

Risk assessment

Organisation name: King's Church Eden

Completed by: Jon Cook and Department Leaders

Date: 26th March 2018

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
Safety when using equipment (eg scissors, glue)	All children	Adults are storing and handling equipment safely. Children are made aware of how to use and handle scissors safely.	Remind children of how to use and handle equipment and resources safely every week	Leaders and helpers	Every week	
Child Protection	All children	All adults working in Megamix and Minimix must undergo a full DBS and all recruits will have completed a Mega/Minimix leader/helper role description, as well as reading the Kings Church Eden Safeguarding policy. Ensure correct adult/child ratios are adhered to. Take a register each week. There will always be at least two helpers in the room when young people are present.	Ensure DBS certificates are kept up to date Ensure all adults have completed an application for the role as a leader or helper.	Ruth Evans	As soon as possible	
Fire Resulting in asphyxiation & burns	Adults and Children	Smoke alarms fitted in building. Fire extinguishers are installed. Marked fire exits and exits to be kept clear of objects and toys at all times. Children told of the hazards around the room. In the event of an emergency, everyone will be instructed to congregate outside up the steps at the designated Fire Point. Register for children to be taken by team leader or helper. Register for adults to be taken by the welcome team.	Ensure all leadership team are aware of risk assessments and their role. Display fire safety notice (PowerPoint) as part of welcome information.	Leaders and helpers	As required	
Special needs of	Children	Obtain information from parents. Make necessary arrangements for individual	If specific children refuse to stay in the megamix room make sure they	Leaders and helpers	As required	

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specific pupils – medical, behavioural, educational		children including individual risk assessment and additional adult helpers if required. Behaviour strategies in place include ‘making the most of megamix’ guidelines for behaviour and a warning system. If a child’s behaviour is repeatedly disruptive they will be returned to their parents in the main hall.	are accompanied back to their parents in the main hall.			
Children lost or separated from the group, inadequate supervision	All children	Take register at beginning of the session. Regular head counts. Accompany young children to the toilets (wait outside toilet for child, never go in with them). Ensure children are accompanied back into the main hall at the end of the session. Make sure parents have taken over responsibility of their child/children once church has finished. If doing an activity outside ensure adults wear visitor badges and are assigned to specific children.	Children and young people will need to be reminded on a weekly basis that they must not leave the building to play outside unless they are supervised by an adult wearing a visitor badge. Leaders and helpers will be allocated each week to take the children outside either during the kids sessions or afterwards when church is finished. Clear instructions to parents informing them of their responsibilities contained in Welcome Pack and displayed in Welcome Powerpoint Information.	Leaders, helpers and parents	Every week	
Scalding from Hot Water & Coffee Machine	All attendees	Limit the access to the kitchen to refreshments team members only Moving Coffee Urn into place before public arrive Hot water stored and transported in insulated safety flasks	No Entry notices on kitchen doors Coffee Machine to be turned off at end of break to allow 30mins to cool down before moving back to kitchen.	Refreshment s Team/Setup	Weekly	

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Cleaning Chemicals in Kitchen	Refreshments Team	Ensure team are aware of the location of chemicals. Instruct on proper use of dishwasher	Apply COSH protocols to use any controlled substance Only use our own supply of domestic cleaning products where needed	Refreshment s Team/Setup	Weekly	
Scalding from Hot drinks	All attendees	Hot drinks only served in main hall Insulated cups provided with lids Cold refreshments in Kids Hall	Warning notices on refreshments table	Refreshment s Team/Setup Kids Team	Weekly	
Manual Handling	Helpers may suffer from back pain or pain elsewhere from handling heavy objects such as our equipment boxes.	All helpers trained in how to move and handle items correctly, high shelves are for light goods only, walkways kept clear.	Check to make sure the heavy boxes are stored on the low shelves, remind helpers not to carry anything they consider too heavy for them.	Set up team, all leaders.	Weekly	
Slips, trips and falls	People may injure themselves if they trip over objects, such as cables, or slip on spillages (kitchen area only)	Cables are covered Lights are all switched on People tidy as they go	Spillages in the kitchen should be cleared up immediately Contact Newton Rigg maintenance team if any repairs are needed	Refreshment s team All helpers	Weekly	
Electrical Equipment	Faulty equipment may result in electric shocks or fire	Ongoing visual monitoring of equipment to check for damage to casing or loose wiring. Periodic servicing and maintenance where needed for specific items Immediate withdrawal from use of any damaged equipment. Careful storage and movement of equipment to protect from damage	Training of new team members in the set up and use of electrical equipment	Set up team, all leaders	Weekly	