| **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** |
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| Safeguarding. Potential abuse to children | Individual children | Safeguarding policy for children.  Policy to be prominently displayed in church.  Safeguarding good practice guidance for children.  All children are accompanied and supervised by a parent or guardian at all times.  All Messy Church Leaders and helpers are safely recruited and aware of policy and good practice.  All Messy Church leaders and helpers have completed the relevant national safeguarding training.  Leaders properly supervise sessions and supervise other volunteers.  Those who are not eligible for an enhanced DBS check do not have unsupervised contact with children.  Parents have responsibility for taking their children to the toilet. | Safe Use of Images policy if applicable.  DBS Basic Disclosure check considered for helpers.  PSO and DSA contact details to be available to Leaders/Helpers and prominently displayed. |  |  |  |
| Injury in hall set up. | Individual adults | Hall set up prior to children arriving.  Volunteers advised that in setting up, to use table and chair trolleys provided to aid movement of multiple tables and chairs.  Volunteers advised to only move equipment they are physically capable of moving safely. |  |  |  |  |
| Art and Craft Activities Injuries to children. | Individual children | All parents advised to closely supervise their children at an activity.  Parents to ensure children don't put art and craft resources in their mouths.  Only use proprietary products that are suitable for children (e.g. Pritt glue sticks, round ended scissors etc.)  First aider and first aid kit present at every session. Spillages to be cleared up as soon as possible. Wash hands after using glue, paint and other synthetic substances. No food or drinks allowed in craft areas. |  |  |  |  |
| Catering | Adults/children | Food leads to have formal food hygiene training and prepare/store/reheat/serve food accordingly.  Only leaders and volunteers to be allowed in the kitchen.  Volunteers to ensure hot drinks, teapots and hot food are kept well away from edges of tables where visitors are.  Ensure parents/guardians are responsible for what they and their children eat and drink and that appropriate people are made aware of ingredients from packets (e.g. gluten intolerance and other allergy advice) |  |  |  |  |
| Fire | Adults/children | Volunteers to familiarise themselves with the Church Hall fire procedures and equipment.  In the event of a fire, volunteers to direct Messy Church attendees according to the fire procedures/evacuation procedures. Fire procedures/evacuation procedures for the hall that are displayed prominently in the building.  Clear passage to be maintained to each evacuation assembly point.  Ensure mobile phone present for prompt use in emergency. Responsible adult to use a fire extinguisher or blanket, having due consideration for his/her own personal safety and that of others in the vicinity. |  |  |  |  |
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