**Example Risk Assessment 1**

**Social** (Fun social activities):

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| --- | --- |
| Name/address of church: | Assessment carried out by: |
| Date:  | Date of review: | PCC noted on (date): |
| Type of activity / event: **Games and craft session with refreshments** |
| **Potential hazard** | **Who is at risk?** | **Current Controls** (What you are currently doing to reduce risk) | **Future Controls** (Future action needed to reduce the risk) | **By whom?** |
| Slips/trips/falls and other injury | Young people and any leaders taking part | * **Implement Good Practice guidance relating to this area**

plus* Remind group to wear appropriate footwear and clothing for the type of session
* Cordon off the games area from the craft area and food area
* Stop the activity as soon as there is any sign of danger
 | * Stack chairs away and remove all obstacles, check room for other potential hazards e.g. trailing wires, broken glass / items left from another activity
* Close curtains/blinds if balls are to be used near windows and make sure the strip lights have covers / grids over them
* Ensure all games equipment is well maintained.
* Explain rules carefully to avoid collisions and reinforce rules during activity
* Explain specific risks e.g. keep legs straight, keep hand inside circle / off floor etc.
 | Leaders running the games |
| Cutting, spills and solvent misuse | Young people and any leaders taking part | * **Implement Good Practice guidance relating to this area**

plus* Adults to undertake complicated cutting with items like sharp scissors, craft knives and saws
* Ensure there is enough space so activities are not cramped
* Ensure room is well ventilated
* Ensure sufficient staff / help especially if there are any additional needs
 | * Explain about safe use of scissors, pins, needles and tools (use safety scissors where possible)
* When using tools explain the correct use / safety rules
* Choose glue wisely
* Ensure no one inhales any solvents, glues, paints, or felt markers
 | Leaders running the craft activities |
| Food poisoning or risk, due to poor food hygiene | Young people and leaders | * **Implement Good Practice guidance relating to this area**

plus* One leader presents to have food hygiene certificate
* Follow all cooking and serving instructions for any hot food
* Cooking process closely supervised if the young people are helping
* Have hand washing facilities and sanitizer liquids available
* Ensure regular use of disinfectant and cloths
 | * Supervise use of any sharp knives
* All food to be prepared on site
* Clear up any spills or breakages
* Ensure tables and preparation surfaces are cleaned and have been wiped
* Ensure washing up is done in hot clean water and remind the young people about sharp knives
* Dispose of all waste properly in the correct recycling boxes
* Observe sell by / use by dates on all food items
* Ensure all food allergies and intolerances are known about and measures are in place to prevent contamination or cross contamination for any individuals with specific allergies or intolerances
 | Leaders |

**Example Risk Assessment 2**

**Social** (Fun social activities):

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| --- | --- |
| Name/address of church: | Assessment carried out by: |
| Date:  | Date of review: | PCC noted on (date): |
| Type of activity / event: **Bowling trip using private cars** (this can also be used as a guide for attending a worship event such as Movement) |
| **Potential hazard** | **Who is at risk?** | **Current Controls** (What you are currently doing to reduce risk) | **Future Controls** (Future action needed to reduce the risk) | **By whom?** |
| Boarding & disembarking vehicles at the bowling complex car park and getting from the cars to the front entrance | Young people and leaders | * **Implement Good Practice guidance relating to this area**

plus* Vehicle must be completely stopped before participants board and disembark
* Park in designated parking spaces close to bowling entrance
* Remind the young people to be careful of crossing any roads or to look out for other vehicles parking.
 | * Leaders fully supervise getting from the vehicles to the bowling entrance
* Make appropriate adjustments for any adverse weather conditions being careful not to slip if wet
* If the weather is too bad, postpone the trip
 | Leaders |
| Young people wandering off or their behaviour causing problems or injury | Young people | * **Implement Good Practice guidance relating to this area**

plus* Leaders must know where the young people are at all times
* Young people check with their leader before leaving general area to go to the toilets, canteen etc.
* Young people must follow all instructions as given by bowling alley staff
 | * All young people to behave appropriately at all times, as they would in a normal club setting
* Remind young people of the behaviour rules before the trip
* If any young people wander off and can’t be found, parents will be informed
* A young person seriously misbehaving or causing harm / injury to others will be dealt with via the time out procedures. In extreme situations parents / guardians may be contacted to collect their child
 | LeadersSupported by the staff of the venue |
| First Aid | Young people and leaders taking part | * We will use the designated person responsible for First Aid at the bowling alley and use their facilities and First Aid Kit
 | * Where possible we will have a member of staff who is First Aid qualified
* Leaders will carry a basic First Aid kit and all medical information on all trips
 | LeadersSupported by the staff of the venue |
| Whilst bowling, risk of tripping, slipping or falling on the alleyDropping ball, getting fingers stuck in the ball or injury to wrist/handGetting hands caught in the machine that retrieves the balls or being crushed as balls are retrieved | Young people and leaders taking part | * **Implement Good Practice guidance relating to this area**

plus* Ensure young people wear appropriate footwear or bowling shoes provided by bowling alley
* Young people bowl following correct procedure
* Young people are only to hold a bowling ball when it is their turn to bowl
* Young people follow directions of bowling ally staff
 | * Make sure the young people are using the most appropriate weight ball for them
* Adult leaders to support young people who need help and ensure they are keeping an eye on what their group is doing
* Only take balls from your team’s ball retriever and not collect from other retrievers
* If a young person is struggling or needs additional help, raise the alley barriers or use the ball ramp
* If a young person sustains a bit of a strain, advice someone else takes their turn until they feel ok to bowl again
* Make sure young people put down food, drinks or mobile phones whilst bowling
 | Leaders, bowling alley staff and young people themselves |
| Food allergies or allergic reactions | Young people and adults | * **Implement Good Practice guidance relating to this area**

plus* Know if any of the young people have any food allergies or intolerances
* The bowling alley should follow all food and hygiene procedures and display what food and drink is appropriate for those with allergies or allergic reactions.
 | * If there is not adequate information relating to food allergies, the bowling alley catering facilities will be out of bounds for those with food allergies or intolerances.
 | Leaders, bowling alley staff. |

**Example Risk Assessment 3**

**Discussion** (Discussions about life and faith):

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| --- | --- |
| Name/address of church: | Assessment carried out by: |
| Date:  | Date of review: | PCC noted on (date): |
| Type of activity / event: **Bible study group in church room** |
| **Potential hazard** | **Who is at risk?** | **Current Controls** (What you are currently doing to reduce risk) | **Future Controls** (Future action needed to reduce the risk) | **By whom?** |
| Transport to and from group | Young people | * **Implement Good Practice guidance relating to this area**

plus* All young people will be dropped off and picked up for group sessions by a parent / guardian
 | * After the session if a young person is not picked up after 20mins leaders will contact a parent / guardian, if a leader needs to take the young person home arrangements will be made with the parent / guardian and all transport safeguarding procedures will be followed
 | Leaders  |
| Spiritual abuseThe session does not reflect the good news of Jesus and Christian valuesYoung people gain a negative view of the Christian faith | Young people | * **Implement Good Practice guidance relating to this area**

plus* All young people will be accepted and valued for who they are and what they believe
* Leaders will endeavour to build positive relationships with each of the young people regardless of what they believe
* Young people will be given the space and support to develop their own faith
 | * The young peoples’ views and opinions will be listened to and they are not judged
* Young people are given the opportunity to discover Jesus and grow in relationship with Him in their own time without it being forced
* No one is forced to believe or do anything they feel uncomfortable with
* Young people will not coerce or pressurise other young people into believing something they do not want to believe
 | Leaders and young people |
| Inappropriate teaching or use of teaching materials Young people not freely encouraged to progress in their journey with God | Young people | * **Implement Good Practice guidance relating to this area**

plus* The teaching will be appropriately aimed at the age, ability, needs, interest and gender make-up of the group
* Session outlines and programmes will be shown termly to parents/guardians and they have the right to withdraw their child without reprisal or ridicule
 | * Any teaching resources or materials that may cause concern or offence will be run past parents / guardians first
* Any parent / guardian not wanting their child / children to be part of a session have the right to withdraw them
* If something in a session concerns a parent / guardian, they can speak to a leader at the first available opportunity
* Opportunities will be provided for young people to lead and / or share questions and experiences of God as appropriate
* Young people will have the space to debate and discuss issues of faith
 | Leaders and parents/guardians |
| Worship is not age appropriate/does not meet the needs of the group | Young people | * **Implement Good Practice guidance relating to this area**

plus* Worship will be relevant to the experience of the group and where they are in their faith.
* Careful consideration will be given to modes of delivery and styles of worship and a variety of styles and approaches will be used
 | * Appropriately skilled / gifted leader will plan and lead worship.
 | Leaders and people leading the service |
| Prayer is misused or secretive before, during or after the session | Young people | * **Implement Good Practice guidance relating to this area**

plus* Young people have space and opportunities to pray, as well as pray for each other and for the leaders
 | * Leaders will pray with and for the young people in appropriate ways, times and places
* When offering one-to-one prayer with young people in the group setting, leaders will use spaces where you can be seen by others and keep it time limited
 | leaders |
| Food poisoning or risk, due to poor food hygiene | Young people and leaders | * **Implement Good Practice guidance relating to this area**

plus* One leader present to have food hygiene certificate
* Follow all cooking and serving instructions for any hot food
* Cooking process closely supervised if the young people are helping
* Have hand washing facilities and/or sanitizer liquids available
* Ensure regular use of disinfectant and cloths
* Supervise use of any sharp knives
* All food to be prepared on site
* Clear up any spills or breakages
 | * Ensure tables and preparation surfaces are cleaned and have been wiped.
* Ensure washing up is done in clean, hot water and remind the young people about sharp knives.
* Dispose of all waste properly in the correct recycling boxes.
* Observe sell by / use by dates on all food items.
* Ensure all food allergies and intolerances are known about and measures are in place to prevent contamination or cross contamination for any individuals with specific allergies or intolerances
 | Leaders and anyone with an allergy |

**Example Risk Assessment 4**

**Worship** (Joining others in worship):

|  |  |
| --- | --- |
| Name/address of church: | Assessment carried out by: |
| Date:  | Date of review: | PCC noted on (date): |
| Type of activity / event: **Taking the youth group to church** |
| **Potential hazard** | **Who is at risk?** | **Current Controls** (What you are currently doing to reduce risk) | **Future Controls** (Future action needed to reduce the risk) | **By whom?** |
| Transport to and from church | Young people | * **Implement Good Practice guidance relating to this area**

plus* All young people will be dropped off and picked up by a parent / guardian for the church service
 | * After church if a young person is not picked up after 20 minutes leaders will contact a parent / guardian, if a leader needs to take the young person home, arrangements will be made with the parent / guardian and all transport safeguarding procedures will be followed
 | Parents / guardians leaders  |
| Worship is not age appropriate for the group | Young people | * **Implement Good Practice guidance relating to this area**

plus* Have enough leaders with the young people to help them navigate their way through the service
 | * Leaders will check if the worship is relevant for the group and the person leading is briefed beforehand that the group will be attending the service
 | Leaders and person leading the service |
| Young people taking Communion | Young people | * **Implement Good Practice guidance relating to this area**

Plus* Ensure all of the young people know what Communion is and find out if they are able to take it, either because they have been confirmed or because they have permission to take it before confirmation
 | * If a young person is not from a church family, check with the parents that it is OK for their child / children to attend the church service.
 | LeadersA church leader |
| Confused by sermon | Young people | * **Implement Good Practice guidance relating to this area**

plus* Have a time after the service with the young people to talk about what happened, how they felt and pick up on anything they are confused or concerned about
 | * If something during the worship service causes concerns to parents / guardians, they can speak to a leader at the first available opportunity
 | leaders |
| The young people not feeling welcome | Young people | * **Implement Good Practice guidance relating to this area**

plus* All young people will be accepted and valued for who they are and what they believe
 | * The young people will be told they don’t have to join in with anything they don’t understand or they feel uncomfortable with
* Young people will be given the space and support to develop their own worship style whilst attending church
 |  |
| Behaviour or if a young person wanders off / leaves the worship before the end | Young people | * **Implement Good Practice guidance relating to this area**

Plus* Remind the young people to behave appropriately during worship as they would in a normal club setting
* Leaders must know where the young people are at all times and young people should check with their leader before leaving the main worship space for any reason
 | * Remind young people of appropriate ways to behave in church before attending
* If any young people wander off and can’t be found, parents will be informed
* A young person seriously misbehaving or causing harm / injury to others will be dealt with via the time out procedures. In extreme situations parents / guardians may be contacted to collect their child
 | Leaders |
| Food allergies or allergic reactions | Young people and adults | * **Implement Good Practice guidance relating to this area**

plus* Be aware of any food allergies or intolerances and check this against any refreshments being served
 | * Ensure the church is following all food and hygiene procedures relating to refreshments and that these are displayed
* If there is not adequate information relating to food allergies, tell the group that any young people or leaders with known allergies or intolerances should not have the refreshments
 | leaders |

**Example Risk Assessment 5**

**Serve:** (Social action project):

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| --- | --- |
| Name/address of church: | Assessment carried out by: |
| Date:  | Date of review: | PCC noted on (date): |
| Type of activity / event: **Community litter pick** (adapted from Keep Britain Tidy risk assessment) |
| **Potential hazard** | **Who is at risk?** | **Current Controls** (What you are currently doing to reduce risk) | **Future Controls** (Future action needed to reduce the risk) | **By whom?** |
| Lack of awareness of the activity | Young people and leaders | * **Implement Good Practice guidance relating to this area**

plus* Leaders will be briefed on the activity and what their responsibilities are
 | * All young people will be given a briefing and how to use any equipment. A leader will be allocated to each group to oversee safety
 | Leaders and group leaders |
| Sunburn or extreme cold or wet weather |  | * **Implement Good Practice guidance relating to this area**

plus* Wear suitable clothing i.e. clothes suitable for hot weather including a hat or in cold weather wear warm layers, waterproof clothing, thick socks and sturdy boots or shoes
 | * If hot, get them to apply sunblock before beginning the activity and re-apply
* Wear protective gloves at all times (garden gloves work well)
* Check the weather forecast regularly and consider not doing the activity if weather is too extreme
 | Young people and leaders |
| Cuts and grazes Stings or bites from vegetation or insects |  | * **Implement Good Practice guidance relating to this area**

plus* Wear supportive and slip-resistant footwear
* Take care when negotiating steps
* Observe ground and be aware of potential slip or trip hazards
* If in doubt, don’t carry on if an area looks slippery or dangerous
 | * Group Leader will remind young people to take care when pavements are slippery from rain, leaves, ice, snow, etc.
* Group Leader will check clothing and footwear
* Group Leader will consider not doing the activity if weather is too extreme
 | Leaders |
| Working near roads  |  | * **Implement Good Practice guidance relating to this area**

plus* Young people to remain under supervision and in sight of a responsible adult at all times
* Be aware of cars, potentially trying to park, maintain vigilance, give warning to others of approaching vehicles
* Hi-vis vests to be worn at all times
 | * Check for any unusual hazards on the day itself
* Have a briefing about warning on roads, speed limits, crossing roads and say to be aware of surroundings at all times
* Young people not to pick litter from the road but to remain on pavements and paths
 | Leaders |
| Sharp things, syringes and unidentified industrial / chemical waste  |  | * **Implement Good Practice guidance relating to this area**

plus* Inspect the area prior to activity taking place to check for any evidence of syringes or drug use, consider clearing another area if any is found.
* Young people finding syringes should not touch them, but immediately notify the Group Leader who will arrange disposal via the local authority. All work must then cease in this particular area
* Any suspicious drums, materials or containers with contents not identifiable to be left untouched and the Environmental Services should be informed immediately
* Any accidental piercing by syringe or chemical waste contacting skin or eyes should be treated immediately at a medical centre or at A&E
 | * Remain vigilant at all times during the clean up and end the clean up immediately if syringes are found
* Broken glass or sharp items should be cleared up by adults or under strict supervision by group leaders
* Cuts that require treatment should be treated immediately at a medical centre or at A&E
 | Leaders |
| Manual handling |  | * **Implement Good Practice guidance relating to this area**

plus* Young people advised to be aware of their own limitations by the Group Leader during the briefing and not lift heavy items found during the clean up
 | * Young people with pre-existing injuries are not to lift bags or heavy items
* No more than one bag at a time to be carried
* A trolley to be used where bags or other items are too heavy to lift safely
* Everything is disposed of safely and in line with waste disposal and recycling
 | Leaders |
| Dog fouling, aggressive dogs and other animals |  | * **Implement Good Practice guidance relating to this area**

plus* Have an awareness briefing about the issue of dog fouling and state that the young people must not touch dog fouling
* Avoid coming into contact with aggressive dogs or crossing fields where there are freely roaming animals (such as cows and sheep)
* Young people and group leaders to maintain vigilance for dogs off leads
* Dog Walkers in vicinity to be advised by group leader of the litter pick and to keep dogs under control
* If bitten or attacked by a dog or other freely roaming animal visit A&E. You may also want to report the attack to the Police
 | * If a young person comes into contact with dog fouling or steps in it, clean it off affected areas and shoes as soon as possible
* If dog fouling is found, warn others in the vicinity
* Young people to remain under adult supervision at all times
 | Leaders |
| Behaviour or if a young person wanders off before the activity has ended | Young people | * **Implement Good Practice guidance relating to this area**

Plus* Remind the young people to behave appropriately whilst out in the community as they would in a normal club setting
* Leaders must know where the young people are at all times and young people advised to check with their leader before leaving or wandering off
 | * Remind young people of the appropriate ways to behave
* If any young people wander off and can’t be found, parents will be informed
* A young person seriously misbehaving or causing harm / injury to others will be dealt with via the time out procedures. In extreme situations parents / guardians maybe contacted to collect their child
 | Leaders |