

**Parish of St Mary’s Church, Linton** ­­­­­­­­­­­­­­­­­­­­­­­­­­­

**Wednesday Activity Club August 2018 Risk Assessment Weeks 2-5**

**Activities:** indoor and outdoor games, cooking and serving lunch, preparing and clearing up hall

**Date of risk assessment:** 31st July, 2018

**Location:** Linton Infant School, Linton **Time:** Wednesday 8th, 15th, 22nd and 29th August, 09.30 – 13.30

**Name of leader with overall responsibility:** Maggie Guite (8th and 15th); Nicola Bown (22nd and 29th)

**Assessment undertake by:** Molly Warrington

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| **What are the hazards?** | **Who might be harmed?** | **Likelihood**  **(L)** | **Severity**  **(S)** | **Risk rating**  **(L x S)** | **Existing controls** (what is in place to reduce risk?) | **Additional controls** (to reduce risk to an acceptable level) | **Action by whom?** |
| Injuries during preparation and clearing up hall, or during preparation, cooking and serving food | Volunteer group | 1 | 1 | 1 | Adults undertaking these activities are fit and competent.  Each activity has an overall leader.  Teams are small and manageable.  Qualified first aider in attendance + catering first aid kit available in kitchen.  Catering Team Leader has completed a Food Hygiene Course. | Remind adults to prioritise personal safety  Ensure at least 2 people present for each activity and that at least 1 mobile phone is available. | Leader with overall responsibility.  Team Leaders. |
| Accidents from falls or traffic while walking children to and from school | Chaperones, children | 1 | 3 | 3 | All chaperones have DBS certificates; all are fit and competent to see children across roads; chaperones to accompany children in pairs. | Remind chaperones to take mobile phones. | Sarah Thorne |
| Personal safety while collecting children from homes | Chaperones | 1 | 3 | 3 | As above.  Chaperones have undertaken safeguarding training. | Remind chaperones of importance of own personal safety. | Sarah Thorne |
| Accidents during indoor activities | Children | 1 | 1 | 1 | Qualified first aider present during whole time when children are present; parents responsible for own children; safe activities planned.  Parents/carers to sign accepting responsibility at all times for children they have brought with them. | Remind chaperones to keep an eye on their charges.  Remind helpers to watch children using items such as cling film. | Sarah Thorne  Indoor Activity Team Leader  Person at signing-in desk |
| Accidents during outdoor activities | Children, volunteers | 1 | 1 | 1 | As above | As above | Team Leaders |
| Unfenced river | Children | 1 | 2 | 2 | As above | As above | Team Leaders |
| Burns caused by spillage of hot food while serving lunch | All those eating lunch | 1 | 1 | 1 | Children and adults to be seated before lunch is served. | Children to be reminded to stay seated until everyone has finished eating | Leader with overall responsibility. |
| Allergic reactions to food | All those eating lunch | 1 | 2 | 2 |  | Parents/carers will be asked to indicate known allergies when signing in. | Person at signing-in desk |

**Likelihood Severity Risk Rating**

1 = Low (seldom) 1 = Low (minor cuts and bruises) 1-2 = low priority

2 = Medium (frequently) 2 = Medium (serious injury or incapacitated (3 days or more) 3-4 = medium priority

3 = High (certain or near certain) 3 = High (fatality or a number of persons seriously injured) 6-9 = high priority