

Activities Risk Assessment Form PARISH OF ST PETER'S, WESTHAMPNETT

Activity: **Children's Activities**
Location: **St Peter's Church**
Leader: **The Revd Rachel Hawes**

Assessor: **The Revd Rachel Hawes**
Date of Assessment: **14 January 2020**
Date for Re-assessment: **14 January 2021**

What are the Hazards?	Who might be harmed and how?	What are you doing already?	What else do you need to manage the risk?	Who needs to do this?	When does it need to be done by?	Action Completed (with date)
<p>Family Service</p> <p>Activity description: Children of all ages acting out Bible Stories during the Parish Eucharist - Family Service wearing costumes, using props eg toy swords,</p> <p>Risk: Accidental injury, especially to eyes, tripping, falling etc</p>	Children or congregation members	<ul style="list-style-type: none"> Children are always rehearsed, directed and supervised by the Incumbent and Churchwardens. All props are made of cardboard. Adults are stationed at 3 places in the church: <ul style="list-style-type: none"> At the chancel where the children are acting. At the end of the nave In the south chapel where they put on costumes. A First Aid Kit is readily available. 	Keep under review	Incumbent & Safeguarding Officer	Annually	14/01/20
<p>Children's Serving Team</p> <p>Activity description: Children carrying lit candles and processional cross and serving at the altar.</p> <p>Risk: Fire risk; risk of tripping, risk of dropping objects and injuring themselves or others.</p>	Children or congregation members	<ul style="list-style-type: none"> Children are carefully trained before being allowed to serve. They are supervised at all times by the Incumbent and the Churchwarden in charge of Serving Team. A Fire Extinguisher, Fire Blanket and First Aid Kit are all readily available. 	Keep under review	Incumbent & Safeguarding Officer	Annually	

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<p>Other Children's Activities</p> <p>Activity description: Occasional after-school weekday activities run by Churchwarden often in preparation for major festivals usually involving craft materials eg making Christmas lanterns.</p> <p>Risk: Accidental injury with scissors, paintbrushes etc, allergic reaction to materials used.</p>	<p>Children or congregation members</p>	<ul style="list-style-type: none"> • Children are supervised by Churchwarden at all times. • Non-toxic materials are used • Parents are present. • A First Aid Kit is readily available. 	<p>Keep under review</p>	<p>Incumbent & Safeguarding Officer</p>	<p>Annually</p>	<p>14/01/20</p>
<p>First Communion Classes</p> <p>Activity description: These are taught by the Incumbent in the Church immediately after the Parish Eucharist. Occasionally additional classes are given in the Vicarage.</p> <p>Risk: That the Incumbent might abuse a child emotionally or physically or that a child might make a false allegation against the Incumbent.</p>	<p>Children or the Incumbent</p>	<ul style="list-style-type: none"> • The classes in the Church are held in the chancel, in public view. • Parents of the children are present at all times during these classes and within hearing distance. • Where classes are occasionally held in the Vicarage the relevant parents are present in the same room throughout. 	<p>Keep under review</p>	<p>Incumbent & Safeguarding Officer</p>	<p>Annually</p>	<p>14/01/20</p>

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<p>Children’s physical and emotional safety</p> <p>Activity description: All activities.</p> <p>Risk: That small children may stand too close to the church door on the inside and be hit it is pushed open.</p> <p>Risk: That small children may run into the road.</p> <p>Risk: That children may be subjected to emotional pressure, bullying or inappropriate criticism from those supervising them. At the very worst, that they may be subjected to physical abuse</p>	<p>Children</p>	<ul style="list-style-type: none"> • Parents to be reminded of their responsibility to supervise their children during and after Services. • After Services or during Children’s Activities, an adult to be stationed by the door when it is closed. • All people working with children work in pairs. • All are DBS checked. • All have had relevant Safeguarding training. • Parents are encouraged to be present whenever possible. • No activities are held ‘in private’ 	<p>Keep under review</p>	<p>Incumbent & Safeguarding Officer</p>	<p>Annually</p>	<p>14/01/20</p>