



Potential Hazard	Hazard Effect	Severity*	Probability*	Risk**	To minimise risk
Child burning themselves with candles	Skin burns	3	2	6	All pre-schoolers (including nursery age) will only be given glo sticks. No candles
					Reception and Year 1 aged children will be paired with Year 3-6 children once the candles are lit. Adults will provide oversight. Ratio of 1:8.
					Line up all the children, in pairs where necessary, at the door, with appropriate gaps, before lighting the candles. Only adults hold matches and wicks.
Children burning other children	Hair or skin burns	3	1	3	Ensure the children leave appropriate gaps in front of them, so they do not get too close to the child in front.
Sharp cocktail sticks and sharp pins	Skewer skin	2	2	4	Explain during the briefing how the cocktail sticks and pins should be used <u>away</u> from hands. In particular, sweets must not be placed in the palm of their hands to put them onto sticks.



Safety instructions will be given:

- Hold your candle away from your body, in front of your chest.
- Do not put anything close to the flame
- Anyone who is not careful will be given a glo stick instead without a further warning
- Candles can be dangerous, but only if the flame touches things. Be sensible. Be calm. Enjoy it. If the Christingle is held carefully, there will be no accidents.
- Do not stand close to the person in front of you. Their hair could touch the flame. Leave a gap.

Procedure.

- When the sermon finishes a steward informs the kids team.
- Children are reminded of the instructions and are lined up at the door of the M-J Hall, holding their own Christingles. Older children paired with younger children.
- Check appropriate gaps between children. Check no young children are alone
- Adults are given wicks to light candles. Glo sticks "snapped".
- One adult in overall supervision, not lighting to monitor behaviour and other concerns.
- When the final carol begins, or 2nd verse, an adult leads the line to stand at the stage to marshal the children as they arrive- not standing on the stage
- The Minister says nice words, gives adults a chance to take photos, instructs all children to blow out candles and finishes with a prayer

Leader's name

Signature

Date

* 1 slight, 5 high

** Severity x Probability = Risk

This risk assessment is relevant for one church's situation. You will need to think about particular risks in your church and change it accordingly.