

Parish of St John the Baptist, Westbourne and Woodmancote Churches

Risk Assessment: Sunday School

Leader: Katie Eliot Smith

Assessors: Amy Turner/Ali Rawlinson

What are the Hazards?	Who might be harmed and how?	What are you doing already?	What else do you need to manage the risk?	Who needs to do this?	When does it need to be done by?	Action Complete (with date)
Crossing road from church to Parish Hall	Adults or children could be hit by a car or cyclist	Children do not cross unsupervised. Adults check road is clear before crossing to the middle. Children only then allowed to cross	Always a minimum of 2 adults to supervise the children crossing the road	Any adults from Sunday school to church.	Every session	N/A
Choking hazard from small objects eg playdoh, buttons in craft	Toddler may choke	Differentiate activities for children under 3 so they do not have access to small items		Sunday school leaders	Ongoing	

What are the Hazards?	Who might be harmed and how?	What are you doing already?	What else do you need to manage the risk?	Who needs to do this?	When does it need to be done by?	Action Complete (with date)
Children missing between church and Parish Hall	Children could get lost/run away if unchecked and adults would not be aware child missing	nothing	Head count in church and then headcount in hall Ensure register is taken at the beginning for the session and children are signed out by their parents/guardians at the end of the session	Sunday school leaders	Ongoing	
Nut allergies	Child with an allergy	When any new child is registered, they declare any allergies. (No allergies at present)	No nuts. If baking, check if children have any allergies eg to eggs, before starting.	Any adult running Sunday school	Ongoing	
Cutting from sharp objects	Child cut from knives in kitchen	Children are not allowed in the kitchen unsupervised	n/a	Any adult running Sunday school	Ongoing	
Scolding from hot water	Child scolded from hot water in kitchen	Children are not allowed in the kitchen unsupervised	n/a	Any adult running Sunday school	Ongoing	
Slips/falls	Adult or child from running and tripping	Encourage no running in hall	n/a	Any adult running Sunday school	Ongoing	

What are the Hazards?	Who might be harmed and how?	What are you doing already?	What else do you need to manage the risk?	Who needs to do this?	When does it need to be done by?	Action Complete (with date)
Falling from outside play equipment	Child from falling off play equipment	Supervising outside play. Telling the children that if they may fall and hurt themselves.	n/a	Any adult running Sunday school	Ongoing	
The stream	Falling into the stream resulting in wet clothes danger of drowning	Encourage the children to walk no more than 2 abreast on the path. Adult to have mobile phone to call in case of emergencies	n/a	Any adult running Sunday school	Ongoing	

Children may be harmed physically or verbally by an adult	A child may be hurt by an adult or insulted by an adult	All adults who are part of Sunday school have DBS Check and a reference.	Never have just 1 adult on Sunday school. If this occurs to ask a member of the congregation/PCC to come over and support. Ensure when Sunday school has finished and congregation come over, the children's space is undisturbed.	Sunday school leaders to be aware	Ongoing	
Children not collected	Children left behind!	When in Sunday School a register is taken. All parents of Sunday School Members have completed a contact form. At the end of a session, the parent/responsible adult is required to sign their child out.	Make sure the register and contact details are in the cupboard	Sunday School people to be aware.	Ongoing	

NEXT REVIEW DUE July 2024

REVISION RECORD

VERSION	DATE	DETAILS	BY
1	05.01.20	New document	Amy Turner
1	23.07.23	Parish Hall replaces 'Community Centre' Reviewed – no other changes required.	Katie Eliot Smith
1	26.07.23	Approved	PCC meeting 26.7.23