

UNITED BENEFICE OF MOUNTSORREL
RISK ASSESSMENT FORM



Activity SEND Morning with separate session for siblings			Date of Activity 13.08.24.		
Venue Christ Church – main church, Bower room & party tent			Organiser Alison White		
Hazard	Who is affected	Risk Level	What Controls are in place	Controlled Risk Level	Injury Level
		L M H		L M H	L M H
Sand - eating or getting in eyes	All	M	The sand in use will be Kinetic Sand; this has a manufacturers age recommendation of 3+ years. All children attending are aged over 3. There will be a sign advising that it is recommended for 3+ years. Parents will be advised that children should not eat this sand and the sand will be on an adult table with chairs to be used with supervision as necessary dependant on the understanding and ability to self-control of the child using it. Children will be advised not to throw the sand if this occurs and repeated throwing will mean the child has to leave this activity or the activity is removed. Clean running water is available if anyone does get sand in their eyes.	L	L
Wet floor	All	H	Towels and floor mats will be used around the water play and soapy foam to help prevent the floor becoming slippery. Wet floor signs will be in use throughout the morning around the messy play area. Spillages will be regularly mopped. Children will be encouraged not to run around.	M	M
Choking – small parts e.g. Lego	Children	M	Activities for older children e.g. Lego/board games which may have small parts will be on adult tables in the chancel area of the church. Parents of younger children will be advised that these activities are designed for older children and if they choose to use them, they do so at their own risk. Volunteer to be stationed in this area to monitor equipment is being used safely and will advise parents or intervene if necessary to ensure a child's safety.	M	H
Bubble solution in eyes	All	L	No children will be allowed to operate the bubble machine or use bubble solution. Everyone will be reminded to be careful bubbles do not go in their eyes. Children will be advised not to stand too close to the bubble machine. Only staff or volunteers will operate the bubble machine.	L	L
Battery operated items	Children	M	All battery operated items will be the type whereby a screwdriver is required to remove the batteries, there will not be screwdrivers available.	L	M
Eating messy play materials	Children	H	All messy play materials used will either be edible food items or designed for and safe for children to use, i.e. non-toxic. Ingredients will be available for parents information.	L	L

Behaviour – throwing	All	M	If throwing of toys occurs, the child will be offered a soft ball with the instruction they can throw this. Parents are responsible for their children and will be enabled to manage their child's behaviour in the way they know best. If necessary particular toys will be removed to prevent injury from throwing. E.g. if a child can't stop throwing blocks, the blocks will be removed for safety.	L	M
Distressed behaviour This includes behaviour that may harm themselves/others or damage property and arguments between children	All	M	The Bower Room will be set up as a sensory room for the duration of the morning. Where a child becomes agitated, distressed, overloaded or dysregulated this room can be used as a calm and quiet area to help the child regulate and also as a way of separating children if needed. In all cases, staff will only intervene if the situation becomes unsafe for others present. It is important for all staff and volunteers to acknowledge and respect that the parent knows best how to help their child in such situations. Staff and volunteers trying to intervene could escalate the situation so staff will offer help to the parent/advise the sensory room can be used etc but otherwise focus on keeping others away from the direct area enabling the parent to help the child to recover. If necessary, everyone else will be removed from the space for their safety with a member of staff remaining in the main room to help if needed.	M	L
Running around/falling over	Children	M	There will be a good variety of activities on offer to ensure children can be occupied throughout the morning and prevent boredom setting in. Running in the church will not be allowed, parents are welcome to take children outside for a short time if they need some time to run around and will be advised of this if running indoors becomes a safety risk	L	L
Stranger danger	Children	M	Only parents/carers with a child will be allowed into the event along with our volunteers. Any adult who arrives without a child will not be allowed into the event. Staff and volunteers will be alert to people coming into church during the morning. The use of stairgates make it more difficult for anyone to come in quietly without anyone noticing.	L	L
Child/young person leaving the area	Children	M	Stairgates will be used on the main church door and in the corridor leading to the side exterior door. Parents/carers are responsible for their own child at all times and staff will be vigilant in being alert to children attempting to leave	L	H
Hot drinks & snacks	All	H	Hot drinks will be served in lidded cups. Leaders to be vigilant in awareness of where hot drinks are placed. Adults to be reminded to place hot drinks safely or keep hold of them away from children. Allergen advice is readily available.	L	M

Assessment Completed on 01.08.24. **by** Alison White

signed Alison White

UNITED BENEFICE OF MOUNTSORREL

RISK ASSESSMENT FORM



Activity SEND morning siblings activities			Date of Activity Tuesday 13th August								
Venue Christ Church garden			Organiser Linda Vesty								
Hazard	Who is affected	Risk Level			What Controls are in place	Controlled Risk Level			Injury Level		
		L	M	H		L	M	H	L	M	H
Weather	ALL	L			Will be held in the party tent set apart from the Church. Roof and walls will protect from both sun and rain.	L			L		
Slips, Trips and Falls	ALL	M			One qualified First Responder on site, others who have done the training on site too. Running around will not be allowed unless during an organized game. If wet walking to and from the toilets will be under supervision, if very wet the floor outside the toilets shall be dried as and when necessary. All accidents will be recorded in the accident book. All parents are on site so will be first port of call.	L			L		
Activities Choking/hot iron/candles/glue/ scissors	ALL	M			Plenty of supervision especially with wire cutters and candles. Hama beads to be kept away from under 3s. Only an adult can iron the design. Hot drinks for adults will be in travel mug or similar.	L			M		
Games	ALL	L			Children will be under constant supervision.	L			M		
Food and Allergies	Children	L			Adults will be asked to fill in a short form when leaving their children. Stating any medical issues/allergies/name of parent. Drinks and biscuits will be provided with a small amount of free from biscuits available.	L			L		
Stranger Danger	Children	M			Only siblings of children in the SEND morning session are invited to this session. Three adults will be there, if the number of children increases, we will bring in another volunteer. Children will be kept under constant supervision. Anyone who is not known by any one of the adults there will be asked to leave immediately.	L			L		
Care of Volunteers and Staff.	Adults	L			Adults will be asked which activity they would like to work on, will have chairs accessible if needed and a hot drink will be provided when the children have their squash and biscuits.	L			L		
Photographs	ALL	L			Notices will be put on display asking people to NOT put images on social media unless they are of their own children only. Photos for Church records and publicity purposes may be taken but with guidelines strictly adhered to.	L			L		
Assessment Completed on 24.0724 by Linda Vesty						signed <i>Linda Vesty</i>					