



# Health and Safety Checklist for Children's Activities

This checklist covers the physical environment in which we care for (particularly young) children. It can be used by those responsible for children's groups and similar activities in the Church. It should not be onerous to implement.

Implementation will depend on the ages of the children. If followed, it should prevent some of the more common accidents and so contribute to the process of keeping children safe. It is based on:

- Guidance issued by the then DfEE to child minders, and the experience from others;
- Acceptance of the principle that the Church needs to be a safe place for children and young people entrusted to our care.

Area	Issue	Remedy
<b>Entrance and exit</b>	Are the doors to the outside world secure?  Does the building exit on to a safe area or a road?	Ensure small children cannot wander off in the building or out of it. Consider whether the fitting of a childproof barrier is necessary.  Ensure an adult is at the door when children leave, and that children who need to be accompanied leave with an adult.
<b>Stairs</b>	Are the stairs safe for small children? Wooden or stone? Can they fall down them?	Ensure small children are accompanied down stairs. Is a stair gate needed?
<b>Heating</b>	What type of heating? Could a child burn themselves if they fell against it?	Ensure heating has guard where necessary.
<b>Cooking and kettles</b>	Is there child access to cooker, boiling kettle, etc?	Do not allow children access to cooking unless supervised. Never boil a kettle at child level. Ensure wires cannot be tripped over or kettle pulled over.
<b>Electrics</b>	Can children access electrical installations and sockets?	Ensure safety plugs are in sockets. Ensure electrics are boxed and/or inaccessible
<b>Furniture</b>	How child friendly is the furniture – sharp/metal corners/edges; old wooden objects which could splinter?	Remove or make inaccessible (in a corner?) child unfriendly furniture. Fit corner cushions if necessary

<b>Stacked chairs</b>	Are chairs of a stacking variety?	Ensure stacks of chairs are safe and children have no access. Children should never be allowed to climb on stacked chairs.
<b>Cleaning materials and poisons</b>		Ensure cleaning materials etc are in a locked and inaccessible cupboard. Ensure cleaner(s) are aware of risks to small children of leaving materials out.
<b>Craft materials</b>	Glue, tippex, permanent markers are potentially noxious.	Ensure craft materials are put/locked away when not in use.
<b>Rat poisons or pest control</b>	Are poisonous pest controls used?	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.
<b>Toilets</b>	Are toilets sanitary? Can a child lock themselves in the toilet?	Ensure toilets are clean. Ensure toilet doors can be unlocked from the outside.
<b>General Cleanliness</b>	How clean is the floor? How dirty will a small child get if s/he crawls? Is the floor covering adequate for crawling?	Ensure floor covering is appropriate to age group and activity. Check for loose carpet tiles, frayed carpet etc.
<b>Fire</b>	Are Fire Exits known and unlocked?  Are Fire Exits locked when building is not in use?	Ensure adults know Fire Exit routes and Fire Exit doors are unlocked.  Ensure Fire Exits are locked and/or that keys are identified and accessible
<b>Access by strangers/others</b>	Can people from the outside world access the building?	Ensure entrances which are not Fire Exits are locked. Ensure that if children go to unsupervised parts of the building, they are accompanied.
<b>Cupboards and storage</b>	Could things fall out of a cupboard onto a child?	Ensure cupboards are filled safely. Should cupboard lock/fasteners be fitted?
<b>Carbon monoxide</b>	If gas is used is there a Carbon Monoxide detector?	Fit Carbon Monoxide detector
<b>Registration</b>	A register of children attending (and the names of the Leaders and helpers) MUST be kept. Is it?	Keep a Register, which allows all children to be traced in the event of Fire or Accident. Include parents' and/or carers' name and address and phone number.
<b>Special needs</b>	Are there children who have special needs by reason of health or disability?	Leaders need to be aware of special needs.
<b>Medical</b>	Medical needs must be covered. Is there a First Aid Box? Is there a First Aider – preferably more than one – and trained?	The First Aid Box needs to be checked regularly for contents. A First Aider needs to be present or easily accessible.

<b>Accidents</b>	Do you have accidents? Do you keep an Accident Book (preferably a hard backed book)?	Keep an Accident Book which identifies the causes and remedy if appropriate. The Accident Book should be easily available and on show if possible.
<b>Plants</b>	If plants are in the building are they poisonous?	Some common and decorative plants are poisonous. Ensure they are not accessible to children. Preferably remove them.

The way leaders implement this check list will vary, depending 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 should 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 hazards.

## Young People and Older Children

Similar principles apply, though 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 attendees with name, 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 the First Aider has recent training;
- Ensure parents, guardians or carers give written permission if children or young people are taken on a trip or visit off the normal premises;
- Be alert to the presence of strangers or others who might wish to do the children or young people harm;
- Ensure principles of ensuring a safe environment still apply.