



Activity Risk Assessment: Activity: MnMs (Monday Night Madness)

- MnMs (Monday Night Madness) is a term time youth group for children at Primary School.
- Activities throughout the session including free play - where there are different games, fidget toys, sports equipment (for example bats, balls, skipping ropes, hoops and bean bags), a craft and more. Children can choose which ever they would like to do.
- We also include team games all together.
- We end each session with a time where everyone is invited to share news together about what has been happening or what is coming up in the near future and we finish with a short time of prayer.
- In the summer sessions when the weather is dry we make use of the outdoor area playing football, basketball and other games. There is also a selection of scooters and bikes which can be used.
- We also have a range of themed sessions throughout the year which have included a water fun session, sparklers in November, Christmas party, Light Party, pancake decorating and more.



Primary School Age

Risk Assessment by: Maggie STRUTT – Health & Safety / Safeguarding	Date of Assessment: 09/08/2025
Date of Review: No later than 12 months	Date approved by Elders: 10/08/2025

Note: Risk Assessment covers the additional safety measures for this activity. General building and fire risks are covered in those Risk Assessment documents. For Safeguarding see 'URC Good Practice 6 Safeguarding Policy', including Appendix C1 'Code of Conduct for working with children or young people' (elements of which are mentioned in this Risk Assessment), and a copy of the Code of Conduct will have been signed by the Adult Volunteers.

KEY:

LIKELIHOOD:

1-2 = Low 1 – Remote (almost never) 2 – Unlikely (occurs rarely)	3-4 = Medium 3 – Possible (could occur, but uncommon) 4 – Likely (recurrent, but not frequent)	5 = High Very likely (occurs frequently)
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SEVERITY:

1-2 = Low 1 – Trivial (e.g. discomfort, scratch, slight bruising / very low level annoyance or inconvenience to other Club users, adult volunteers or neighbours). 2 – Minor (e.g. small cut, abrasion, basic first aid need / minor level annoyance or inconvenience to other café users, adult volunteers or neighbours)	3 = Medium Moderate (e.g. strain, sprain, incapacitation > 3 days / medium level annoyance or inconvenience to other Club users, adult volunteers or neighbours & potential for causing low level distress to same)	4-5 = High 4 – Serious (e.g. fracture, amputation, hospitalization > 24 hours / high level annoyance or inconvenience to other Club users, adult volunteers or neighbours & potential for causing severe distress to same) 5 – Fatal / Major Reputational Damage to the Church
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INITIAL RISK RATING:

1-8 = Low	9-12 = Medium	15-25 = High
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RESIDUAL RISK RATING AFTER CONTROL MEASURES / ACTION PLAN PUT IN PLACE:

1-8 = Low Continue, but review periodically to ensure controls remain effective.	9-12 = Medium Continue, but implement additional reasonably practicable controls where possible and monitor regularly.	15-25 = High STOP THE ACTIVITY Identify new controls. Activity must not proceed until risks are reduced to Medium or Low
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1. OVERCROWDING / ADULT SUPERVISION

			Initial Rating			Residual Risk Rating after Control Measures / Action Plan put in place		
LOCATION	Risk	Who is at Risk?	Likelihood	Severity	Risk	Likelihood	Severity	Risk
Church Sanctuary / Foyer / Lobby / Outside areas within church grounds	Not enough adults to control environment	Children & adult volunteers.	3	4	12	3	3	9

Control Measures / Action Plan:

- 1.1 Monitor numbers via signing in book on the evening.
- 1.2 Two adult volunteers minimum (at least one of whom will be female) – ratio of one adult for every ten young people as per recommendations from NSPCC (<https://learning.nspcc.org.uk/research-resources/briefings/recommended-adult-child-ratios-working-with-children>) – whichever is the greatest. This applies to all areas in use at any given time during Club session – e.g. football being played outside while craft activities / other games going on inside.
- 1.3 **If insufficient number of adult volunteers on the night to manage the number of children, Club will be cancelled** – (Page 45 URC GP6 3.7 Insufficient workers for an activity)

2. FIRE RISK / OTHER EMERGENCIES

			Initial Rating			Residual Risk Rating after Control Measures / Action Plan put in place		
LOCATION	Risk	Who is at Risk?	Likelihood	Severity	Risk	Likelihood	Severity	Risk
Church Foyer / Lobby / Toilets / Car Parks	<ul style="list-style-type: none"> • The risk of fire due to electrical equipment, cooking equipment, or lack of emergency procedures. • Fire – either accidentally or intentionally started (Arson). • Other unforeseen emergency 	Children, adult volunteers and other visitors.	3	4	12	2	3	6

Control Measures / Action Plan:

- 2.1 Signing in book so number of those present is known.
- 2.2 Adult volunteers to intervene if horseplay with equipment is seen.
- 2.3 Regular fire drills and inspect building after every session.
- 2.4 In case of Emergency - group leader to blow whistle and adults to lead children to assembly point either at tap (front of church) or car park by Manse (back of church).
- 2.5 Group leader to check building empty and arrange contact with Emergency services.
- 2.6 Volunteers have mobiles to contact 999.
- 2.7 Designated Fire Steward from adult volunteers.
- 2.8 Adult volunteers should be familiar with fire evacuation routes.

3. SLIP, TRIP OR FALL

			Initial Rating			Residual Risk Rating after Control Measures / Action Plan put in place		
LOCATION	Risk	Who is at Risk?	Likelihood	Severity	Risk	Likelihood	Severity	Risk
Church Sanctuary / Church Foyer / Lobby / Toilets / Stage	Slips, Trips, and Falls Wet or uneven flooring, clutter, litter or improperly stored equipment can lead to slips or trips.	1. Children, adult volunteers and other visitors. 2. Other church premises users coming in after session has ended.	3	4	12	2	2	4

Control Measures / Action Plan:

- 3.1 Check space being used for any hazards that could cause a trip, slip or fall – chairs, equipment such as balls, ropes etc, any spillages and remove immediately, ensuring cleaning materials are readily available to clear spillages.
- 3.2 Adult to child ratio to be observed to ensure adequate close supervision of children during activities if game might cause a trip risk – make sure children are not running around or over obstacles. Children to keep arms / legs in when playing team games so as not to cause a trip or fall.
- 3.3 Drinks to be contained in one area (drink station in Foyer) and to be consumed in this area to avoid spillages.
- 3.4 Volunteers to be alert to spillages and clear immediately leaving a caution sign if needed.
- 3.5 'Near Miss' reporting system in place – group signing in book on the café counter in the main foyer has a column to report problems noticed e.g. blocking fire exits, loose wires or anything that could cause an accident. Book is monitored by Church Property Team who will address issues raised.
- 3.6 Sweep of church premises at end of session to ensure all rubbish, clutter etc has been cleared away.

4. USE OF ELECTRICAL EQUIPMENT

			Initial Rating			Residual Risk Rating after Control Measures / Action Plan put in place		
LOCATION	Risk	Who is at Risk?	Likelihood	Severity	Risk	Likelihood	Severity	Risk
Church Foyer / Lobby / Sanctuary	Risk of injury from faulty appliances.	Children & adult volunteers.	2	5	10	2	2	4

Control Measures / Action Plan:

- 4.1 All users to visually inspect equipment especially electrical leads before use.
- 4.2 Any use of extension leads discouraged unless absolutely required.
- 4.3 Trailing leads especially in AV equipment to be kept to a minimum and users made aware.

5. FURNITURE & EQUIPMENT

			Initial Rating			Residual Risk Rating after Control Measures / Action Plan put in place		
LOCATION	Risk	Who is at Risk?	Likelihood	Severity	Risk	Likelihood	Severity	Risk
Church Sanctuary / Church Foyer / Lobby / Toilets	Unsafe, broken, or unsuitable furniture or equipment (e.g., games, chairs).	Children & adult volunteers.	3	4	12	3	2	6

Control Measures / Action Plan:

- 5.1 Inspect all furniture and equipment regularly.
- 5.2 Remove / replace / repair any broken items immediately.
- 5.3 Ensure any damage is reported to the group leader and entered in the Group Signing In Book.

6. GAMES

			Initial Rating			Residual Risk Rating after Control Measures / Action Plan put in place		
LOCATION	Risk	Who is at Risk?	Likelihood	Severity	Risk	Likelihood	Severity	Risk
Church Sanctuary / Foyer / Lobby / Outside areas within church grounds	<ul style="list-style-type: none"> Children being injured while participating (ball games / parachute etc). Cheating or unruly behaviour during games can cause distress/ confusion for other club goers. Nuisance to neighbours from balls etc going over into gardens. 	Children & adult volunteers.	4	4	16	3	3	9

Control Measures / Action Plan:

- 6.1 Plan activities and games in advance to ensure age appropriate and all adult volunteers are clear as to their role in supervising / participating in the game.
- 6.2 Ensure all adult volunteers present – correct adult to child ratio – minimum of two adults to monitor each area being used.
- 6.3 Ensure that rules to game are explained thoroughly and how to stay safe while participating.
- 6.4 Games chosen to be appropriate for age and ability of children.
- 6.5 Intervene immediately if children behaving inappropriately/putting others at risk.
- 6.6 Adult volunteers should lead by example in games - fair play, inclusivity, keeping to the rules of the game, no cheating and no changing of the rules half way through (unless there is a clear health & safety reason to do so).
- 6.7 Ensure that space is appropriate for the games / activity – enough space / no obstructions – including ensuring footballs etc do not get kicked over into neighbouring properties (netting in place before ball games played outside on the rear lawn).
- 6.8 Activities outside to be lit appropriately and not to take place if too cold / wet.

7. USE OF CHURCH SCOOTERS & BIKES

			Initial Rating			Residual Risk Rating after Control Measures / Action Plan put in place		
LOCATION	Risk	Who is at Risk?	Likelihood	Severity	Risk	Likelihood	Severity	Risk
Outside areas within church grounds	<ol style="list-style-type: none"> 1. Injuries while riding – bumps, bruises & grazes from falling off / poor maintenance. 2. Injuries from collisions. 	Children & Adult Volunteers	3	4	12	3	3	9

Control Measures / Action Plan:

- 7.1 Children to bring their own cycle helmets to Club if they wish to use the church scooters or bikes – children will not be allowed to use the scooters / bikes if they are not wearing a properly fitted helmet – Parent / Guardian will have signed Consent Form confirming their understanding of this.
- 7.2 Children will be made aware that bikes / scooters can only be used sensibly and with consideration of others.
- 7.3 Adult to child ratio to be observed to ensure adequate close supervision of children during activities and to intervene where needed.
- 7.4 Regular checks of church scooters and bikes to ensure working properly.

8. CRAFT ACTIVITIES

			Initial Rating			Residual Risk Rating after Control Measures / Action Plan put in place		
LOCATION	Risk	Who is at Risk?	Likelihood	Severity	Risk	Likelihood	Severity	Risk
Church Sanctuary / Foyer / Lobby	Misuse of scissors & other craft resources resulting in injury	Young people & adult volunteers.	3	4	12	2	3	6

Control Measures / Action Plan:

- 8.1 Plan craft activities in advance to ensure age appropriate & ensure adult volunteers are clear ref their role in the activities.
- 8.2 Organise equipment needed in advance so that any sharp objects are not carried around once club has begun.
- 8.3 Adult supervision compulsory at craft table.
- 8.4 Safety to be discussed and ensure rules followed when using scissors or sharp objects.
- 8.5 No running with craft equipment.
- 8.6 Ensure craft activities are age appropriate.
- 8.7 Monitor children to ensure small objects are not swallowed, put in ears or nose!
- 8.8 Any hot glue guns to be used by adults (or 1:1) to avoid burning.

9. FOOD & DRINK

			Initial Rating			Residual Risk Rating after Control Measures / Action Plan put in place		
LOCATION	Risk	Who is at Risk?	Likelihood	Severity	Risk	Likelihood	Severity	Risk
Church Foyer / Lobby	Allergic reaction to food & drink provided during club	Children & adult volunteers.	3	5	15	2	5	10

Control Measures / Action Plan:

- 9.1 Parent / guardian of attendee to include known food & drink allergies on consent form and checks to be made prior to food / drink being handed out.
- 9.2 Clearly label all food and drink items with allergen information
- 9.3 First Aider on hand with volunteers trained on allergen awareness & treatment.

10. HEALTH EMERGENCIES

			Initial Rating			Residual Risk Rating after Control Measures / Action Plan put in place		
LOCATION	Risk	Who is at Risk?	Likelihood	Severity	Risk	Likelihood	Severity	Risk
Church Foyer / Lobby / Toilets	Risk of health emergencies due to medical conditions (e.g., Asthma, Seizures, etc).	Children & Adult Volunteers	3	5	15	3	3	9

Control Measures / Action Plan:

- 10.1 Gather medical information and emergency contacts for each participant on consent form.
- 10.2 At least one adult helper present per session trained in basic first aid. A first aid kit will be kept on site and regularly checked for expiry dates..

11. VEHICLES

			Initial Rating			Residual Risk Rating after Control Measures / Action Plan put in place		
LOCATION	Risk	Who is at Risk?	Likelihood	Severity	Risk	Likelihood	Severity	Risk
Car Parks (Front & Rear)	Injuries sustained from collision with moving vehicles – especially during dark evenings.	<ul style="list-style-type: none"> Children. Adult volunteers. Other pedestrians in car park areas while youth café in session. 	3	5	15	3	3	9

Control Measures / Action Plan:

- 11.1 Sign to be displayed at entrance warning children & adults to be aware of moving vehicles while club is taking place – liaising with church to have this up for other groups also.
- 11.2 Sign on lane to car park to be aware of pedestrians – Health & Safety Lead will be liaising with church on this.

12. HORSEPLAY' / NOISE LEVELS / ASB / DAMAGE

			Initial Rating			Residual Risk Rating after Control Measures / Action Plan put in place		
LOCATION	Risk	Who is at Risk?	Likelihood	Severity	Risk	Likelihood	Severity	Risk
Church Sanctuary / Foyer / Lobby / Toilets / Outside areas within church grounds	<ul style="list-style-type: none"> Amongst young people including play fighting and organised games getting out of control, resulting in personal injury, breakages to equipment, furniture or buildings e.g. windows and toilets High noise levels could cause distress or affect concentration. Also, noise levels causing problems to neighbours 	<ol style="list-style-type: none"> Children – potential for injury. Reputational damage to youth group arising from poorly organised games. Neighbours negatively impacted by noise levels & ASB. 	2	4	8	2	3	6

Control Measures / Action Plan:

- 12.1 Copy of rules related to Acceptable Behaviour displayed throughout areas of building used by MnMs.
- 12.2 Staff / volunteers present to minimise the opportunity for horseplay / ASB / damage and intervene as necessary.
- 12.3 Clear demarcation of areas that are out of bounds to children e.g. downstairs toilets and enforcement of these demarcations throughout the club session.
- 12.4 Guidance and parameters set in games involving using different parts of the building / grounds– e.g. 'Hide & Seek' / 'Manhunt' – be very clear ref which parts of the building / grounds can be used, and establish rules about respecting privacy and avoiding potentially dangerous places.
- 12.5 Remind all children to respect neighbours and keep noise to a minimum.
- 12.6 Adult volunteers / leaders supervising in all areas where games are being conducted.
- 12.7 Ensure any injuries / damage sustained is recorded in the appropriate incident folder.

13. BULLYING

			Initial Rating			Residual Risk Rating after Control Measures / Action Plan put in place		
LOCATION	Risk	Who is at Risk?	Likelihood	Severity	Risk	Likelihood	Severity	Risk
Church Sanctuary / Foyer / Lobby / Toilets / Outside areas within church grounds	<ul style="list-style-type: none"> Behaviour that could intimidate / harm children or adult volunteers – physical or psychological abuse, exclusion from activities. This could either be from other group users or adult volunteers. 	Children & adult volunteers / leaders	2	4	8	2	2	4

Control Measures / Action Plan:

- 13.1 Anti-bullying policy in place - MnMs rules to be on display and communicated with parent / carers.
- 13.2 Ensure that volunteers and staff are trained in handling conflicts.
- 13.3 Provide a safe space for complaints and ensure all staff are approachable.
- 13.4 Safeguarding posters displayed throughout.
- 13.5 Adult volunteers will adhere to Code of Conduct for Working with Children & Young People, treating all with dignity and respect and with equal care and concern, they will not abuse the power and responsibility of their role by belittling, scapegoating or ridiculing children, show favouritism or discriminate / leave discrimination or bullying unchallenged.
- 13.6 Adult volunteers will not undermine other adult volunteers in front of club members.

14. CHILD INTERACTIONS WITH SOLE ADULT HELPER / OTHER SAFEGUARDING

			Initial Rating			Residual Risk Rating after Control Measures / Action Plan put in place		
LOCATION	Risk	Who is at Risk?	Likelihood	Severity	Risk	Likelihood	Severity	Risk
Church Sanctuary / Foyer / Lobby / Toilets / Outside areas within church grounds / Outside of Youth Café setting	One on one leaves both adult helper & youth group member vulnerable – during club sessions & outside of club setting if continuing engagement via phone / social media.	Children & adult volunteers.	2	5	10	1	5	5

Control Measures / Action Plan

CHILD INTERACTION WITH SOLE ADULT HELPER

- 14.1 Adult volunteers are Safeguarding trained, DBS checked and subject to ‘Safer Recruiting’ good practice and will have signed up to the URC Good Practice 6 Code of Conduct for working with children & young people and will not put themselves at risk by being alone and isolated with a young person under 18 years and will have someone with them at all times as per URC Good Practice 6 Safeguarding Policy (minimum of one other adult helper) and / or be in line of sight of other adult volunteers.

- 14.2 Adult volunteers will have a clear understanding of what is appropriate behaviour toward children in MnMs as per URC Good Practice 6 Code of Conduct including inappropriate physical contact (e.g. making / encouraging young people to give them hugs, having them sat on the volunteers knee etc), favouritism (e.g. giving of gifts), and that breaches of this Code of Conduct will be dealt with accordingly in line with the URC Good Practice 6 Safeguarding Policy.
- 14.3 Adult volunteers will also have read and signed agreeing to comply with measures specified in this Risk Assessment, including around Safeguarding.
- 14.4 Leaders are not to communicate with children directly outside of MnMs – no texting, phoning, email, WhatsApp etc – any interaction of this nature will be classed as a breach of the Code of Conduct and dealt with accordingly in line with the URC Good Practice 6 Safeguarding Policy.

OTHER SAFEGUARDING

- 14.5 Ensure that parents/carers have completed consent forms or child cannot attend.
- 14.6 Register of all volunteers and children to be kept.
- 14.7 Adult volunteers to use disabled toilet or creche toilet only – no shared use of toilets between adult volunteers and children. Disabled toilet is out of bounds for all children other than if disabled. Creche (downstairs) toilets to be out of bounds to children at all times.
- 14.8 No filming or photography during club activity without express parental permission and only on authorised camera – not the personal phone of any adult volunteer.
- 14.9 Adult volunteers to be at exit at pick up time to monitor children being collected and ensure children go home with their parent/guardian.
- 14.10 Promote positive and proactive ethos toward safeguarding – everyone's responsibility!
- 14.11 Any concerns will be recorded and reported according to church safeguarding procedures - Safeguarding concern forms to be filled in if there is any concern and given to safeguarding coordinator.
- 14.12 If in doubt report any incident to the Church Safeguarding Co-ordinator or Deputy.

15. ACTIVITIES OFF SITE

			Initial Rating			Residual Risk Rating after Control Measures / Action Plan put in place		
LOCATION	Risk	Who is at Risk?	Likelihood	Severity	Risk	Likelihood	Severity	Risk
Off Church Premises	Activities undertaken off site without due consideration of potential risks resulting in serious injury / incident to young person and reputational damage to the church	<ul style="list-style-type: none"> Young people. Adult volunteers. Reputation of church 	3	5	15	2	3	6

Control Measures / Action Plan:

- 15.1 Group Leader will prepare one-off Risk Assessments for trips off site for each trip, with copy to Designated Elder & Risk Assessment Lead for approval prior to trip being undertaken – Risk Assessment Lead can assist with preparation of assessments if required.
- 15.2 All adult volunteers will have sight of Risk Assessment once approved and acknowledge that they have read, understood and will comply with it.
- 15.3 Parental consent forms are signed.
- 15.4 Parents will be aware that misbehaviour will result in them having to come and collect their child straight away
- 15.5 Adult volunteers to have mobile phones to contact emergency services and contact/s if need arises.

16. UNKNOWN / UNAUTHORISED PERSON/S ON PREMISES DURING CLUB ACTIVITIES

			Initial Rating			Residual Risk Rating after Control Measures / Action Plan put in place		
LOCATION	Risk	Who is at Risk?	Likelihood	Severity	Risk	Likelihood	Severity	Risk
Church Foyer / Lobby / Sanctuary / Toilets	<ul style="list-style-type: none"> Unauthorized individuals entering the premises during club activities Potential for individuals who are not part of the club or authorized to be present to create a disturbance or cause harm. Weaknesses in access control. Possibility of threats, such as violence, theft, or other malicious acts. Inadequate staffing levels to monitor and respond to potential incidents. 	<ul style="list-style-type: none"> Young people. Adult volunteers. 	2	5	10	2	3	6

Control Measures / Action Plan:

- 16.1 Sufficient Adult volunteers to ensure that space is secure and monitor entry and exit points - no unauthorised visitors.
- 16.2 Staff have mobile phones to contact emergency services and contact/s if need arises.
- 16.3 Security / door entry system in place

PARENTAL / GUARDIAN CONSENT:

- Consent Forms:** All young people attending will be required to submit a parental/guardian consent form with medical details, emergency contacts, and any other relevant information.
- Privacy:** Personal details of attendees will be kept confidential and only shared with relevant staff in case of an emergency.

MANAGEMENT OF SAFETY AND CLEAR RESPONSIBILITIES:

- All leaders & adult volunteers will read and comply with Risk Assessment and a Hard copy of all Risk Assessments to be accessible to all (in the folder on counter in café area) – copies can be made available to Parent / Guardians on request.
- Meetings to be held between group Leader and adult volunteers at regular intervals (e.g. prior to beginning of each term) to plan activities for coming weeks

- Adult volunteers to be appointed and briefed on duties and responsibilities before club starts
- Adult volunteers to monitor children and activities and report any problems to the club leader as soon as possible. **Activities to stop if necessary.**
- Team discussion and prayer before MnMs starts and then debrief at end.
- Club leader to be available and approachable for all volunteers to be able to ask questions and share feedback.

MONITORING AND REVIEW:

- MnMs will be monitored regularly by church leaders, and a feedback system will be in place for attendees, parents & volunteers.
- Risk assessments will be reviewed annually or after any significant incident to ensure they remain relevant and effective.

CONCLUSION:

- MnMs Club has been assessed for potential risks, and appropriate control measures are in place to ensure a safe and enjoyable environment for young people.
- Regular monitoring, proper training, and a strong commitment to safeguarding will reduce risks and help mitigate any incidents.

<p>ADULT VOLUNTEER DECLARATION: I have read, understood and agree to comply with measures specified in this Risk Assessment.</p> <p>Signed Name Date</p>
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