**Risk Assessment for Children’s Liturgy in the Church Hall at Our Lady of Ransom April 2025**

**Activity:** Children’s Liturgy. Sunday 10.15 mass

**Venue:** OLR Church Hall, 2-4 Grange Road, Eastbourne, BN21 4EU

**Responsibility for Children**:

All parents/carers complete a parental consent form for each child who attends CL sessions. This may be done at the first session, or fr a new family, after the initial session, if they wish to continue. The leader will have a folder with all relevant forms available. The following responsibilities are stated:

(1) babies, toddlers and children 4 & under are the responsibility of parents who remain in the session.

(2) Children aged 4/5-8 (school years R to 3) – can attend with parents or on their own; in the latter case, all parents/carers are expected to remain in the building (at mass in church next door)

**Who might be harmed:**

Young children, volunteers, parishioners

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| **Hazard** | **Who may be hurt?** | **Arrangements to mitigate** | **What else could be done?** |
| Fire | Anyone | * Fire Exits are clearly signed. * Fire extinguishers (3 in hall, 1 in kitchen, 1 in corridor leading to church). * First Aid kit and fire blanket available in kitchen. * Plentiful cold running water is available to treat individuals. * There are notices on display in the corridor and hall regarding evacuation procedures, fire exits and location of fire extinguishers * No smoking or vaping allowed on premises.   NB: Assembly point in case of fire – exit out of door to car park.  Nearest Defibrillator is located at the Town Hall opposite. | * In case of evacuation the CL leader to bring register. |
| Accidents   * Trips & slips | Children/ anyone | * Care taken by leaders with set up/lifting tables/moving chairs * Venue is well organised, plenty of space and minimal equipment. * Doors are closed during sessions. * All remain alert. * First Aid kit available in kitchen. | * NB No qualified First Aiders present, but parents are on hand/able to take necessary action * Accidents/Incidents to be reported in accident book in Sacristy. |
| Safeguarding   * Inadequate supervision * Children straying | Children | * All parents/carers are registered by a leader at the start of each session. * All parents/carers to complete consent form at first session. This will be kept in folder, stored securely in the sacristy & available at each session. * All parents/carers remain at OLR throughout the session (either in the liturgy session or at Mass). * Door to session is closed and children are accompanied to the toilet by parent/carer. * Parents are aware that no child other than their own should leave the room when they do, nor leave the building unless with their parent or carer. * All CL leaders are DBS checked and complete the diocesan safeguarding training module in child protection. | * Coordinator to remind team re completion of safeguarding training. * Team to have good overall awareness of child and adult safeguarding policy in the parish. |
| Welfare  Becoming unwell | Children | * Parents are on hand to respond if a child becomes unwell. * Parents are requested not to attend if they/their child have symptoms or are unwell. * Facilities are good: toilets are available; the Hall is heated; there is h/c running water. * Mobile phone should be available to call emergency services but parents should be easily located. * Overcrowding is unlikely due to monitored numbers. | * Consent form asks parents for information on additional needs, allergies, medical conditions. * Consent form asks parents to encourage their child to engage positively at sessions. |
| Disabled access | General risk | * No disabled members currently on the register, although an assessment of their needs would be made, if required, with the assistance of their parent/carer. * Entrance/exits are suitable for wheelchair users and the floor is level and safe. * There is a disabled toilet. |  |

**Further action – (1) Coordinator/PSR to check all volunteers have completed safeguarding module for child protection (2) confirm arrangements for accident reporting and location of logbook (3) update the code of conduct for leaders/helpers**

**RA prepared by PSR Alison Parsons 07/04/2025** Alison Parsons

**Signed off by Celia Cornish, Coordinator for Children’s Liturgy** Celia Cornish

**Seen by PP Fr Kevin Dring** Kevin Dring