

**Parish of St Peter and St Paul Bedfordshire**  
**Activity risk assessment**

**Activity: Christingle**

**Location: Parish Church**

**Name of leader with responsibility: Church Wardens / Incumbent**

**Version 4.1**

**Date of first risk assessment: 16/11/23 (Ver 4.1)**

**Time/frequency: Annually**

**Date to be reviewed: November 2024**

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>Do you need to do anything else to manage this risk?</b>	<b>Action by whom?</b>	<b>Action by when?</b>	<b>Done</b>
Safeguarding. Potential abuse to children	Individual children	<p>Safeguarding policy for children. to be prominently displayed in church.</p> <p>Safeguarding good practice guidance for children.</p> <p><b>All Christingle Church Leaders and helpers have completed the relevant national safeguarding training. Or must be supervised by those in Charge.</b></p> <p>Leaders properly supervise sessions and supervise other volunteers.</p> <p>Those who are not eligible for an enhanced DBS check 'With Barring' do not have unsupervised contact with children.</p> <p>Parents have responsibility for taking young children to the toilet.</p>	<p><b>As there may be children without parents or guardian at this event, we must take extra precautions.</b></p> <p>Safe Use of Images policy if applicable.</p> <p>All Helpers will have completed the appropriate safeguarding courses.</p> <p>All helpers should wear high viz jackets.</p> <p>Mrs Anne Dimmock, Telephone: 01234 751321 Email: <a href="mailto:safeguarding@cranfieldchurch.org">safeguarding@cranfieldchurch.org</a></p>	<i>Church Wardens / incumbent / Safeguarding officer</i>		

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Injuries to children.	Individual children	All parents advised to closely supervise their children while on the Church premises	Church members should ask parents to supervise their children if they see them running around unsupervised.	Incumbent / Church Wardens		
Candles	Everyone and particularly small children. <b>Burning &amp; Hair catching on fire</b>	Only light candles while everyone is seated. Only allow candles to be lit by church members with electronic lighters. Parents are asked not to light candles for their children.	<b>No-one to walk around with candles lit.</b>	Incumbent / Church Wardens		
Cocktail Sticks	Everyone and particularly small children. <b>Getting pricked by sharp ends.</b>	Make all parents and children aware of the danger and advise to watch their children.		Incumbent / Church Wardens		
Turning out the Lights	Everyone	Lights are only turned out during the time that the candles are lit and are put back on as the candles are blown out. <b>Some lights to remain on.</b>	<b>Everyone to remain seated while the lights are out.</b>	Incumbent / Church Wardens		
Choking	Small children	Warn parents to supervise their children while eating sweets.		Incumbent / Church Wardens		
Food Allergies	Everyone	Warn everyone that the church cannot guarantee the contents of the sweets.	<b>Parents are responsible for what their own children and themselves eat.</b>	Incumbent / Church Wardens		

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Injury in Church Preparation.	Individual adults	Church set up prior to People arriving. Volunteers advised to lift heavy objects in pairs. Do not move multiple tables and chairs in one go. Volunteers advised to only move equipment they are physically capable of moving safely.	Read the Manual Handling document attached or in the H & S Book at the rear of the Church. <b>Make sure all helpers have signed to say they have read and understood the document</b>	Incumbent / Church Wardens		
Catering	Adults/children	Only the nominated Church volunteers to be allowed in the kitchen. Volunteers to ensure hot drinks, teapots and hot food are kept well away from edges of tables where visitors are. Ensure parents/guardians are responsible for what they and their children eat and drink and that appropriate people are made aware of ingredients from packets (e.g., gluten intolerance and other allergy advice)	Read the Keeping People Safe "Food Safety Document" <b>Make sure all helpers have signed to say they have read and understood the document</b>	Incumbent / Church Wardens		
Hot taps / Kettles in the Kitchen	Scalds	Anyone using taps or Kettles	<b>As well as conventional hot taps there is a kitchen tap that delivers boiling water.</b>	Incumbent /		

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			<i>Make sure helpers understand where it is and how to use it.</i>	Church Wardens		
Fire	Adults/children	Avoid naked flames wherever possible – e.g. candles. Keep naked flames away from people. In the event of a fire, volunteers to direct attendees to the nearest fire exit. Ensure mobile phone present for prompt use in emergency. A responsible adult needs to raise alarm by shouting Fire. Similarly, <i>fire extinguishers should only be used to aid escape from the building.</i>	In the case of a fire the evacuees will assemble on the Village Green in Court Road. <i>Read Church Fire Safety Risk Assessment in the Fire Risk Folder.</i>	Incumbent / Church Wardens		
Trips and falls	Everyone	The church is regularly inspected for trip hazards but some areas of the church have uneven floors and loose tiles.	<i>Injury from tripping is a very real hazard in the church.</i> In the last 24 months people have tripped over the steps in the church and hurt themselves.	Incumbent / Church Wardens		

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		<p>The church also has steps into the Chancel and around the font.</p> <p>There is also a small strip of wood across the entrance of the church.</p>	<p>Consider signage for the event and warn new visitors to the church about the hazards.</p>			
Balcony	Everyone	<p>The stairs to the balcony are slippery and should only be attempted by able bodied people.</p>	<p>If someone looks infirm advise them not to climb up to the balcony.</p>	Incumbent / Church Wardens		