

INSERT NAME OF CHURCH

## ACCIDENT & INCIDENT REPORT SHEET

***This report must be completed in duplicate (using the carbon paper provided),  
immediately after any accident or untoward incident has taken place.***

*One copy should remain in the group's file,  
one must be delivered immediately to .....*

**Day, date and time of incident:**

**Where did it take place?**

**Who was involved in the incident?** (Names, ages and addresses)

**Who was in charge of the group when the incident took place?** (Name, address and phone number)

**Which other leaders were supervising the group at the time?** (Names, addresses and phone numbers)

**Who witnessed the incident?** (Preferably 2 people - names, addresses, phone numbers and ages, if under 16)

**What happened?** (include description of any injuries and treatment given)

**Have you retained any defective equipment involved? YES/NO/NONE INVOLVED**

**If so, where is it being kept, and by whom?**

**What action have you taken to prevent recurrence of the incident?**

**Are the premises still safe for your group to use? YES/NO**

**Is the equipment still safe for your group to use? YES/NO**

**Who else do you need to inform?**

**Have they been informed?**

**If so, when, and by whom?**

**Signature of person in charge of group at time of incident/accident:**

**Date:**

**Signature of Vicar:**

**Date:**

***One copy of this report must be kept in the group file.  
The other must be delivered to .....  
immediately for the records,  
and in order to take any necessary action.***

## **A simple Risk Assessment for the Church's work with Children**

These suggestions, which should not be onerous to implement, are intended to provide guidance for those responsible for Sunday Schools and similar activities in the Church on the physical environment in which we care for (particularly young) children. Implementation will depend on the age(s) of the children. If followed, they should prevent some of the more common accidents and so contribute to the process **of keeping our children safe.**

- They are based on guidance issued by the DfEE to Child Minders and are applied common sense and based on the experience of others.
- We need to accept the principle that the Church should be no less caring for the children entrusted to us than the secular world in which we live.
- **The basic principle is that we look at where we are caring for children through their eyes and at their level, remembering that the majority of children are inquisitive and like to explore.**

The way leaders implement this Risk Assessment will vary depending particularly on the type of room/building being used, the age of children and also the extent to which other groups share the accommodation at the same or other times.

Leaders will quickly become familiar with the issues and a quick inspection, carried out a couple of minutes before the children arrive, should normally suffice to ensure your premises have no obvious death traps!

**These guidelines are intended to assist leaders to make decisions, not to take that responsibility away from them.**

### **Young People and Older Children**

Similar principles apply although, hopefully we can expect older children to be able to be more responsible for themselves.

Leaders should be particularly aware of the need to:

- Keep a Register of attenders with Name and Address and Telephone Number
- Work with another Leader and not on their own
- Know if a child/young person has medical needs or a disability
- Ensure First Aid resources are available and also someone trained to use them.
- Ensure they have written permission of parents if children/young people are taken on a trip or visit off premises
- Be alert to the presence of strangers/others who might wish to do the children/young people harm.
- Ensure principles of ensuring a safe environment still apply.

*With thanks to T.J.Atkins, Child Protection Officer of Newcastle Diocese who prepared these guidelines and allowed their reproduction.*

<u>Area</u>	<u>Issue</u>	<u>Remedy</u>
<b>Entrance and Exit</b>	<ul style="list-style-type: none"> <li>• Are the doors to the outside world secure?</li> <li>• Does the building exit onto a safe area or a road?</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure small children cannot wander off in the building or out of it.</li> <li>• Consider whether the fitting of a child-proof barrier is necessary</li> <li>• Ensure an adult is at the door when children leave and that children who need to be accompanied leave with an adult.</li> </ul>
<b>Stairs</b>	<ul style="list-style-type: none"> <li>• Are stairs safe for small children?</li> <li>• Wooden or stone?</li> <li>• Can they fall down them?</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure small children are accompanied down stairs.</li> <li>• Is a stair gate needed?</li> </ul>
<b>Heating</b>	<ul style="list-style-type: none"> <li>• What type of heating?</li> <li>• Could a child burn themselves if they fell against it?</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure heating has guard where necessary</li> </ul>
<b>Cooking and kettles</b>	<ul style="list-style-type: none"> <li>• Is there child access to cooker, boiling kettle etc?</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure children do not have access to cooking unless in supervised activity.</li> <li>• Never boil a kettle at child level.</li> <li>• Ensure wires cannot be tripped on or pulled over</li> </ul>
<b>Electrics</b>	<ul style="list-style-type: none"> <li>• Can children access electrical installations and sockets?</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure safety plugs are in sockets</li> <li>• Ensure electrics are boxed and/or inaccessible.</li> </ul>
<b>Furniture</b>	<ul style="list-style-type: none"> <li>• How child-friendly is the furniture - sharp/metal comers/edges; old wooden objects which could splinter?</li> </ul>	<ul style="list-style-type: none"> <li>• Remove or make inaccessible (in a comer?) child unfriendly furniture. Fit comer cushions in necessary.</li> </ul>
<b>Stacked chairs</b>	<ul style="list-style-type: none"> <li>• Are chairs stacking variety?</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure stacks of chairs are safe and children have no access.</li> <li>• Children should never be allowed to climb on stacked chairs.</li> </ul>
<b>Cleaning materials and poisons</b>	<ul style="list-style-type: none"> <li>• Are cleaning materials, bleach etc accessible to an inquisitive child?</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure cleaning materials etc are in locked and inaccessible cupboard.</li> <li>• Ensure cleaner(s) are aware of risks to small children of leaving materials out.</li> </ul>
<b>Craft materials</b>	<ul style="list-style-type: none"> <li>• Glue, tippex, large markers are potentially noxious</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure craft materials are put/locked away when not in use.</li> </ul>
<b>Rat poison or pest control</b>	<ul style="list-style-type: none"> <li>• Are poisonous pest controls used?</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure poison is put down in places inaccessible to children. Ensure those who put down the poison are aware of children's use of building.</li> </ul>
<b>Toilets</b>	<ul style="list-style-type: none"> <li>• Are toilets sanitary?</li> <li>• Can a child lock themselves in the toilet?</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure toilets are clean</li> <li>• Ensure toilet doors can be unlocked from the outside.</li> </ul>

<b>General cleanliness</b>	<ul style="list-style-type: none"> <li>• How is the floor?</li> <li>• How dirty will a small child get if s/he crawls? Is the floor covering adequate for crawling?</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure floor covering is appropriate to age group and activity.</li> <li>• Check for loose carpet tiles, frayed carpet etc.</li> </ul>
<b>Fire</b>	<ul style="list-style-type: none"> <li>• Are Fire Exits known and unlocked?</li> <li>• Are Fire Exits locked when building is not in use?</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure all adults know Fire Exit routes and that Fire Exit doors are unlocked.</li> <li>• Ensure Fire Exits are unlocked and/or that keys are identified and accessible.</li> </ul>
<b>Access by strangers/others</b>	<ul style="list-style-type: none"> <li>• Can people from the outside world access the building?</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure entrances which are not Fire Exits are locked.</li> <li>• Ensure that if children go to unsupervised parts of the building, they are accompanied</li> </ul>
<b>Cupboards &amp; Storage</b>	<ul style="list-style-type: none"> <li>• Could things fall out of a cupboard onto a child?</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure cupboards are filled safely.</li> <li>• Should cupboard locks/fasteners be fitted?</li> </ul>
<b>Carbon Monoxide</b>	<ul style="list-style-type: none"> <li>• If gas used is there a Carbon Monoxide detector?</li> </ul>	<ul style="list-style-type: none"> <li>• Fit Carbon Monoxide detector</li> </ul>
<b>Registration</b>	<ul style="list-style-type: none"> <li>• A register of children attending (in the responsibility of the Leaders) <b>MUST</b> be kept. Is it?</li> </ul>	<ul style="list-style-type: none"> <li>• Keep Register which allows all children to be traced in the event of Fire or Accident. This will include parent Name and Address/Telephone for easy contact.</li> </ul>
<b>Medical &amp; Special Needs</b>	<ul style="list-style-type: none"> <li>• Are there children who have special needs by reason of health or disability?</li> <li>• Medical needs must be covered.</li> <li>• Is there a First Aid Box?</li> <li>• Is there a First Aider?</li> </ul>	<ul style="list-style-type: none"> <li>• Leaders need to be aware of special needs</li> <li>• The First Aid Box needs to be checked regularly for contents</li> <li>• A First Aider needs to be present or easily accessible.</li> </ul>
<b>Accidents</b>	<ul style="list-style-type: none"> <li>• Do you have accidents?</li> <li>• Do you keep an Accident Book?</li> </ul>	<ul style="list-style-type: none"> <li>• In the event of incidents or accidents the keeping of an Accident Book enables identification of causes and remedy if appropriate.</li> <li>• Accident Book should be easily available and on show if possible.</li> </ul>
<b>Plants</b>	<ul style="list-style-type: none"> <li>• If plants are in the building are they poisonous?</li> </ul>	<ul style="list-style-type: none"> <li>• Some common and decorative plants are poisonous. Ensure they are not accessible to children.</li> <li>• Preferably remove them</li> </ul>