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| Name of group | Parish Choir  |
| Date of risk assessment  | 01.01.2021 |
| Person(s) completing the risk assessment  | XXXXX XXXXX  |

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| **Risk** | **Who is at risk?** | **Likelihood of harm** | **Consequence** | **Control needed** |
| Unsuitable group leaders  | Children and other group leaders  | Low  | Inappropriate behaviour Child safeguarding concernsUpset children Distressed parents/guardians  | Safe recruitment procedures References sought Vetting Code of behaviour for adults supervising children All leaders aware of safeguarding procedures One leader for the group has attended safeguarding training  |
| Unsuitable venue for practice  | Children and Adults  | Low  | Health and safety | Suitable room that is conductive to teaching and learning for children  |
| Inadequate toilet facilitates  | Children  | Low  | AccidentsChild could become distressed  | Room used needs access to toilets Toilets must be fit for purpose  |
| Not enough leaders for the activity  | Children  | Low  | Inappropriate behaviour Child safeguarding concernsAccidents  | Follow supervision ratios outlined in Safeguarding Handbook Ensure that adult leaders agree to arrive at venue before childrenRota for activity shared and agreed with leaders  |
| Child wandering from the group  | Children  | Possibility  | Lost child  | Sign in and out registerProcedure agreed with parent/guardian for dropping and collecting childrenChildren understand and agree to code of behaviour Assess number of entrances and exists in building |
| Medical issue with a child  | Children  | Possibility  | Health and safety  | Review medical information in completed consent forms Fully stocked first aid kit available in building Accident and incident form available and are completed following an accident / incident. |
| **Risk** | **Who is at risk?** | **Likelihood or harm** | **Consequence** | **Control needed** |
| Child misbehaves  | Other children  | High  | Disrupts activity Upsets other children  | Children are aware and agree to code of behaviour Discuss with parents/guardians if necessary  |
| Parents doesn’t turn up to collect child  | Children  | Possibility  | Child is upset  | Two adult leaders stay with the child Procedure for dropping and collecting agreed with parents Telephone numbers for parents recorded in consent forms  |
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