

Task/Operation:	Working with Children		
Group(s) affected:	Staff, attending children		
Person(s) undertaking assessment:	Julie Bennett	Date:	19 MARCH 2004
Employee(s) consulted:	Helena Stenton		
Union Safety Rep(s) consulted:	Andy Pegg		

Reviews			
Next Review Required	Date actually reviewed	Changes Required? (Yes/No)	Assessor Signature
-	20.10.05	No	RTT
20.10.2006			

Hazard	Resultant effect(s)	Before control			State control measures and person responsible to action each one	After control		
		L	S	R		L	S	R
Arrival of children to session where staff are responsible for care of children without adults present. Risk of not knowing collection details.	Unreasonable responsibility on staff. Children not getting home safely	2	2	4	Parents must stay to register their children and confirm collection details. Children must be booked on each meeting in advance, so numbers can be controlled.	1	1	1
Supervision of children with parents present	Possible misunderstandings of responsibility	2	2	4	Parents must be informed of responsibility that staff take for supervision of childrens behaviour.	1	1	1
Working alone with children	The exposure of children to abuse. Staff are vulnerable to allegations of abuse.	3	2	6	All staff are police checked. Any that are not checked do not work alone with children. Minimum of two or adults to be engaged in all activities where practicable.	1	2	2

Children's personal health problems e.g. asthma or allergies.	Lack of adequate treatment due to lack of awareness.	2	3	6	Where children are not accompanied by parents, supervision forms must be completed (for Watch Groups). Forms should identify health issues, and response instructions for staff to follow. Telephone contacts kept and access to emergency phone and knowledge of ambulance response times & local hospitals.	1	2	2
Over excited children in restrictive area.	Risk of tripping falling or impact injury	1	2	3	Children must not be allowed to chase around unsupervised. More lively games require a pre-talk on safety. First Aid kit to hand.	1	2	2
Ice, mud, debris on paths or slopes. Uneven ground/holes, fallen trees.	Trips, slips or falls.	3	2	6	Consider alternative venue, otherwise children given a safety talk before each session. Suitability of footwear checked. First aid kit carried.	1	1	1
Fallen, unstable trees, unusual objects	People being struck by falling obstacles	3	3	9	Children given safety talk before each session. Site checks and risk assessment done prior to any activities. Specific instruction given to children regarding site specific unusual objects.	1	3	3
Litter, metal, glass, hypodermic needles, dog mess.	Exposure to injury or disease from contact	3	3	9	Safety talk given to children, gloves used for higher risk activities, hands washed regularly.	1	3	3
Disused, discarded machinery or unusual objects (churchyard is next to disposal site)	Risk of injury on contact.	2	2	4	Safety talk given to children, prior to activities. Sites checks carried out in advance.	1	2	2
Brambles, prickly undergrowth, nettles, splinters	Risk of injury	3	1	3	Safety talks prior to outdoor activity. Gloves issued for higher risk activity.	1	1	1
Tasty looking berries/fungi or contact with poisonous plants	Risk of ingestion injury or injury from skin contact. Allergic reaction	2	3	6	Safety talk given to children, site checks prior to activity to identify risk species. First aid kit on hand and adequate supervision.	1	3	3

Working by water	Drowning	2	3	6	Safety talk prior to activity. Avoid working close to edges of water, and where activity necessitates, use shallow slopes only. Carry lifeline at all times and first aid kit.	1	3	3
Adverse Weather	Risk of Hypothermia Risk of Sunburn	2	3	6	Weather forecast checked prior to activities. Consider appropriate shelter provision and site evacuation procedures. In extreme weather, activities to be indoors. In medium weather all children to be suitably clothed. Safety talks and first aider.	1	3	3
Exposure to possible diseases.	Risk of Weils disease, exposure to faeces	2	3	6	Safety talks to take places prior to activities. Gloves to worn during higher risk activities. Leaflets on risks to be handed to parents to be aware of warning signs. All hands washed after all activities to reduce risk.	1	3	3
Blocked Fire Exits	Unable to get out in event of fire.	3	3	9	Fire safety check completed in all new locations, to include fire exits. Action taken to avoid blocked exits. Fire evacuation procedure practised.	1	3	3
Journeys to sites in vehicles	Distraction of driver. Possible RTA and subsequent injuries	2	3	6	All drivers to have passed minibus test. All vehicle safety checks to be completed prior to journey. All vehicles to be obtained from reputable source. All children to wear seatbelts and be in forward facing seats. The front centre seat in minibus with lapbelt not to be used by a child. One child per seat. Extra member of staff to supervise children in vehicle to avoid distraction to driver. Safety talk to children prior to journey	1	3	3

Journeys to sites on foot	Crossing the road	2	3	6	Children to be supervised on journey, ratio 1 to 6. All supervisors to wear high visibility vests. Safety talk for children prior to journey.	1	3	3
Using tools	Risk of injury from misuse or misbehaviour.	2	2	4	Children using any tools, eg spades, hammer etc, Must have a ratio of one member of staff per tool in use. Safety talk given to children prior to activity. Tools such as rakes, bow saws, loppers or larger heavier tools, use to be by children over 8 or supervisor only. First aid kit on hand. Warning signal pre arranged to down tools in event of incident.	1	2	2
Craft Activities	Risk of injury from misuse.	2	2	4	Children using scissors or glue must be under supervision of one supervisor per two children. Glue to be non-toxic type e.g Pvc. Safety talk prior to activity.	1	1	1
Burning Brash	Risk of burns	2	2	4	Fire to be contained in designated area. Well fenced off from children and supervised by adult. Adults only to add material to fire. Extinguishing materials readily available. Notification of fire to fire brigade. Safety talk and first aid kit. Warning signal to stop work in place.	1	2	2
Boat Trips	Risk of falling in water.	1	3	3	Safety talk with children prior to trip. Boat has sufficient crew to handle evacuation. Children supervised 1 to 6. Lifelines available and children to keep limbs and body inside boat.	1	2	2