: Upstairs at Coach House Restaurant, Hatfield House**

**Name of leader with responsibility:**

**Fr Darren Collins (Rector)**

**Date of risk assessment: March 2024**

**Time/frequency: Weekly**

**Date to be reviewed: March 2025**

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
Safeguarding. Potential abuse to children	Individual children	Safeguarding policy for children. Policy to be prominently displayed in church. Safeguarding good practice guidance for children. All children are accompanied and supervised by a Leader or Assistant at all times. All Children's Church Leaders and Assistants are safely recruited and aware of policy and good practice. All Children's Church leaders and Assistants have completed the relevant national safeguarding training. Leaders properly supervise sessions and supervise other volunteers. Those who are not eligible for an enhanced DBS check do not have unsupervised contact with children.	Safe Use of Images policy if applicable.  DBS Basic Disclosure check considered for helpers.  PSO and DSA contact details to be available to Leaders/Helpers and prominently displayed.	Rector/PSO          Sunday School Leader	Ongoing	Yes

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Children leaving alone	Individual children	Checking each child goes to their parent in church during service, at end of service or is collected.	No	Sunday School Leader	Ongoing	
Injury in room set up	Individual adults	Volunteers advised to only move equipment they are physically capable of moving safely.		Sunday School Leader	Ongoing	
Entering/Leaving the room used for Sunday School	Individual children and adults	Children and adults advised to hold on to handrail of spiral staircase/outside steps and to take care in case steps are slippery.	Children to be offered a hand to hold	Sunday School Leader	Ongoing	
Art and Craft Activities Injuries to children.	Individual children	All children closely supervised at any activity. Sufficient ratio of Leaders/helpers to children. Only use proprietary products that are suitable for children (e.g. Pritt glue sticks, round ended scissors etc.) First aider and first aid kit present (in restaurant downstairs) at every session. Spillages to be cleared up as		Sunday School Leader	Ongoing	

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		soon as possible. Children to wash hands after using glue, paint and other synthetic substances on return to church				
Going to the toilet alone	Individual children	Use toilet in restaurant downstairs. Escorted to and from toilet out of view.	Contact parent of child in the event of a toileting "accident".			
Fire	Adults/children	Leaders/helpers to be familiar with the Church fire procedures and equipment. In the event of a fire, volunteers to direct children according to the fire procedures/evacuation procedures. Fire procedures/evacuation procedures for the restaurant are displayed prominently in the building. Clear passage to be maintained to each evacuation assembly point.				

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		Ensure mobile phone present for prompt use in emergency.				
Allergic reaction or illness	Individual child	Records kept of known allergies. Epipens provided by affected children	Be alert for allergic reactions or illness	Sunday School Leader	Ongoing	