



**St John the Baptist Church  
Kingston Bagpuize with Southmoor**

**Ref: SJB - RA1**

**Risk Assessment Form and Checklist for**

- Regular weekly / monthly clubs
- One off events

Name of Event	Date(s)	Leader: _____
		Deputy Leader: _____

Ref.	Activity	Hazard/Who May be Harmed	Action to Reduce Risk to an Acceptable Level	Please tick. Y,N or N/A
1	Leadership and direction of the club or event.	Without clear direction and leadership attendees could be un-supervised and un-managed leading to risk of absconding and misconduct and risk of injury and abuse.	The Nominated Leader will clearly identify themselves to all attendees and helpers and will identify to all attendees and helpers his/her Deputy in the event of his/her temporary absence. Before leaving the immediate activity room/area, the Leader will clearly signal to all attendees and helpers his/her temporary absence and will draw attention to the identity of the Deputy who will assume all leadership and directional functions until the Nominated Leader returns.	
2	A club or event for entertainment and religious education of young people aged between 0 and 18 years.	Physical and mental abuse of young people participating in the event.	Leaders to be DBS checked. Unchecked helpers to be closely monitored. No child to be left alone with a single adult. Ratio of adults to children to match standards laid down by current appropriate legislation.	

<b>Ref.</b>	<b>Activity</b>	<b>Hazard/Who May be Harmed</b>	<b>Action to Reduce Risk to an Acceptable Level</b>	<b>Please tick. Y,N or N/A</b>
3	Registration	Young attendees wandering off	A register of all attendees will be kept at the venue during the event. The register will be checked at the beginning of each of a morning, afternoon and/or evening session.	
4	Use of brought-in kit and equipment.	Accidental harm to children from faulty equipment and in-appropriate supervision.	All electrical and mechanical equipment to be visually checked that it is in good working order and its use by children is to be supervised by a competent adult.	
5	Painting, cutting, pasting etc.	Ingestion of hazardous substances. Accidents caused by sharp/faulty implements.	Appropriate adult supervision at all times, appropriate protection to be worn by children (aprons, goggles, etc.) Eye bath and fresh drinking water to be immediately available. A certificated First Aider and appropriate First Aid kit to be in attendance at all times.	
6	"Rough house, personal contact" games.	Bumps, bruises and accidental falls to all participants (particularly between children of different age groups).	Closely monitored supervision at all times. A certificated First Aider and appropriate First Aid kit to be in attendance at all times.	
7	External games and activities.	Potential participants "escaping" from grounds into un-supervised areas and onto public roads. Falls onto hard surfaces and/or projecting debris at ground level.	Closely monitored supervision at all times. All gates to be guarded by an adult. Grounds to be checked for potentially dangerous debris. A certificated First Aider and appropriate First Aid kit to be in attendance at all times.	
8	Access to kitchen and kitchen equipment.	Accidents to children arising from contact with hot surfaces, electrical equipment, projecting utensil handles, knives, hot water, etc.	Children banned from kitchen unless closely supervised by a competent adult.	

<b>Ref.</b>	<b>Activity</b>	<b>Hazard/Who May be Harmed</b>	<b>Action to Reduce Risk to an Acceptable Level</b>	<b>Please tick. Y,N or N/A</b>
9	Food preparation and consumption.	Prepared food cooked incorrectly causing gastric illness. Served food falling on dirty floors.	Any food preparation to be undertaken by a competent adult. Food to be eaten, preferably seated at chairs and table, under adult supervision. And see note 11 below re allergies.	
10	Slips, trips and falls.	Accidental harm to participating children.	Close supervision at all times. A certificated First Aider and appropriate First Aid kit to be in attendance at all times.	
11	Fire	Burns and suffocation to all attendees.	Supervising adults to be aware of fire extinguisher locations and emergency exit doors, and to have prepared an evacuation and assembly strategy.	
12	Attendees with a diagnosed medical condition and/or allergies becoming ill.	Appropriate medicines and medical equipment are available.	Parental consent forms include a request for relevant details for medicines, equipment and instructions to be registered with Nominated Deputy Leader before each event or series of events. All medicines and equipment should be kept in a safe place and all helpers should be made aware of this location.	
13	Need for emergency services.	Serious injury, accident or fire to all attendees.	At least two mobile phones to be available to call appropriate emergency service(s).	
14	<i>Event specific</i>			
15	<i>Event specific</i>			

**Address of Venue for Emergency Services : Examples**

John Blandy Primary School Laurel Drive Southmoor OX13 5DJ	St John the Baptist Church Abingdon Road Kingston Bagpuize OX13 5AY	The Village Hall Draycott Road Southmoor OX13 5BY	Other Venue
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This sheet prepared by: (Name) \_\_\_\_\_

I confirm I have read and understood this document

**Leader** Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Deputy Leader** Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**First Aider (s)** Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Helper** Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Helper** Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Helper** Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Helper** Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Author Simon Dando  
Reviewer Julie Carpenter

Authorised at PCC meeting held on 18 January 2016  
Review date March 2017