



RISK ASSESSMENT – LITURGY OF THE WORD WITH CHILDREN (LWC)

Parish: _____

Specific Activity	Hazard	Risk Consequence	Current Controls	Risk Level	Further Action Required
Recruitment and induction of LWC leaders	LWC leader: -Unknown to Parish; -does not understand/use positive behaviour; -does not understand/use code of ethical behaviour	-Physical, Emotional/psychological, Sexual harm to children	[enter here the controls specific to your parish context] For Example: Recruitment and induction procedures followed as per Safeguarding Safe Recruitment & Training Policy Police vet and reference checking completed and current Code of Conduct signed	Moderate - high	Nil of controls are in place
Gathering children to walk to the location	-Child wandering off from the group. -Child slipping/tripping	-Missing child or Physical injury	Children lined up in pairs 2 adults with the group (if only 1 adult ensure an additional adult i.e. parent is invited to sit with the group) 1 adult leading and 1 adult walking behind the group	Low	nil
LWC teaching session	-Non-compliant behaviour by child/ren	-Physical injury to volunteers/other children; -Disruption of the session	Established group rules and behaviour expectations Assign 1 adult leader to sit in close proximity to non-compliant child/ren Provision of engaging material Use positive behaviour specific feedback (e.g. great sitting up, good listening)	Low – moderate depending on specific cohort	LWC leaders to understand the needs of the specific children within the group
	-Overly large number of children in attendance	-Physical injury or neglect of children	Maintain a manageable leader/child ratio – e.g. 1:10	Low	If necessary invite parents to assist
Impact of LWC physical environment	-Chairs stacked in unsafe manner	-Physical injury to person	No more than 5 per stack Chairs facing towards to wall	Low	nil

Specific Activity	Hazard	Risk Consequence	Current Controls	Risk Level	Further Action Required
Impact of LWC physical environment	-Use of lit candles	-Physical injury to a person -Fire	Candles should be held with a safe stable container e.g. glass container No flammable items in close proximity Use long matches Lighting of candles to be well supervised by an adult Ensure candles are properly snuffed after use	Moderate	Consider using an alternate to a lit candle
	-Use of stationery equipment eg scissors	-Physical injury to a person	Use round nosed scissors Careful supervision of children Teach appropriate technique for use of and handling scissors to others	Low	Nil if controls followed
	-Electrical equipment including points and leads	-Physical injury to a person	Residual current device (circuit breaker) should be fitted to power supply of building Annual checking of electrical equipment and cords	Low	Nil if controls followed
	-Use of chemicals eg paints, glues	-Physical injury to a person	Ensure paints and glues are for use by children and do not contain leads etc Material safety data sheets must be kept for all chemicals used on site – these can be sourced from the manufacturer online		
	-Food allergies	-Physical injury to a person	Ensure if food is being served that you are aware of any children who suffer food allergies and make alternative arrangements to ensure inclusion	Low - moderate	Special consideration for those with severe food allergies
	-Safe food handling	-Physical injury to a person	Follow safe good handling principals	Low	nil
Toileting	-Child going to toilet on their own	-Child wandering away -Another person at the toilet at the same time as the child -Child having difficulty with clothing or other matter	Elements to consider: Location of toilet Parents toilet the child prior to LWC If toilet is in line of sight of the supervising adult, children can go on their own	Low - moderate	nil