

All Saints Clifton Safeguarding Risk Assessment for Church Activities and Organisations using Church Facilities (Church or Church Hall)

Organisation:	Messy Church
Venue:	Church Hall
Frequency:	Monthly
Number of people attending:	Up to 90
Age range:	0-99
Leaders:	Ruth Gray, Susan Stapleton, Rev Caren Topley and Robin Welsford
Number of Leaders/volunteers per session:	Up to 15
Date Risk Assessment Prepared:	Jan-20
Date of Risk Assessment Review:	Jan-21
Risk Assessment Prepared by:	Jane Cooper

Consequence and Likelihood Matrix

Likelihood	Consequence				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Almost Certain 5	5	10	15	20	25
Likely 4	4	8	12	16	20
Possible 3	3	6	9	12	15
Unlikely 2	2	4	6	8	10
Rare 1	1	2	3	4	5

High risk	Medium risk	Low risk
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Risk Assessment

Risk	Consequence Score	Likelihood Score	Impact Score	Risk Mitigation Actions	Mitigated Consequence Score	Mitigated Likelihood Score	Mitigated Impact Score
Safeguarding Because many young children attend Messy Church, there is a risk their safeguarding needs are not properly met resulting in potential for abuse.	5	2	10	All children must be accompanied and supervised by a parent or guardian at all times Ensure all Messy Church Leaders are DBS checked and aware of safeguarding issues Ensure leaders properly supervise sessions and other volunteers	5	1	5
Hall Set Up Because a large number of tables and chairs are needed to be set up for a Messy Church session, there is a risk that someone moves or picks up a table/chairs inappropriately resulting in injury.	3	3	9	Volunteers setting up to use table and chair trolleys provided to aid movement of multiple tables and chairs Volunteers only to move equipment they are physically capable of moving	3	1	3
Use of Space Because the church hall space may be crowded in a busy session, there is a risk of confusion and people bumping in to one another and falling over resulting in injuries.	5	3	15	Leaders to plan the sessions with space and activities in mind for the number of visitors expected using all rooms/parts of the hall where necessary Leaders and volunteers to ensure walkways and Emergency Exits are not blocked and remain clear Leaders and volunteers to ensure that coats, pushchairs, bikes, scooters etc are stored appropriately in the foyer or courtyard and do not block the doors into the building or into the main hall Leaders and volunteers to space tables and chairs out so seating arrangements are not too crowded Leaders and volunteers to remain vigilant to any overcrowding issues and to take avoiding action	4	1	4
Use of Electrical Equipment Because Messy Church sessions make use of electrical equipment (eg audio visual equipment), there is a risk that children may touch the equipment/electrical wires resulting in injuries.	5	2	10	Audio visual equipment to be kept on the stage away from the children Any other equipment (eg irons for Hama beads etc) to be closely supervised by leaders/volunteers Parents to told to supervise their children at all times	5	1	5
Art and Craft Activities Because there are many art and craft activities for children at Messy Church, there is a risk that the children misuse the resources resulting in injuries.	5	3	15	Ensure all children are closely supervised by their parents and volunteers during each activity at each table Parents to ensure children don't put art and craft resources in their mouths Only use proprietary products that are suitable for children (eg. Pritt glue sticks, round ended scissors etc) Volunteers ordering equipment to ensure it is stated the equipment is non-toxic and suitable for children where appropriate	3	1	3
Catering Because hot refreshments and hot meals are served at Messy Church sessions, there is a risk that hot drinks or food are spilled or someone has an allergic reaction to their food resulting in scalds or burns or other health issues.	3	3	9	Food leads to have formal food hygiene training and prepare/store/reheat/serve food accordingly Only leaders and volunteers to be allowed in the kitchen Volunteers to ensure hot drinks, teapots and hot food are kept well away from edges of tables where visitors are Hot water to be moved into the hall only in closed thermos flasks and hot food only to be taken into the hall when the congregation is seated at the front of the room during the talk and prayers All food servers to wash their hands before service and to wear gloves to serve the food All cutlery and crockery to be cleaned using the high temperature commercial dishwasher All tables to be wiped clean with antiseptic wash between craft and catering activities Ensure parents/guardians are responsible for what they and their children eat and drink and that appropriate people are made aware of ingredients from packets (eg. gluten intolerance and other allergy advice)	3	1	3
Interactions Because of a wide number of visitors to Messy Church, there is a risk of arguments resulting in upset and bad feelings	3	2	6	Leaders and volunteers to ensure adequate supervision of sessions Volunteers to be vigilant about conversations and report to leaders to address Leaders to challenge any offensive behaviour by conversation/1:1	2	1	2
First Aid Because Messy Church is a busy social affair, there is a risk of accidents resulting in minor injuries and the need for first aid provision	3	3	9	A First Aid kit to be available for minor accidents All spillages to be wiped up immediately The door to the hall from the road to be kept shut at all times whilst Messy Church is in progress	3	1	9
In the event of a fire	5	1	5	Volunteers to familiarise themselves with the Church Hall fire procedures and equipment In the event of a fire, volunteers to direct Messy Church attendees according to the fire procedures/evacuation procedures for the hall that are displayed prominently in the building	4	1	4