

Risk Assessment

Event: *Time and Space to Wonder...*
Date: *1st March 2008*

Organisations Name: *Diocese*
Department: *Children & Youth*

Key: Risk of injury: Low - minor Medium - significant High - fatal
Probability of incident: Low - unlikely Medium - possible High - probable

Activity	Risk	Risk of Injury	Probability of Incident	Control Measures	Review Date
Plug sockets	Things being placed into them	High	Low	Where possible we will shield the sockets with tables so they are inaccessible. Nb: not using socket covers due to recent recommendations see www.fatallyflawed.org.uk	
Fire procedure	In case of fire	High	Low	Fire stewards, one for each area to ensure safe evacuation and area cleared. Cannon Hall farm's procedure to be used. Areas made available to leave prams and pushchairs (at owners risk) walkie talkies available for communications between stewards.	
Fire exits	Things placed in front	High	High	Fire exits to be kept clear, each clearly identifiable and kept closed, to be monitored by identified persons	
Moving around	Slips, trips and falls	Medium	Medium	Both rooms kept clear of obstacles, wires to be placed where possible away from areas of access. Where not, taped to the floor and clearly marked. Any spillages to be dealt with and dried thoroughly with kitchen paper.	
Access	Unaccompanied children	Low	High	Access to be monitored by three appointed door stewards at all times, signs to be clearly displayed at entrances and around the rooms as posters.	

Event: *Time and Space to Wonder...*
Site assessment date *9th January 2008*

Assessed by: *Ellie Wilson, Ann Hall, Liz Morton and Lisa Senior*

Risk Assessment

Activity	Risk	Risk of Injury	Probability of Incident	Control Measures	Review Date
Lift	Getting stuck, children playing, breaking down, Causing exiting difficulties.	Medium	Low	Contact members of Canon Hall Farm staff in shop. Door stewards to monitor areas at the top and bottom of the lift ensuring appropriate use. Use emergency exits into farm area suitable for disabled access.	
First Aid	Injury, Health	Medium	Low	Emergency first aider and first aider both wearing identifiable badges. At least one present at all times, first aid kit onsite and all stewards briefed on location. Canon Hall staff will be available, lead stewards will be carrying mobile phones to contact emergency services.	
Stairs	Slips, trips and falls Children playing on the stairs	High	High	Door stewards to make people aware of the availability of the lift, signs to be displayed indicating no playing on the stairs.	
Donkey mask	Misuse of scissors, glue and pipe cleaners	Low	Low	Safety scissors to be used, at least one adult at the station to supervise, sign to be displayed at station saying parents are responsible. Wet wipes available. Scissor sign.	
Pledge	Scissors	Low	Low	Safety scissors to be used and signs to be displayed at station saying: Parents are responsible. Please take care. Scissors.	
Decorating biscuits	Food allergies Food hygiene	High	Medium	Steward to hand out biscuits on a plate to individuals wishing to participate in activity. Sign to be displayed at station saying parents/carers are responsible. Verbal consent to be sought, so far as is reasonably practical, prior to activity. All food packaging to be kept for any queries relating to food allergies. Wet wipes available and encouraged to use before and after activity. Small plastic bags will be provided to keep food clean. Stewards to be vigilant regarding spoons and piping nozzles being placed in mouths. Spoons to be changed regularly and piping tubes to be cleaned regularly with dettox wipes.	