

## RISK ASSESSMENT GUIDANCE

This guidance is for Bell Ringers, Choir, the Youth Club, Messy Church and all other groups in the Benefice for all their activities and outings that take place at or for the Benefice. The points below represent required and best practice. The below will always apply when children are unaccompanied in a group, some may be moderated when children's parents/carers are also part of the group. In addition to any of the points below, the leaders of the group are responsible for ensuring that any hazards or risks that are particularly associated with the group's specific activities should be addressed in the risk assessment.

### 1 **Record keeping**

An up to date list of children and young people who are members of each group or who are attending an activity or event must be kept and retained for 5 years. It should include name, address, emergency contact numbers, and a note of any medical needs. Full account must be taken of any special needs a child or young person may have.

### 2 **Staffing**

A correct adult child ratio must be kept. Guidance accompanying the Children Act 1989 recommends the following ratios for indoor activities:

- For 0-2 year olds ~ 1 leader to every 3 children.
- For 2-3 year olds ~ 1 leader to every 4 children.
- For 3- 8 year olds ~ 1 leader to every 8 children.
- For over 8 year olds ~ 1 leader for the first 8 children, and then 1 leader for every 12 children.

There should always be at least two leaders/helpers over 18 for any group.

Adults must be alert to situations in which others could misconstrue their actions however well intentioned.

Adults should be aware of appropriate and inappropriate physical contact.

Adults should avoid situations when they are alone with a child /young person.

This is for the protection of both children and adults.

### 3 **Security**

- a) If a child leaves the room always check the reason and that they have not been away too long.
- b) Exits and entrances must be secure so children cannot wander / strangers cannot come in.
- c) Children must be collected by a parent, guardian or designated carer.
- d) Parents should have clear information about beginning and end times of meetings. They should be advised not to leave their children until 2 adults are present. At the end of the meeting 2 adults should remain until all children have been collected.
- e) Know where the nearest telephone can be found.

#### **4 Health & safety**

- a) All accident and injuries must be recorded in the accident book located in the Church Hall and in Church.
- b) An evacuation plan must be made in case of fire and all responsible adults know the procedure. The location of fire extinguishers must be known; see map/ plan at back of church/ church hall.
- c) All emergency exits should be unlocked while the building is in use.
- d) A First Aid kit is located at the back of church and in the church hall kitchen.
- e) Fire assembly point:
  - Sutton: The main church car park.
  - Winkle: Outside Church gates at Little Chapter.
  - Wildboarclough: At the Lychgate.
  - Bosley: Main car park outside church.
- f) Emergency notices containing the following information should be located at the back of church, in the vestry and in the church hall:
  - Nearest telephone and number.
  - Fire Exits.
  - Location of First Aid kit.
  - The address of the building.
- g) No medication is administered without written parental consent.

#### **5 Transport**

- a) Permission must be sought before giving a child a lift (ideally this will be written)
- b) When giving a lift regularly it is advisable to vary the drop-off route.
- c) Seat belts must be worn and appropriate booster seats used.
- d) The car driver must have adequate insurance.
- e) Children under the age of 12 years must not be allowed to sit in the front seat.
- f) Adults should not sit and talk with an individual or small group having arrived at their destination.

Any activities planned for children and young people should be notified to the vicar to ascertain that insurance cover is adequate.

When organising an event for children or young people under 18years all necessary training should be provided (a minimum requirement is a briefing session prior to the event).

A pro forma risk assessment for any special event should be completed before the event and evaluated afterwards. This should be filed securely along with the groups other documentation.