

# RISK ASSESSMENT CHECKLIST

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## Risk Assessment for the Church's work with children

### 1. Risk Assessment Details

<b>Risk Assessment Completed by</b>	
<b>Location of Risk Assessment</b>	<b>Church / Parish Rooms</b> <i>(delete as appropriate)</i>
<b>Date of Risk Assessment</b>	

### 2. Risk Assessment Checklist

		✓ or N/A
1.	Entrances, Exits and Windows	
2.	Stairs	
3.	Heating	
4.	Kitchen Facilities	
5.	Food Hygiene	
6.	Furniture	
7.	Electrics	
8.	Cleaning materials and other noxious substances	
9.	Stationery/Craft materials/Tools	
10.	Toilets	
11.	Fire	
12.	Storage areas	
13.	Carbon Monoxide	
14.	Registration & medical needs	
15.	Accidents	
16.	Plants	
17.	Strangers	
18.	Toys	

Signed:..... Signed: .....

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### 3. Risk Assessment Guidelines

Area	Issue	Considerations/Actions
Entrances, Exits and Windows	<p>Are doors secure?</p> <p>Are low windows/glazed cabinets fitted with laminated glass or safety film?</p> <p>Is there sufficient lighting to arrive/leave safely after dark?</p>	<p>Ensure small children cannot wander off.</p> <p>Ensure a responsible adult is at the door and that children who need to be accompanied leave with a known adult. If in any doubt about the person collecting then check with parents first.</p> <p>Fit laminated glass or safety film where appropriate.</p> <p>Fit additional lighting if appropriate</p>
Stairs	<p>Are stairs safe at all times?</p> <p>Is there sufficient lighting to use them safely?</p>	<p>Ensure small children are always accompanied up and down stairs.</p> <p>Is a stair gate needed?</p> <p>Ensure trapdoors and any doors opening on to stairs are kept closed/locked where appropriate.</p> <p>Fit additional lighting if appropriate</p>
Heating	Does the heating provided pose any threat to children?	Fit guards where necessary
Kitchen facilities	Could a child get access to cooking/kettles/knives etc?	<p>Access should only be as part of a supervised activity.</p> <p>Remove or make the items safe by restricting access.</p>
Food Hygiene	Is food served to children on Church premises?	Ensure that good Food Hygiene practices are followed.
Furniture	<p>Is furniture safe for children?</p> <p>Are chairs/furniture of the stacking variety?</p>	<p>Remove any unsafe/broken furniture.</p> <p>Don't have high stacks of chairs or other furniture where children can access them.</p>
Electrics	Can children access Electrical equipment, installations, sockets, etc?	<p>Ensure regular safety tests of equipment and wiring.</p> <p>Fit safety covers to accessible sockets.</p> <p>Ensure electrics/control panels etc are enclosed and secure.</p>
Cleaning materials & other noxious substances	<p>Are such materials accessible to children?</p> <p>Are there any pest controls, plant food, alcohol, etc on the premises?</p>	<p>Lock all cleaning materials in a safe cupboard.</p> <p>Ensure cleaning staff are aware of the need for care.</p> <p>Ensure that if poisons are used that they are securely stored.</p>
Stationery/ Craft materials/ Tools	<p>Glue, Tippex, marker pens, etc are potentially noxious.</p> <p>Scissors/craft knives/ tools are potentially dangerous</p>	Remove or make the items safe by restricting access..

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Toilets	Are toilets hygienic? Could a child lock himself in? Are baby changing facilities safe?	Maintain good standard of cleanliness, hygiene and security. Ensure floor covering is suitable for the age group and in a clean/safe condition. Ensure changing equipment is in good repair & there are adequate facilities for disposal of nappies.
Fire	Are fire exits known, marked and unlocked?  Are candles/incense used?	Make sure fire safety procedures are known to all leaders. Ensure regular fire drill are practiced Ensure extra vigilance of candles/incense around young children.
Storage areas	Are cupboards etc safe and secure? Could a child lock itself in?	Ensure storage is securely closed/or locked. Consider locks or other child-proofing where necessary.
Carbon Monoxide	Are there potentially hazardous gas appliances?	Have gas appliances safety checked? Consider a carbon monoxide detector
Registration & medical needs	A register of children attending <b>MUST</b> be maintained at all times. Do any children present have health issues? Is there a fully stocked first aid box? Who/where is the nearest first aider?	Maintain a register to allows all children present to be checked immediately should the need arise. Ensure you are aware if any children have health issues. Ensure you have parent contact details in case of emergency. First Aid box <b>always</b> readily available to leaders. A designated first aider to be either present or easily available.
Accidents	They will happen so are you prepared for them?	Keep an accident/incident record book. First aider to apply initial treatment. If at all serious or of concern then contact parents and/or medical services immediately
Plants	Some common houseplants are poisonous. Are there any in the premises?	If unsure about hazards make plants safe by keeping them away from children
Strangers	Can people from outside gain access to the premises?	Ensure entrances are secure while in use. Check immediately who any stranger is. Ensure that children are supervised at all times if they go to less well used parts of the premises. <b>NEVER</b> allow strangers access to children even if they claim to be related. Check with parents first
Toys	Are toys safe, in good condition and suitable for the age group in question?	Only use toys that carry the <b>CE</b> safety marking. This indicates the toy complies with the Europe-wide toy safety standard EN71, which was introduced in 1990. Inspect toys regularly & dispose of any that are damaged/unsafe. Ensure that young children do not have access to toys unsuitable for their age; that may, for example; pose a choking risk.