

Risk Assessment

Activity Assessed:	Holiday Club Stacksteads	Area:	Church Building	Assessor:	Jill Webster
Person assessed (if any):	Children	Date:	16/1/2024	Job Number:	3

Hazard	Hazardous Event	Risk Assessment			Who is Affected	Controls Measures	Residual Risk Rating
		Likelihood (A)	Harm (B)	Risk Rating (C)			
<i>What is the potential for harm?</i>	<i>How could the harm be realised?</i>				<i>What are the current controls? How can the risk be reduced further?</i>		
Hazzard	Who might be harmed	What are you doing			Further action/ info		
Premises Arrangements for unlocking/locking	Staff/Volunteers maybe harmed due to not following procedures	Staff unlocking the building at 8am each day, doors to remain locked whilst onsite on your own, once another member of staff arrives main door can remain unlocked. Two staff members to lock up at the end of the evening – a key holder is to remain on site at all times			Team to ensure that locks/door/gates etc.. are in good working order and that they have access to keys etc.. Report any faults		
Premises: Cleaning	Any-one May cause physical harm including infection	All areas to be cleaned regularly throughout the day and at the end of each day. Cleaner is employed through holiday club to ensure standards are met Cleaner to ensure sufficient cleaning supplies are available and to co-ordinate all volunteers/staff with cleaning			Area's in use during holiday club include: Corridor, kitchen, toilet, disabled toilet, hall, outside space.		
Hygiene	Any-one	Current national guidance re hygiene procedures are provided to the whole team and updated as and when necessary. Team to ensure the children follow Hands, Face, Space guidance			Leaders to help enforce social distancing and hygiene amongst staff and children - they will also be responsible for the cleaning of surfaces and high traffic / communal areas. Hand sanitiser stations will be in place for visitors upon registration		
Safeguarding	Children Risk if correct procedures are not followed	Safeguarding procedures are in place. All employees are aware of safeguarding procedures. Sufficient and up to date training has been completed in safeguarding for all staff on site. All staff/volunteers are DBS enhanced checked. Jill Webster is the Designated Safeguarding Lead for the Church with Sarah Evans as deputy safeguarding officer one will be onsite at all times. With a minimum of 1 person onsite who holds a up to date First Aid qualification: Jill Webster and Sarah Evans are both registered First Aiders Jill Webster/ Sarah Evans will act as team leaders and are responsible for safeguarding, registration, maintaining cleaning regime, first aid, management of volunteers and pastoral support			Jill Webster/Sarah Evans responsible for ensuring all staff/volunteers are DBS checked and safeguarding training is completed Any known safeguarding concerns for the children are to be shared with Jill Webster/ Sarah Evans as Safeguarding leads. This will be the same for SEND		
Food Hygiene	Any-one Maybe at risk if Food handling and allergen procedures are not adhered to	All staff/volunteer's preparing food has a food hygiene qualification, premises to be registered with RBC food standards agency, (currently a level 5). Ensure safer food better business guide is completed and up to date. Ensure allergen charts are completed and available and a record of all known allergens are kept. Jill Webster to be notified of any allergens. Jill Webster, Sarah Evans are food hygiene qualified (up to Level 4) and have Allergen qualifications in place in addition two youth helpers have a level 2 food hygiene qualification			Ensure any parent with a child with allergens is aware that cross contamination may accrue as the kitchen is a shared facility.		
Ratios	Adult to child ratios may not be met putting children at risk. Not sufficient supervision.	Appropriate number of staff/volunteers will be on site to supervise the children. A team leader will be on site each day (Jill or Sarah) This person will not have children assigned but will be the first aider/ catering supervisor and have responsibility for safeguarding, registration, maintaining cleaning regime etc..			Final numbers will be known in advance through secure booking system - bookings will be closed as and when days are at capacity. Always a minimum of 3 staff on site daily 18+		