

Parish of All Saints Clifton

Activity risk assessment – Messy Church, 15th August 2022

Activity: Messy Church

Location: Church Hall

Name of leader with responsibility: Ruth Gray

Date of last risk assessment: 4th March 2022

Time/frequency of review: Annually

Date to be reviewed: August 2023

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
<p>Safeguarding:</p> <ul style="list-style-type: none"> Safeguarding needs are not properly met resulting in potential for abuse 	Children attending	<ul style="list-style-type: none"> All children must be accompanied and supervised by a parent or guardian at all times. Messy Church Leaders are DBS checked and aware of safeguarding issues. Ensure leaders properly supervise sessions and other volunteers. Messy Church helpers have received a copy of the roles and responsibilities and Church Safeguarding policy 		Jane Cooper		
<p>General</p> <ul style="list-style-type: none"> Spread of Covid-19 	All	<ul style="list-style-type: none"> Messy Church take place in Clifton Church Hall on the 4th Sunday of the month between 10.30am and 1pm. All children are accompanied by a parent(s) or guardian(s) in a household group. Families can sign-up for the session prior to attending but this is no longer a requirement and families turning up on the day will be welcomed. All families/households and volunteers take every 		Messy Church Leadership Group and volunteers		

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		<p>measure to protect others by not attending Messy Church if any family members are showing symptoms of illness.</p> <ul style="list-style-type: none"> • Windows and doors are opened before and during the session to increase ventilation when the weather allows this. • The entrance hall has a table with hand sanitiser on it and people can use the sanitiser before entering the hall if they wish. There is also be hand sanitiser on each of the activity tables. • Messy Church songs are played with the congregation singing along with any tunes. 				
<p>Hall Set Up and Use of Space:</p> <ul style="list-style-type: none"> • Injury during hall set up • Poor hall set up and/or overcrowding with 	All	<ul style="list-style-type: none"> • Leaders plan the sessions with space and activities in mind for the number of visitors expected using all rooms/parts of the hall where necessary. • Leaders and volunteers ensure walkways and Emergency Exits are not blocked and remain clear. 		Messy Church Leadership Group and volunteers		

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<p>people bumping in to one another/falling over</p>		<ul style="list-style-type: none"> • Leaders and volunteers ensure that coats, pushchairs, bikes, scooters etc are stored appropriately in the foyer or courtyard and do not block the doors into the building or into the main hall. • Volunteers setting up tables and chairs use trolleys provided to aid movement of multiple tables and chairs. • Volunteers only move equipment they are physically capable of moving. • No chairs are put out at the front of the hall. Use will be made of the storeroom and outside courtyard where possible to spread out attendees. • Leaders and volunteers remain vigilant to any overcrowding issues and to take avoiding action. 				
<p>Use of Electrical Equipment (audio visual):</p>	<p>All but especially children</p>	<ul style="list-style-type: none"> • Audio visual equipment is kept on the stage away from the children. • Any other equipment (eg irons for Hama beads etc) is closely supervised by leaders/volunteers. 		<p>Messy Church Leadership Group and volunteers</p>		

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Inappropriate touching of equipment/electrical wires resulting in injuries.		<ul style="list-style-type: none"> Parents told to supervise their children at all times. 				
<p>Activities:</p> <ul style="list-style-type: none"> Inappropriate material resulting in injury to children Spread of Covid 19 through surfaces 	Children	<ul style="list-style-type: none"> Every table has everything it needs to complete the activities (including printed instructions) in a box. All children are closely supervised by their parents and volunteers during each activity at each table. Parents ensure children don't put art and craft resources in their mouths. Only proprietary products that are suitable for children are used (eg. Pritt glue sticks, round ended scissors etc). Volunteers ordering equipment ensure it is stated the equipment is non-toxic and suitable for children where appropriate. 		Messy Church Leadership Group and volunteers		
Catering:	All	<ul style="list-style-type: none"> Families asked of any food allergies/intolerances on registration/arrival. Food leads have formal food hygiene training and prepare/store/reheat/serve food accordingly. 		<ul style="list-style-type: none"> Catering Lead and volunteers Parents/Guardians 		

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<ul style="list-style-type: none"> • Hot drinks or food are spilled resulting in injury • Someone has an allergic reaction to their food • Someone contracts food poisoning because of poor hygiene or inappropriate food preparation 		<ul style="list-style-type: none"> • Only leaders and volunteers are allowed in the kitchen. • Volunteers ensure hot drinks, teapots and hot food are kept well away from edges of tables where visitors are. • Hot water is only moved into the hall in closed thermos flasks and hot food only taken into the hall when the congregation is seated at the tables during the talk and prayers. • All food servers wash their hands before service and to wear gloves to serve the food. • The volunteers provide drinks and biscuits for attendees at a table to consume prior to the start of the session. • All tables are wiped clean with antiseptic wash between craft and catering activities. • Lunch is served one table at a time to avoid any queuing for food or excessive mixing. • All cutlery and crockery is cleaned using the high temperature commercial dishwasher. • Parents/guardians are responsible for what they 				

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		and their children eat and drink and that appropriate people are made aware of ingredients from packets (eg. gluten intolerance and other allergy advice).				
First Aid: Risk of accidents resulting in minor injuries and the need for first aid provision		<ul style="list-style-type: none"> A First Aid kit is available for minor accidents. All spillages are wiped up immediately. The door to the hall from the road is kept shut at all times whilst Messy Church is in progress. 		Messy Church Leadership Group and volunteers		
Church Hall Cleaning: <ul style="list-style-type: none"> Spread of Covid-19 		<ul style="list-style-type: none"> The Church Hall is subject to regular professional cleaning. 		Church Hall Committee		

Version Control:

- This risk assessment has been written as an amalgamation and update to 2 existing risk assessments for All Saints Church Clifton Messy Church and to reformat using the model activity risk assessment template on the Church of England website.
- These 2 risk assessments are the Messy Church Risk Assessment (issue date January 2020) and the Messy Church Covid-19 Risk Assessment (last issue date 4th 2022) and they have been combined as suggested in the Church of England’s most recent advice on Opening and Managing Church Buildings during Covid-19 (v 3.2, 18th July 2022, House of Bishops Covid-19 Recovery Group) available on the Church’s website which states “There is no longer a requirement to do a specific COVID-19 risk assessment. You can choose to include COVID-19 in general risk assessments for events and activities.”