



**RISK ASSESSMENT**

<b>CLUB:</b> Copplestone Methodist Church Youth Club	<b>ASSESSMENT DATE:</b> 1/4/12
<b>ACTIVITY / ENVIRONMENT:</b> Swimming to the Waie Inn with youth club: 7 – 11 year olds.	<b>COMPLETED BY:</b> Brian Phelps, Hannah Petherick, Sean Schofield
<b>EDUCATIONAL OBJECTIVES:</b>	<b>DATE REVIEWED:</b>

<b>1. Hazard</b> <i>List significant hazards which may result in serious harm or affect several people.</i>	<b>2. Who might be harmed</b> <i>List groups of people who are especially at risk from the significant hazards identified.</i>	<b>3. Is the risk adequately controlled?</b> <i>List existing controls or note where the information may be found. (e.g. Information, instruction, training, systems or procedures)</i>	<b>4. What further action is needed to control the risk?</b> <i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i>
Drowning	All children	Adult leaders sit around the pool and observe the actions and behaviour of the children.	.
Abuse of children	Children	All adults working in Kidzone will undergo a full CRB enhanced disclosure, and will have filled in a youth club leader/helper role description, as well as reading the Copplestone Methodist Church Safeguarding policy.	One leader is ready to jump in the pool if required.
Abuse towards adults	Adults	Ensure that the changing rooms are clear before allowing the children to enter. Make sure there are 2 adults present when going into the changing rooms. One outside and one inside being able to be seen. Ensure correct ratios are adhered to: 1:8 adult to child.	
Slipping over around the outside	All children	Ensure that there is always at least two youth club helpers/leaders present.	
Lost child		Make sure all children are aware of not running around the outside of the pool	
		Ensure there is a record of how many children are in the swimming pool. Keep orange record folder with a leader at all times. Ensure children are counted before leaving the swimming pool area and then outside.	



**RISK ASSESSMENT**

<b>CLUB:</b> Copplestone Methodist Church Youth Club	<b>ASSESSMENT DATE:</b> 16/3/12
<b>ACTIVITY / ENVIRONMENT:</b> Activities in the community room with youth club: 7 – 11 year olds.	<b>COMPLETED BY:</b> Brian Phelps, Hannah Petherick, Sean Schofield
<b>EDUCATIONAL OBJECTIVES:</b>	<b>DATE REVIEWED:</b>

<b>1. Hazard</b> <i>List significant hazards which may result in serious harm or affect several people.</i>	<b>2. Who might be harmed</b> <i>List groups of people who are especially at risk from the significant hazards identified.</i>	<b>3. Is the risk adequately controlled?</b> <i>List existing controls or note where the information may be found. (e.g. Information, instruction, training, systems or procedures)</i>	<b>4. What further action is needed to control the risk?</b> <i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i>
Knocking into chairs or falling off chairs	All children	Ensure the correct rules of the games are followed and that adults observe the children playing reminding them of the hazards of not following the rules correctly.	
Abuse of children	Children	All adults working in Kidzone will undergo a full CRB enhanced disclosure, and will have filled in a Youth club leader/helper role description, as well as reading the Copplestone Methodist Church Safeguarding policy. Ensure correct ratios are adhered to: 1: 8	
Abuse towards adults	Adults	There will always be at least two helpers in the room when young people are present.  Ensure that there is always at least two youth club helpers/leaders present.	

**Copplestone Methodist Church**, Copplestone, Crediton, Devon, EX17 5NH.

**RISK ASSESSMENT**

<b>CLUB:</b> Copplestone Methodist Church Kidzone	<b>ASSESSMENT DATE:</b> 16/3/12
<b>ACTIVITY / ENVIRONMENT:</b> Activities in the community room with Kidzone: 4 – 11 year olds.	<b>COMPLETED BY:</b> Hannah Petherick, Sean Schofield
<b>EDUCATIONAL OBJECTIVES:</b>	<b>DATE REVIEWED:</b>

<b>1. Hazard</b> <i>List significant hazards which may result in serious harm or affect several people.</i>	<b>2. Who might be harmed</b> <i>List groups of people who are especially at risk from the significant hazards identified.</i>	<b>3. Is the risk adequately controlled?</b> <i>List existing controls or note where the information may be found. (e.g. Information, instruction, training, systems or procedures)</i>	<b>4. What further action is needed to control the risk?</b> <i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i>
Knocking into chairs or falling off chairs Safety when using equipment (eg scissors, glue)	All children	Ensure the correct rules of the games are followed and that adults observe the children playing reminding them of the hazards of not following the rules correctly. Ensure children are reminded about how to use equipment correctly. Remove hazards before playing games if necessary.	
Abuse of children	Children	All adults working in Kidzone will undergo a full CRB enhanced disclosure, and will have filled in a Kidzone leader/helper role description, as well as reading the Copplestone Methodist Church Safeguarding policy. Ensure correct adult/child ratios are adhered to. Take a register each week.	
Abuse towards adults	Adults	There will always be at least two helpers in the room when young people are present.  Ensure that there is always at least two youth club helpers/leaders present.	

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**RISK ASSESSMENT**

<b>CLUB:</b> Copplestone Methodist Church Creche	<b>ASSESSMENT DATE:</b> 16/3/12
<b>ACTIVITY / ENVIRONMENT:</b> Activities in the back room with Creche:0 - 4 year olds.	<b>COMPLETED BY:</b> Hannah Petherick, Sean Schofield
<b>EDUCATIONAL OBJECTIVES:</b>	<b>DATE REVIEWED:</b>

<b>1. Hazard</b> <i>List significant hazards which may result in serious harm or affect several people.</i>	<b>2. Who might be harmed</b> <i>List groups of people who are especially at risk from the significant hazards identified.</i>	<b>3. Is the risk adequately controlled?</b> <i>List existing controls or note where the information may be found. (e.g. Information, instruction, training, systems or procedures)</i>	<b>4. What further action is needed to control the risk?</b> <i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i>
<p>Falling off chairs</p> <p>Safety when using equipment (eg scissors, glue)</p> <p>Abuse of children and ensuring they go home with correct parents.</p>	<p>All toddlers</p>	<p>Ensure toddlers sit on the correct height of chairs and only let them on the sofa if they are old enough to do so. Plus keep an eye on them. Ensure all hazards are removed from the crèche room.</p> <p>Ensure toddlers are reminded about how to use equipment correctly. Remove equipment that may be harmful to younger babies (eg felt tip pens etc). Keep a clear eye on all the toddlers in crèche.</p> <p>All adults working in Kidzone will undergo a full CRB enhanced disclosure, and will have filled in a crèche helper role description, as well as reading the Copplestone Methodist Church Safeguarding policy. They will have attended all the training module A as well. Ensure correct ratio of children is adhered to. Keep a register of toddlers attending and check who they go home with. Use the lock on the SS room door. Continual reminder on the church noticesheet to remind parents to collect their children straight after the service.</p> <p>There will always be at least two helpers in the room when toddlers are present.</p>	



**RISK ASSESSMENT**

<b>CLUB:</b> Copplestone Methodist Church Holiday Club	<b>ASSESSMENT DATE:</b> 12.7.12
<b>ACTIVITY / ENVIRONMENT:</b> Activities held in the community room and back room	<b>COMPLETED BY:</b> Hannah Petherick
<b>EDUCATIONAL OBJECTIVES:</b>	<b>DATE REVIEWED:</b>

<b>1. Hazard</b> <i>List significant hazards which may result in serious harm or affect several people.</i>	<b>2. Who might be harmed</b> <i>List groups of people who are especially at risk from the significant hazards identified.</i>	<b>3. Is the risk adequately controlled?</b> <i>List existing controls or note where the information may be found.</i> <i>(e.g. Information, instruction, training, systems or procedures)</i>	<b>4. What further action is needed to control the risk?</b> <i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i>
Fire Resulting in asphyxiation & burns	Staff & Children	Smoke alarms fitted in building. Marked fire exits and exits to be kept clear of objects and toys at all times. Leaders to check this. Children told of the hazards around the room. In the event of an emergency children will be instructed outside to congregate in the car park. Register to be taken by HP or refreshments helper. Leaders should know. Fire extinguishers are installed. Microwave, kettles are PAT tested.	Ensure all leaders are aware of risk assessments and their role.
Obstructions on the floor eg substances/objects including playing outside in the car park.	Staff & children	Ensure children report any spillages or obstructions to leaders. Leaders to check their own areas for hazards. Ensure use resources correctly, eg correct use of scissors and felt tips, make sure children don't put pens in mouths. Spills should be cleaned up immediately. Store all equipment away sensibly so nothing is left to slip over. Chairs removed or put under tables when not being used. Staff and children to tidy up after themselves. Ensure there are no hazards outside when playing games – Leaders responsible for this. Explain to children the rules of the games and make sure they know what not to do outside.	
Abuse of children (within the holiday club)	Children	All adults working at Holiday Club will undergo a full CRB enhanced disclosure.	

<p>Food preparation area and preparing food (pizza craft)</p>	<p>Children</p>	<p>Children must not go to the toilet by themselves, they should be accompanied with 2 leaders or leave the door open at all times.          Ensure there is always two leaders present at one time with children.          Ensure correct ratios of 1:8 children is adhered to. Make sure there is a female helper in the back room with older group.          Ensure children are registered at the beginning of each club day.          Make sure all children go home with parents – leaders to check.          HP to be the only person taking photos and checking parents forms to see which children are allowed photos and video taken of them.          Leaders not to use mobile phones to take photos.</p> <p>No children allowed in the kitchen at all times. Leaders to ‘police’ this and make it known to the children.          Leaders and helpers only in the kitchen.          Ensure the floor is always kept dry, clear up spillages immediately.          Leaders to be aware of any allergies that children may have when having refreshments.          Hot drinks to be kept in the kitchen once holiday club starts.          Leaders responsible for correct use of knives for cutting up fruit and food.          Ensure hands are clean at all times when handling food.          Preparing pizzas. All tables should be wiped clean with antiseptic.          Children prepare their food on a piece of cling film. Ensure all children wash then hands as well as leaders.          All food to be cut ready by a leader in advance so that children won’t need to use knives. Children encouraged not to pick up food that has fallen on the floor.          Leaders to check that there are no children with allergies.          Leaders to cook the pizzas in the cooker rather than children.</p>	
<p>Use of community room (trips, collisions, slippages)</p>	<p>All children</p>	<p>Children to be reminded about not running around inside due to all the equipment around and other safety rules.          PA equipment safely put away or leads stuck down on the floor to reduce the risk of falling over.          Children told not to use the equipment at front of room – computers or PA system.          When moving outside children told to walk at all times</p>	
<p>Access of children by unauthorised persons</p>	<p>All children</p>	<p>Copplestone Methodist church safeguarding policy adhered to.          Appropriate CRB checks completed for each leader.          All leaders to wear photographed badges and red tops so that they are recognisable.          Drop off and pick up:          Only authorised adults to pick up children from holiday club.          Register to be taken. Use back door only to admit children in and out.</p>	

<p>Risk of escape resulting in exposure to traffic and persons out of holiday club</p> <p>Accidents</p>	<p>Children</p> <p>Children and adults</p>	<p>Then door to be locked at all other times.  Inappropriate person hanging around – to be confronted and then reported to the police is persistently won't move off premises. 2 leaders to confront person.  DVDs only to be used through scripture union – no other material to be shown.</p> <p>Only one door to be used to register the children. Then locked until 12pm.  Other fire exits to be used. Gates to be closed if required.</p> <p>First aid box readily available in kitchen cupboard.  First aiders: Sean Schofield, Hannah P, Rachel Arnold and Debbie Pinhey  Accidents recorded in incident book.  Ring emergency services if urgent medical attention required.  Children's consent forms to include about administering first aid to be signed for all children.</p>	
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