

Risk assessment

Organisation name: Dorchester Baptist Church (DBC)

Date first issued: 20.07.20

Brief description of activity: Children's Sunday morning groups - Creche, Jigsaw, Splash & Saints

Expected size of group and number of leaders:

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
<u>Incorrect use of materials whilst completing craft activities</u> i.e. scissors	children	-adult supervision to required ratios -a leader works with younger children to guide them	-assess on the day if materials being used are suitable for the children in the group and offer alternatives or help them as needed (add to volunteer welcome pack)	Leaders R.Green	ongoing Sept	
<u>First Aid</u> -Injury to child or adult	Children, leaders	-rooms set up for groups before by groundsmen. -leaders check layout suitable before session -administer first aid as necessary, and get parents if present, (log in first aid file?)	-leaders remind children of risks each session, i.e. mind this row of tables when playing football -create list of qualified first aiders for front of each groups folder and in office (for duty deacon). -Make sure a first aider is on site each week -leaders to report any potential hazards found to leadership -leadership to be made aware of any first aid incidents requiring more than a basic	Leaders L.Ashley T.Warr/L.Ashley (rotas?) Leaders Leaders	Ongoing Sept Sept Ongoing Ongoing	

Completed by Becky Green on 21st July 2020

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			level of first aid. -first aid mentioned on permission forms?	L.Ashley	Sept	
<u>First Aid</u> -allergies to food or drink consumed	children	-permission forms filled in by parents at drop off -leaders check every child has had a form completed	-leaders check forms of children who attend at the beginning of session and any medication is with them i.e. epipen, asthmas inhaler	Leaders	ongoing	
<u>Transitions</u> Children going missing during drop off to groups or return to parents.	children	-parents/carers take children to groups -youth? -parents/carers collect children from groups at end of the session -posters displayed around building reminding parents/carers that children are their responsibility once they have been collected from their group				
<u>Content delivery</u> Inappropriate content delivery	children	-more than one leader per group -childrens and youth coordinator recommends materials to use for teaching and sets a teaching sequence -childrens and youth coordinator circulates around the groups over a number of weeks -childrens and youth coordinator available to advise leaders when planning their sessions				
Burns from hot drinks (youth)	Children, adults					
<u>Off-Site visits</u> Injury or harm when out of building, i.e. coffee shop trips with youth.	Children (youth age)	-required adult ratios -minimum 2 adults -adults accompany youth on walk and during coffee shop visit -leaders to be listening/watching the group and wider public at all times -remove group to a different location/return				

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Inappropriate interaction with members of the public.		to DBC if necessary				
Incorrect level of supervision	Children, adults	-leaders to be aware of ratios for their group -Childrens and youth coordinator to check adults on rota are at church and ready for their group. -If an adult not available, children and youth coordinator to find a replacement	-record ratios in front of folders -list of dbs checked and safeguarding trained adults (and first aiders) to be kept in the office for the duty deacon to access if new leaders need to be found on the morning	T.Warr/L.Ashley L.Ashley	Sept Sept	
<u>Risks specific to Creche</u> Child leaving crèche room		-minimum 2 adults -door to be locked from the inside if a child keeps trying to leave (parents to be informed if child doesn't settle)				
falling from climbing frame	children	-soft matting around base -leader supervision to ensure correct use				
Children needing intimate care, i.e. toileting?						
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