

Group / Activity:	Children's and Young People's Activities
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1. BUILD STATUS:

The most recent amendment first.

Version	Date	Author	Reason
0	March 2026	Candy Price	Revision

2. AMENDMENTS IN THIS RELEASE:

Section Title	Section Number	Amendment Summary

3. DISTRIBUTION:

Version	Issue Date	Issued To
0	03/06/2026	Candy Price

St John's Church Yeovil – Children's & Young People's Activities

3. Risks presented by the building Stairs, steps, kitchen and other rooms used	2	3	6	<ul style="list-style-type: none"> • Leaders are aware of the identified risks presented by the building. • Leader in charge does a visual check before the activity starts and gives a hazard warning if necessary. • Chairs and tables are stacked safely (chair stacks no more than 7 high) and rooms left in line with Church Instructions • Attention given to warnings and signs about site restrictions (both permanent and temporary) • Damage reported to Facilities Coordinator and marked "out of bounds" if hazardous. • Extra care to be taken on stairs to the crypt, leaders to supervise youth on them. 	2	2	4
4. Serious illness or injury	2	4	8	<ul style="list-style-type: none"> • Where possible, a First Aid qualified Leader will be present. • All Leaders know what to do in case of emergency and know where to find the First Aid Kit. • Leaders are informed about specific medical issues and additional needs as contained in the Register/Registration Forms available to Leaders on site. • At least one Leader to carry a charged mobile phone. • Any Incident/Accident reported in writing in the Accident Book. 	1	4	4
5. Slips, trips and falls and minor injuries	3	3	9	<ul style="list-style-type: none"> • As detailed above. • Activities to take place under adult supervision and Leaders are to be especially vigilant. • Spillages are cleared up ASAP. • Furniture/equipment is arranged to minimise risk of injury and clear instructions given where necessary. • Walkways are kept clear, trailing wires secured, and stairways in order. • Any dangerous objects are removed and disposed of safely. • A cool pack is kept in fridge for minor bumps. 	2	2	4
6. Fire	2	5	10	<ul style="list-style-type: none"> • Fire Exits are kept obstruction free. • Fire evacuation instructions are given periodically to all Leaders, Assistants and those attending. • All Leaders are aware of procedures and Meeting Point in the event of a fire • The register will be used to ensure everyone is accounted for. 	1	5	5
7. Use of Kitchen and Food Preparation – injury/illness	2	3	6	<ul style="list-style-type: none"> • Everyone to follow good hygiene procedures including cleaning surfaces before and after. • All food preparation by children and young people is supervised by leaders. • Chemicals and cleaning products will be kept out of reach of children and young people. 	2	2	4
8. Allergies and Medical Conditions	2	5	10	<ul style="list-style-type: none"> • Each group maintains their own list of information relating to allergies and severity and relevant Leaders are informed. • Food labels to be checked and food to be labelled where necessary. • Nut based products are not used at all. • Appropriate action to be taken by Leader, recorded, and medication taken or given where required and permitted. 	1	3	3
9. Manual Handling – injuries	2	3	6	<ul style="list-style-type: none"> • Furniture and equipment are handled with care and stored suitably. • Leaders take care to use correct bending and lifting procedures. 	2	2	4

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St John's Church Yeovil – Children's & Young People's Activities

SECTION 2: Specific to Footprints (Parent & Toddler Group) and Tiny Toes (Parent & Baby Group)								
Hazard	L	S	Risk Score	Measures to Minimise Risk	L	S	Residual Risk Score	
10. Abuse from intruder accessing building, child separated from parent/guardian See also CAP office being open, item 11	2	3	6	<ul style="list-style-type: none"> • Entrance door remains locked during set up and pack away. • During arrivals and departures, an adult remains beside unlocked entrance door, then locks it during the session. • At end of session, Leaders stand at the gate to ensure no child leaves without their parent/guardian. 	1	3	3	
11. CAP office being open / CAP personnel working in the office or coming in and out.	2	3	6	<ul style="list-style-type: none"> • Leaders / Assistants ensure the CAP office is locked at the start of the session if not in use. • CAP staff are aware of times of session and where possible to work elsewhere during those times. • Visitors have to be buzzed in to the building by a Leader/Assistant or by CAP staff. Their identity is checked before they are allowed access through stair gates. • CAP visitors to not be left alone without CAP member of staff. 	1	3	3	
12. Contamination or injury through nappy changing and sharing toys	2	3	6	<ul style="list-style-type: none"> • Parents clean all changing equipment after use (Footprints only) and take soiled nappies home with them. • Only easily washed toys and mats are used, anything sucked or dirtied during the session is washed immediately. • Equipment is examined regularly for damage and removed / repaired. • Regular cleaning / disinfecting of toys and equipment is carried out. • Hygiene routine is reinforced regularly. 	2	2	4	
13. Burns from hot drinks	3	3	9	<ul style="list-style-type: none"> • Hot drinks are served in lidded thermos mugs and adults reminded to take care. 	2	2	4	
14. Falls over 2 metres	2	4	8	<ul style="list-style-type: none"> • Ensure that stair-gate is closed and locked and children are supervised at all times. • Area around the fireplace is bordered off with free-standing screens. 	1	4	4	
15. Hazards from technical equipment – shocks, falls etc.	2	3	6	<ul style="list-style-type: none"> • Designated leaders check basic safety of the equipment. • Children are not allowed around sound/video equipment areas. • Wires along the floor are gaffer taped, trailing wires to kept out of children's reach as far as possible, and checks maintained 	2	2	4	
16. Injury caused by large doors to hall	3	3	9	<ul style="list-style-type: none"> • Doors to be kept open by suitable door wedges where toddlers are present. • Children to not be allowed to play with or around the doors. • Leaders/Assistants to monitor area around doors and be aware of possibility of fingers being trapped. 	2	2	4	

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SECTION 3: Specific to Off-Premises Activities								
Hazard	L	S	Risk Score	Measures to Minimise Risk	L	S	Residual Risk Score	
17. Illness or Injury	2	4	8	<ul style="list-style-type: none"> Leaders will carry a First Aid kit, a summary sheet of relevant medical and emergency contact information and consent. 	1	4	4	
18. Slips, trips and falls and minor injuries	3	3	9	<ul style="list-style-type: none"> Leaders will assess the outside areas, advise children and young people (and parents if present) of potential risks (wet grass, uneven ground, etc.), and ensure they do not enter "no go areas" 	2	2	4	
19. Allergies and Medical Conditions	2	5	10	<ul style="list-style-type: none"> If food is to be involved, leaders will take a summary of allergens disclosed. Children and young people will be supervised when buying things to ensure they don't buy allergens. 	1	3	3	
20. Abuse from members of the public	2	3	6	<ul style="list-style-type: none"> Leaders will be vigilant and take appropriate steps to protect the children and young people from strangers. 	1	3	3	
21. Danger from travelling - road safety - getting lost - accident/injury [For trips involving transportation by Leaders or the use of Public Transport, refer also to separate Risk Assessment]	2	5	10	<ul style="list-style-type: none"> Group Leaders understand their responsibilities and know where they are going (sites pre-visited if possible). Leader to child ratios are maintained. Extra care is taken on roads, crossing safely under Leader's supervision. Regular headcounts are done, particularly when moving between locations. Children and young people will clearly understand the requirements (i.e. if part of a group, they must stay with it and not wander off) 	2	3	6	
22. Exposure to weather	3	3	9	<ul style="list-style-type: none"> Clear information given to children and young people re: suitable clothing (sun cream, warm clothing, suitable footwear, etc.) Leaders will consider cancelling an event if weather conditions are unsuitable. 	3	1	3	
23. BBQ Food Preparation and Consumption	2	3	6	<ul style="list-style-type: none"> Food is cooked by adults following hygiene standards/procedures e.g. washing hands. First Aid Kit will be available. Children and young people will be kept away from the BBQ unless strictly supervised. Leaders ensure food properly cooked and supervise serving of food. 	2	2	4	
<p>Note: This is a general risk assessment for off-premises activities. Tailored versions may be required for specific off-premises events, such as the Youth Weekend Away.</p>								

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St John's Church Yeovil – Children's & Young People's Activities

SECTION 4: Specific to Transporting Children and / or Young People								
Hazard	L	S	Risk Score	Measures to Minimise Risk	L	S	Residual Risk Score	
24. Safeguarding concerns - harm to a child - harm to a leader	2	4	8	<ul style="list-style-type: none"> • If possible and practical, Leaders ask Parents/Carers to provide transportation. • If transportation is provided, 2 Leaders will be present in each vehicle. • Leaders do not offer lifts to anyone under 18 but a parent may make a private arrangement with a leader who is their friend should they wish to. 	1	4	4	
25. When driving a private or hired vehicle - injury - getting Lost - harm from Medical Conditions or Allergies	2	4	8	The Leader in charge of the event will ensure that: <ul style="list-style-type: none"> • the driver is appropriately licensed and experienced to drive / hire the vehicle • the vehicle is adequately insured • the maximum capacity for the vehicle will not be exceeded • the drivers know where to go Drivers will ensure that: <ul style="list-style-type: none"> • the vehicle is road-worthy • seat belts are used by all • luggage or baggage is stowed safely • they have access to a charged mobile phone • know where to go • carry the medical information and emergency contact numbers for all passengers • know what to do and who to contact in the event of any delay, breakdown or other emergency 	1	4	4	
26. Where public transport is used to transport children and / or young people - injury - getting Lost - harm from Medical Conditions or Allergies	2	3	6	The Leader in charge of the event will: <ul style="list-style-type: none"> • pre-plan the journey and timings • instruct the children and young people on the travel plans and expectations before starting the journey • ensure that children and young people remain in sight of a Leader • be vigilant in protecting children and young people from strangers. 	1	3	3	
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