



Fill in the name of your church



Supersleuths Holiday Club  
Church \_\_\_\_\_ Dates \_\_\_\_\_

Fill in the name of the registered leader

### Risk Assessment

Risk Assessment carried out for Supersleuths Holiday Club at the \_\_\_\_\_ URC  
Holiday Club led by:

This risk assessment must be read in conjunction with the general risk assessment of \_\_\_\_\_ Church

Carried forward on behalf of the United Reformed Church by:

This should be the person who signs off the risk assessment

Location	Possible hazard	Action required	Action taken	Signature

Signature: .....on behalf of \_\_\_\_\_ Church

Signature: ..... Holiday Club Leader

Date: .....

Encourage volunteers and leader all to initial this box to say they have read it.

The purpose of a risk assessment is to identify any hazard that has the potential to cause harm, decide whether there are enough controls in place to make any risk an acceptable risk, and decide whether there are any other measures and controls you can put in place to further reduce risk. Risk assessments of building/premises should be carried out annually, Risk assessments of activities/sessions should take place before each activity/session.

Risk assessments should be reviewed and should be kept on file for later reference if necessary.

Assessing risk involves considering the balance of how likely the harm is to happen and how severe the harm is likely to be.

**Step 1:** Identify the hazards – if you are assessing a building, walk round it, thinking about what could happen and what reasonable measures might help avoid it (e.g. power sockets might be safer if they have covers on). If assessing an activity, think it through step by step and consider what tools, equipment or materials you might be using and where you will be doing it.

**Step 2:** Decide who might be harmed (children, leaders, parents) and how. Remember risk of harm may also be emotional as well as physical.

**Step 3:** Evaluate the risk and decide what actions may be required to make the level of risk acceptable.

**Step 4:** Record your findings on the risk assessment and ensure that every adult involved in the session has read and initialled it.

**Step 5:** Review your risk assessment after the activity/session and check whether any amendments should be made.