

Church: Ranelagh Seventh-day Adventist Church

Activity/Event: Holiday Bible Club, 2-6 July 2018

Date of Risk Assessment: 13 June 2018

Undertaken By: Adam Keough

What are the hazards?	Area in which hazard exists?	Who might be harmed?	What are you already doing to reduce / eliminate the risk?	What else do you need to do to reduce / eliminate the risk?	Action by	Action by when?	Date Completed
Injuries as a result of horseplay in an unsupervised area	Toilets	Children		All leaders should know who from their group has gone to the toilets and how long they are away for from their group	Each leader	Duration of HBC	
Leader/Children ratios not met			There should be more than enough leaders for the maximum amount of children (?)	Leaders to give as much notice of non-attendance as possible If at the last minute there are not adequate numbers of leaders, someone else within the church will be asked to step in (who ideally has been Garda Vetted and done Children First Training)			
Child running out onto road	Car park	Children		Car parking attendant Children to be informed not to go out through front gates Cordon off open gateways Keep main exterior doors at front of building closed except for entry & exit with leaders Keep side gates unlocked but closed except for entry & exit with leaders		2/6/18	
Slips, trips, falls	Throughout building (especially	Children or leaders	First aid kit present at PA desk	Nominated first aiders are Peter Popivanov Incident forms available in ...		2/6/18	

	stage area, stairs and steps in/out of building)			Spills to be wiped up immediately Parent to be informed of any accident on pick-up. If not done leader in charge to contact parents by phone. Children to be instructed not to run inside building			
Fire	Kitchen		Smoke & fire alarms installed Fire exits Fire extinguishers	Both side gates to be opened		Each morning	
Allegation made against a leader		Children or leaders	All leaders have been Garda Vetted All leaders have completed Children First training course All leaders have completed the appointment process	Leaders will be reminded (when?) of the churches' child protection policy and to avoid being on their own with a child at all times Any incident to be reported to the leader in charge and subsequently to the Designated Person			
Choking on food or small objects used in marketplace	Dining hall, Main Hall	Children or leaders	Nominated first aiders are ... Incident forms are available in ...				
Allergic reaction		Children or leaders	Nominated first aiders are ... Incident forms are available in ...				

Use of scissors and other craft materials		Children	Appropriate staffing levels for proper supervision levels Remind children at beginning of craft activity how to reduce dangers – how to hold & pass scissors, use of ... Leaders use tools, when necessary		Each leader, as necessary		
Stacked chairs	Main hall	Children		Tape off stacked chairs so not accessible			
Cooking and provision of food	Youth hall	Children and leaders		Head chef to get Food hygiene certificate	MA		
Falling objects	Storage room	Children	Storage room to be locked				
Scolding / Burns	Kitchen	Children		All children to be reminded kitchen out of bounds Nominated first aiders are ...			