

Individual Risk Assessments

Sometimes in order to meet the needs of a person with additional needs, challenging behaviour or a criminal record it may be necessary to work with the person concerned to make a risk assessment for their involvement that helps them to access the group or church as safely and as fully as possible.

Insurance cover

All church groups should be minuted by a PCC or standing committee to mark them as official church activities and therefore be covered by the church's insurance. If it is a new group that is being set up then ensure that this is minuted and also if you do any off site trips then ensure they are minuted. If a church group is meeting in a private home it should still be covered by the church's insurance as it is a church, not private activity. If you are undertaking an activity that is a bit beyond the realms of a normal church type activity then do check that it will be covered by the church's insurance.

Contact Us

If you have any queries or concerns regarding risk assessments for your church then please do contact the Diocesan Safeguarding Officer or the Advisers for Work with Children and Young People. Contact details can be found on the Diocesan website here:

www.salisbury.anglican.org/parishes/safeguarding

www.salisbury.anglican.org/parishes/cypaf



Guidelines for Completing Risk Assessments for Church Activities

Standard church groups taking place in a church or community venue

These may include Lunch club, toddler group, Sunday school, youth club etc

- Step 1:** Ensure that there is already a risk assessment for the building you are using (there should be if it is already hired out). These should be updated annually. This should include things like fire escapes, trip hazards, appropriate use of equipment, first aid kits
- Step 2:** Carry out a risk assessment for the group, which in places may refer back to the one for the building – this should include things like medical emergencies, allergies, slips trips falls, abuse, bullying, cuts and scrapes etc, hazards associated with specific activities for example food poisoning if providing food, sports injuries if playing football.
- Step 3:** Note the action that you will undertake to mitigate the risks against each identified hazard. For example consent and medical info collected, leaders made aware of any allergies and activities planned taking this info into account, safer recruitment of leaders, appropriate leader to child ratio that takes into account age and needs of children, types of activities and space that needs to be supervised, appropriate food hygiene training. Template can be found here: <http://www.salisbury.anglican.org/resources-library/parishes/safeguarding1>
- Step 4:** Make leaders and attendees aware of any action that they need to undertake to reduce the risks that have been identified. Keep a copy of the risk assessment on file. Review and update it as required or if anything changes. This general risk assessment should be ok for the year if it is a regular group meeting, as will the consent form for the children. Do a full review of the risk assessment annually and complete a new copy.

Standard church groups taking place in a private home

The process is very similar to above but you will also need to include a risk assessment of the premises in which the meeting is taking place not just the activity proposed. All adults who live in the house must also have a DBS check.

More Hazardous or Different Special Activities

If you undertake a more hazardous activity on site (for example maybe making something that involves proper tools, or cooking that involves sharp knives and hot ovens) then complete a separate risk assessment for that specific activity. Identify the hazards of the activity and ways in which to mitigate the risk as outlined above. Keep a copy of this risk assessment.

If you are going to go on an offsite trip, anywhere away from the normal venue of the group you will need a separate risk assessment for the trip that includes getting there and back. In the same way as above identify the possible risks and how you can mitigate them. Inform leaders and attendees of any additional information they need to reduce risks. If you are going to a public venue, for example, a bowling alley then your risk assessment can refer to the venues risk assessment where appropriate.

You will also need a separate permission form for an offsite activity that includes permission for any travel arrangements that the church is making.

If you are doing **adventurous activities** we would only ever recommend that you do these through approved centres so that you are using their risk assessments and use their equipment and leaders with appropriate qualifications.