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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 concerns  Upset 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 | Accidents  Child 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 concerns  Accidents | Follow supervision ratios outlined in Safeguarding Handbook  Ensure that adult leaders agree to arrive at venue before children  Rota for activity shared and agreed with leaders |
| Child wandering from the group | Children | Possibility | Lost child | Sign in and out register  Procedure agreed with parent/guardian for dropping and collecting children  Children 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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