

King's Kids Risk Assessment

Assessors: Verity McChlery (team leader)

Site: Queen Mary Centre

Date: May 2025

Review Date: May 2026

Significant Hazards	Who Might be Harmed and How	Existing Control Measures	Further Control Measures
Choking	When the children are given fruit or other food they may choke.	<ul style="list-style-type: none"> Grapes or small/plum tomatoes should not be provided. Fruit should only be consumed when sitting down. Adults should keep an eye on the children when they are eating. At any sign of a child choking the alarm should be raised and an adult should slap their back firmly between the shoulder blades. Preferably the children should be in a bent over position. 	If any children have experienced choking, then (when safe to do so or using a helper) the designated First Aider should be sought and an accident form completed as soon as possible. Parents should also be informed.
Crafting Items	Young children may ingest small objects or liquids such as paint and glue.	<ul style="list-style-type: none"> Children should be supervised at all times during craft activities. If any children are observed putting anything inedible in their mouths, they should be warned to desist, the item may need to be removed. In worst case scenario the child should be removed and first aider and parents informed. Only craft items considered suitable for children should be used. 	If children display worrying or dangerous behaviour their parents should be contacted. If behaviour persists parents will be asked to attend the session with the child.
Electricity		<ul style="list-style-type: none"> See General Risk Assessment. Children should never be using electrical sockets during King's Kids. Any electrical items used by the children should be appropriate for their age and in good condition. 	
Fire		<ul style="list-style-type: none"> See General Risk Assessment. 	

		<ul style="list-style-type: none"> • If an alarm sounds the children should be immediately directed out of the fire escape into the garden and escorted around the building to the fire assembly point. • One volunteer should lead the children and one should bring up the rear ensuring that the room is clear. • Volunteers should consider whether any children have gone out to the toilet (or left the room for another reason). 	
Food Allergies	Children may consume food to which they are allergic	<ul style="list-style-type: none"> • If any food items, other than the usual fruit, are to be available during King's Kids the parents should be informed during the main meeting before King's Kids begins. • A list of allergies is requested when children are registered for King's Kids. If any are specified the volunteer team should be informed and reminded periodically. 	<ul style="list-style-type: none"> • If any children are displaying signs of an allergic reaction, then the designated First Aider and parents should be sought as soon as possible. An accident form completed.
Manual Handling		<ul style="list-style-type: none"> • See General Risk Assessment. • No children should be taking part in manual handling unless under direct supervision from a volunteer. Children should not be given any manual handling which is beyond their capabilities. 	
Online Safety and Photography	Children may view inappropriate content online. It may be inappropriate for the church to use images of certain children online.	<ul style="list-style-type: none"> • All online videos and images to be used during King's Kids should be found and loaded prior to the session beginning. • Children should not be left alone around the laptop. • If photographs are taken during King's Kids permissions should be checked on the church database or specifically sought from the parent before being posted online. 	<ul style="list-style-type: none"> • See the Photography policy for more information.
Physical Games	Children may fall and hurt themselves during physical games. Objects used for throwing may hurt those who do not catch them.	<ul style="list-style-type: none"> • Volunteers to always ensure there is an appropriate amount of space for the games required taking into account the number of children present. • Where possible tables and chairs should be moved to the side of the room before a physical game and boundaries clearly explained to the children. 	<ul style="list-style-type: none"> • If any children are hurt then the designated First Aider should be sought and an accident form completed as soon as possible. Parents should also be informed.

		<ul style="list-style-type: none"> • Only soft objects should be used for throwing. • If the game is to be conducted outside the volunteers should check this space before the session for rubbish or hazards and set clear boundaries for the children. • Volunteers should remain aware of children's limitations due to size, strength, disabilities, injuries. All games should aim to be inclusive of children ages 4-11 years. If it is not appropriate for a child to play a specific game volunteers should try to find an alternative role for them such as judge, time-keeper so that they can still be involved. 	
Safeguarding	<p>Children may be the victims of abuse at home or in another environment outside of King's Kids.</p> <p>Children may become the victims of abuse at King's Kids.</p>	<ul style="list-style-type: none"> • See General Risk Assessment. • Safer recruitment is in place for all King's Kids volunteers. • All volunteers for King's Kids will have safeguarding training as part of their induction and then an annual top up session. • Safeguarding will be mentioned at all team meetings. • Reporting a concern form will be kept in the King's Kids box. • King's Kids should be run with 2 volunteers minimum. • Any negative or bullying type behaviour observed amongst the children will be challenged at the time and reported to King's Kids lead who will decide whether parents need to be informed. 	<ul style="list-style-type: none"> • See the Safeguarding policy and procedure for more information. • Also see the Discipline Policy when working with Children. • Reporting a Concern forms can be found in the King's Kids box, church cupboard, church rooms and on the church website. These should be given to a safeguarding lead when completed.
Sharp Objects	<p>Children may cut themselves or others on scissors or knives used.</p> <p>Children may stab themselves or others with forks or pins used.</p>	<ul style="list-style-type: none"> • Children should be supervised at all times during activities where sharp objects are used. • Only craft items considered suitable for children should be used. Such as children's scissors, safety pins, plastic cutlery where possible. • Sharp objects used for demonstration purposes should be wrapped and kept out of the way where adults can easily see, when not in use. 	<ul style="list-style-type: none"> • If children display worrying or dangerous behaviour their parents should be contacted. If behaviour persists parents will be asked to attend the session with the child.
Slips/Trips		<ul style="list-style-type: none"> • See General Risk Assessment. 	