



Risk Assessment Form

**Risk Assessment No: StDec
2018-09-001**

Location: Rear carpark between church and school

Task: Transit between church and meeting room

Assessed by: Catherine Coman

Specific task/activity	Potential hazards associated with the specific task/activity	Current Controls or measures in place to reduce or control the risk	Risk Score (refer to Risk Matrix)	Control measures to be implemented	Mechanism for maintenance of control measure	New Risk Score (refer to Risk Matrix)	Complete by whom and by when?
<u>EXAMPLE:</u> Stacked Chairs	Could fall on persons	none	2	Limit number of stacked chairs to 6		5	[name] 15/07/08
Children walking from the church to the meeting room	<ul style="list-style-type: none"> Child can be hit by a car 			<ul style="list-style-type: none"> Children to follow a specific walking route: <ul style="list-style-type: none"> Exit from the doors closest to the Baptismal Font Walk in line down the ramp with adult at the front, rear and middle of line 	Administrative Control	4	Little Church Coordinator For every activity
	<ul style="list-style-type: none"> Child could be lost 			<ul style="list-style-type: none"> Same as above 	Administrative Control	4	Little Church Coordinator For every activity
	<ul style="list-style-type: none"> Slips/trips from walking to and from the meeting room 			<ul style="list-style-type: none"> Areas to be walked on are designated walkways. Children are escorted and are instructed to "walk not run" In the unlikely event of an injury, trained first aider and first aid kits available in the meeting room and the church 	Administrative Control	5	Little Church Coordinator For every activity

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Child walking from the meeting room to the church	<ul style="list-style-type: none"> Child can be hit by a car 			<ul style="list-style-type: none"> Children to follow a specific walking route: <ul style="list-style-type: none"> Exit from the doors closest to the meeting room kitchen (Note: Doors that lead to the carpark are not to be used.) Walk in line up the ramp with adult at the front, rear and middle of line Enter the church via rear doors Special attention to be given that children do not wander close to the street or driveway. Adults supervising remain at the rear of the church to monitor all children returning to parents / carers 	Administrative Control	4	Little Church Coordinator For every activity
	<ul style="list-style-type: none"> Child could be lost 			<ul style="list-style-type: none"> Same as above 	Administrative Control	4	Little Church Coordinator For every activity
Children participating in the respective planned activities	<ul style="list-style-type: none"> Possible injury from the use of the materials 			<ul style="list-style-type: none"> Only "child-friendly" materials and tools are to be used No chemicals are to be used Activities are always supervised by adults In the unlikely event of an injury, trained first aider and first aid kit available in the meeting 	Administrative Control	5	Little Church Coordinator For every activity

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				room.			
	<ul style="list-style-type: none"> Possible exposure to allergens for children with specific allergies 			<ul style="list-style-type: none"> Area is regularly cleaned Where food is involved, food safety principles are to be applied In the event of an allergic reaction, trained first aider to immediately administer first aid and notify the respective parent/s For any serious reaction e.g. anaphylactic, ring 000 	Administrative Control	3	Little Church Coordinator For every activity