

Parish of Longton St. Andrew

Safeguarding Activity Risk Assessment EXAMPLE

Activity:

Location: Church / Hall

Name of leader with responsibility:

Date of first risk assessment:

Time/frequency:

Date to be reviewed:

Master copy to be reviewed and signed off by Parish Safeguarding Officer:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Safeguarding. Potential abuse to children/vulnerable adults	Individual children Individual adults?		Refer to the Safeguarding policy and statement. PSO and DSA contact details are on display in church and hall.			
Injury in hall set up.	Individual adults	Hall set up -				
Art and Craft Activities Injuries to children.	Individual children	All parents if attending advised to closely supervise their children at an activity.				
Catering	Adults/children	Food leads to have formal food hygiene training.				

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Fire	Adults/children	Volunteers to familiarise themselves with the Church /Hall fire procedures and equipment.				
Covid	All	Apply and adhere to all current Covid regulations				
Contact details	Adults and children	Details of attendees to be taken and kept in line with GDPR				

These are examples of the risks for consideration, these are by no means an exhaustive list nor may all apply to all events, meetings, group activities with children and vulnerable adults. Amend as appropriate. The safeguarding risk assessment must be completed considering the age group of the participants. We take safeguarding and care of children and vulnerable adults seriously and any concerns or incidents must be notified to the Parish Safeguarding Office immediately. If parents / carers are in attendance they must also be informed of our safeguarding policy.

All other health and safety regulations must also be followed, and risks included here OR a separate H&S form completed and returned to H&S Officer in addition to this form going to PSO.

Forms to be completed and passed to the Parish Safeguarding Officer in advance of any activity, event, meeting, visit and sign off received 2 weeks prior to date to ensure all safeguarding and actions can be adhered to and all helpers / parents / carers are fully aware.

Forms to be sent to the Parish Safeguarding Officer at: safeguarding@longtonstandrew.org