

12.12 RISK ASSESSMENT

| Name of Organisation/Event: | | Date Undertaken: | | | By Whom: | |
|-----------------------------|------|----------------------|--|--|---------------|--|
| Hazard | Area | Who might be harmed? | Existing Controls – what is already in place to minimise the risk? | Action – what are you going to do in order to minimise the risk? | Date Achieved | |
| | | | | | | |

Signed



12.13 RISK ASSESSMENT (EXAMPLE)

| Name of Organisation/Event: Sunday School | | Date Undertaken: 4th March 2011 | | By Whom: Mrs.Superintendent | |
|---|--|--|--|--|---------------|
| Hazard | Area | Who might be harmed? | Existing Controls – what is already in place to minimise the risk? | Action – what are you going to do in order to minimise the risk? | Date Achieved |
| Lead for overhead projector which is used only during praise time. | Front of hall | Children who have to go to the front of the hall for their class | The children are warned to walk carefully past the lead. | I have decided that once praise time is over the lead will be removed so it will no longer be out when children are walking past it. | |
| Spare chairs which are stacked. | Back of the hall | Children who sit on them while waiting for their parents to collect them. | There is no existing control in place. | I am going to speak to the caretaker to see if the spare chairs can be stored in the cupboard or else set out separately around the hall before Sunday School. | |
| Scissors used for the craft activity. | Classes 1 and 2 | Younger children. | They have leaders to help them but this means the children do not get to do the cutting and some insist on doing it themselves which can be a behaviour issue as well as a safety one. | I am going to purchase some more suitable scissors for this younger age group. | |
| One of the Fire Exit doors is always blocked by cleaning materials. | Hallway between main hall and minor hall | Children, leaders and helpers if there was a fire and we could not use the nearest exit. | There is no existing control in place. | I am going to speak to the property committee convenor about this tomorrow which is of utmost importance and a risk not just to Sunday School but every organisation using the hall. | |

Signed