



Health & Safety – Risk Assessment (RA)

Use of Church facilities by/for: Use of premises by and for children and young people
For completion by event/group organiser(s)/supervisor(s)

Risk Assessment No: RA 0155

Identify common hazards associated with: **Sunday School use, Messy Church, Holiday Club, Boys' Brigade & Girls' Attachment, Youth Group & use of sand pit, water pools & trampoline** highlighting the risks involved and control measures that must be applied.

Date: Feb 2025

Assessor(s): Church Stewards, Church Council, GJM, DM, SH

Copies: Church & Electronic

L = Likelihood S = Severity

Using 1 to 5 scale

Residual - 1-4 Acceptable 5-9 Adequate 10-16 Tolerable 17-25 Unacceptable

Consideration Given Towards (List items given consideration)	Potential Effects (What could happen without any form of control)	Potential Risk (L x S)		Risk Control (List controls to reduce the hazard)	Residual Risk (L x S)	
Entrances/Exits	Unable to access or leave premises safely, even in case of emergency.	3	5	Regular inspection of areas to ensure none blocked. Checks made to ensure all fire exits unlocked at beginning of services by steward on duty. Door mats by entrances. Wet floor signage used during inclement weather. See latest Room Visual Inspection on H&S noticeboard.	1	5
		15			5	
Manual Handling of any objects	Musculo-skeletal injuries.	4	5	Movement or erection of any furniture or equipment, eg. Communion table, chairs, tables, organ, lecterns, OHP, projection screens, display boards, modesty rails, audio/visual equipment, fonts, flowers, props etc. should be done in accordance with the manual handling advice given on H&S noticeboard by an adult.	1	5
		20			5	
Movement of stacks of chairs	Musculo-skeletal injuries.	4	4	Movement and transportation of chairs over a prolonged distance to be moved using the trolley stored in the storage room. No more than 6 per movement.	1	4
		16			4	

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Slips/Trips/Falls	Musculo-skeletal injuries including sprains and twists. Falls from height. Accidents, bumping into each other, silly behavior, over excitement	4	5	Good lighting in all areas. Floors in safe condition. See current Room Visual Inspection (RVI) on Health and safety Noticeboard. Cable coverings used where necessary. Ensure area is of a necessary size for the number of people present and for the activities being carried out. The activity should be suitable for the number of participants. Area should be clear of obstacles and electrical cables positioned carefully or covered. Floors must be dry & spillages cleared up immediately and correct signage used. Inform chn & yp that the stage is out of bounds unless being used formally.	1	5
		20			5	
First Aid	Further injury caused or prevented by not administering first aid.	4	5	First aid box available by kitchen. Advice on health and well-being available on H&S noticeboard including numbers for NHS Direct etc. First aiders identified. Incidents to be reported within 24-hours to managing trustees and forms completed.	1	5
		20			5	
Stacking of Chairs	Chairs falling over due to rotation. Potential to fall onto child or cause injury to other person.	3	4	Chairs stacked safely and in accordance with any limitation imposed on that room/area of the Church. (See notice on H&S noticeboard).	1	4
		12			4	
Use of Kitchen	Improper use of kitchen, unsupervised children, burns, scalds, damage to equipment, injury to persons, unhygienic environment.	4	5	Tea/Coffee/Juice making carried out in Kitchen & kettles/urns not to be transported outside kitchen. Children not allowed in Kitchen area, appropriate signage in place. Food preparation also takes place – see Food entry. See kitchen RA.	1	4
		15			4	
Use of electrical equipment	Improper use of equipment, electric shocks, burns, damage to equipment.	3	5	Any electrical equipment used on church premises required PAT Test before use. Electrical Certification maintained. Trailing leads to be kept to a minimum.	1	5
		15			5	

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Use of COSHH Substances	Burns, scalds, ingestion problems, breathing problems, side effects, irritation, fire etc.	4	5	Any COSHH (Control of Substances Hazardous to Health) materials brought into the Church are brought to the attention of stewards for consideration & inclusion in the Church COSHH records. Data sheets available for high risk items.	1	5
		20			5	
Toilet Facilities / Baby Changing	Persons unable to use toilets. Toilets not fit for purpose.	3	3	Person on duty to ensure safe and hygienic facilities before start of service/event. Soiled nappies to be removed from church premises and not flushed down toilet. Signage in place.	1	3
		9			3	
Environment	The environment in general not safe or suitable for use. Health issues caused or aggravated by cold, heat or damp.	3	4	Heating timed to come on prior to service/event start times. Room users to be notified of any maintenance work carried out that may affect the usage of the room ie. Paint fumes etc.. Persons on duty to check environment of room before use. Room Visual Inspections and Room Risk Assessments maintained.	1	4
		12			4	
Fire & Evacuation	Persons unable to leave building safely. Persons missing due to inability to head count. Panic would ensue. Doors locked / exits unavailable.	4	5	Register taken at start of group & leaders perform headcount. Leaders to ensure all fire exits from area are open and free from obstruction prior to group commencing. In case of evacuation, leaders are to promote calmness throughout. Warning provided by 110dB siren & strobe light. Assembly point marked. See RVI.	1	5
		20			5	
Toys & Equipment	Trips / Falls from toys on floor. Small parts may be left on floor, or picked up by children.	3	4	All items visually inspected by leader prior to group to ensure items are safe & clean. Safety mats or carpets used under slide. Small children not to have toys with small parts.	1	4
		12			4	

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Room Organisation	Inability to monitor or control children. Children able to be unseen. Safeguarding implications.	3	4	Room organised to ensure vision of children at all times. Buggies stored in appropriate fashion. Ensure windows are clear. Consideration to be given to activity being undertaken.	1	4
		12			4	
Outside Activities	Irritation of breathing issues. Dangerous areas to play in. Glass or other sharp objects present. Litter may be present.	3	4	Group split into smaller groups with a Sunday school staff member responsible for each group. Staff member to ensure headcount is taken at regular intervals. Regroup time arranged prior to outside activities commencing. Ensure areas are clean and litter free. Consider weather implications ie. rain, sun etc.	1	4
		12			4	
Games / Party Games	Children running into furniture or other objects. Dangerous floor conditions, ie. sharps etc. Damage to equipment or equipment causing injury.	3	4	Furniture moved to outside of room. Soft balls / soft equipment used etc. Children supervised at all times. Those partaking in activity to consider whether shoes should be worn or whether socks or barefoot is more appropriate. Flooring to be inspected prior to removal of shoes. Socks only should not be worn on slippery flooring surfaces. Ensure shoes worn are in good condition with respect to game or activity being undertaken. Ensure jewellery and clothing is appropriate.	1	4
		12			4	

Consideration Given Towards (List items given consideration)	Potential Effects (What could happen without any form of control)	Potential Risk (L x S)		Risk Control (List controls to reduce the hazard)	Residual Risk (L x S)	
Use of small sharp edged tools (scissors etc.)	Cuts or wounds from improper use of sharp edges tools.	3	4	Equipment is used only by children, after they have been shown how to use it and under the supervision of a teacher. All equipment to be accounted for and stored away at the end of the lesson.	1	4
		12				4
Use of outdoor play equipment (playing at height, debris, faulty equipment)	Playing at height wet on area floor Irritation of breathing issues. Dangerous areas to play in. Glass or other sharp objects present. Litter may be present. Equipment could be faulty.	3	4	The area to be used is visually inspected and contaminants removed by a member of staff before children use the equipment. The area is visually inspected by a member of staff before children use the equipment. Defects are reported and equipment taken out of use. See current RVI. See use of trampoline below.	1	4
		12				4
Children putting small items in mouth	Chocking or irritation to breathing.	3	5	Children are supervised by a member of staff at all times. Only toys which are good quality, non-toxic and appropriate for the age of the children are used. All equipment is safely stored when not in use. All play equipment and toys are purchased from reputable suppliers and are regularly inspected for defects and contamination. Any defective items are removed immediately.	1	5
		15				5

Consideration Given Towards (List items given consideration)	Potential Effects (What could happen without any form of control)	Potential Risk (L x S)		Risk Control (List controls to reduce the hazard)	Residual Risk (L x S)	
Safeguarding Risks	Physical or emotional harm to children, young people and vulnerable adults, allegations towards staff.	3	5	Children and young people to accompanied by an adult in Messy Church. For Sunday School and Holiday Club, children up to 3 should be accompanied by an adult.	1	5
		15		All staff to have DBS checks and receive the relevant safeguarding training. Any additional helpers without DBS checks must never be alone with the children and young people. There must always be a DBS checked adult or supervisor present. All children and adults must be signed into a register. Do not let adults into the building who are not accompying a child (unless arriving in a church capacity). Adults must not be allowed to enter the premises who are under the influence of alcohol or drugs or if they are expressing or displaying aggressive behaviour. Parents are responsible for children visiting the toilet. Consent forms must be filled in obtaining emergency contact details for the child or young person. A clear explanation of use of photographs must be provided. See also Cole Street Safeguarding Policy & Methodist Church safeguarding policy.	5	
Use of trampoline	Broken bones, muscles strains, falling, collisions, head injury	3	5	Trampoline setting up and removal to be done by Cole Street trained staff. Supervision must be maintained throughout use. Participants instructed to jump in the middle of the trampoline. Regular checks made of springs to ensure attachment. Participants to dismount and mount trampoline using steps or by sliding off the trampoline onto soft mat surface. No ball games on the trampoline. One person at a time on the trampoline. Warnings and rules to be used. Trampoline must not be used when wet. Correct attire to be worn, ie. No jewelry, trampoline shoes, non-slip socks or barefoot.	1	5
		12		Under trampoline is out of bounds.	5	

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Finger traps in toys etc.	Cuts or wounds or loss of limb.	3	4	All apparatus are constructed, assembled, used and maintained in line with the manufacturer's instructions. Children supervised at all times.	1	4
		12			4	
Production (SSA / Carol Service etc. – Use of Stage)	Falling from stage, falling up or down steps.	3	4	Rehearsals undertaken as part of Sunday school. Ensure children are supervised at all times, highlighting importance of behavior and taking note of equipment and trailing leads. Brief children of safe use of stage. See stage RA for more details.	1	4
		12			4	
Behaviour	Inappropriate, aggressive or disruptive behavior, bullying.	3	3	Ensure parents/guardians, children and young people are aware of the ground rules including expectations regarding acceptable behaviour. Inform initially and remind as appropriate.	1	3
		9			3	
Craft Activities	Cuts, accidental, stabbing, inappropriate use of equipment & craft materials inc. swallowing of objects, plus swallowing, inhaling or body contact with glue.	3	4	Only provide craft activities which are age appropriate. Members of staff / organizer oversee craft activities. Child friendly equipment used. Parents/guardians oversee small children when partaking in activities.	1	4
		12			4	
Children & Young People entering unauthorised areas or leaving the building	Injury, major injury, potential fatal injury, lost child, abduction etc.	3	5	During registration period staff to be placed by main door. Main entrance to be kept on lock latch and door bell used. Door only to be opened by responsible adult. Door to remain locked throughout. Children and young people to be made aware of 'boundaries' at session start. Kitchen remains out of bounds to children and those not in a capacity to be using that area.	1	5
		15			5	

Consideration Given Towards (List items given consideration)	Potential Effects (What could happen without any form of control)	Potential Risk (L x S)		Risk Control (List controls to reduce the hazard)	Residual Risk (L x S)	
Food (preparation and consumption)	Irritation to existing condition, poisoning or unhygienic issues.	3	4	Food predominantly of snack and buffet style. Food prepared in kitchen. Food hygiene and safety notices present. Surface cleaners used – see COSHH register. See kitchen RA for further controls. Personnel have basic training in food prep. Allergy info and dietary requirements are recorded and updated regularly.	1	4
		12			4	
Sand and Water Activities	Irritation to existing condition, poisoning or unhygienic issues. wet on area floor bacteria in sand or water, manual handling of water or sand	3	4	Ideally, these activities are located away from any main thoroughfare and are segregated to ensure that only those persons engaged in the activity are exposed to any slipping hazard. Teachers to ensure that the area is kept free of spillages through good housekeeping and by encouraging children to be tidy. The number of children involved in these activities is restricted using positive teaching methods to avoid congestion and reduce spillages. Ideally, the floor surface should be non-slip and easy to clean. The addition of soap in the water discourages children from drinking it. Water is changed frequently and sand is changed periodically or when known to be contaminated. Only sterilised play sand is used for this activity. Containers for sand and water are cleaned with a suitable mild disinfectant such as a Bathroom Cleaner. If these activities are undertaken outdoors during the summer months the containers are covered or brought inside when not in use.	1	4
				12		

Assessment Notes:

If residual risk rated >10, please give further details in this box of any other extended controls in place:

See Room Risk Assessment(s) for room(s)/area(s) of the church the group/event uses.

List Rooms/Areas the group/event uses:

All areas potentially used.

All accidents must be recorded in accident book located by the first aid box.

All accidents must also be reported to Gary Moss or David Moss, either direct or via a church steward.

Use of any first aid box consumables must be reported to a church steward.

The health & safety noticeboard located by the emergency exit in the passage area contains information and advice regarding all major aspects of health & safety.

Any other information to be added here: