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| **Event**: Nativity or Crib Service |
| **Date:** |
| **Location:** |
| **Church:** |
| **Group Leader:** |
| **Contact Address:** |
| **Phone:** |
| **Email:** |

**Risk Assessment Form**

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| **Activity** | **Possible risk** | **Prevention** | **Action to be taken to reduce risk** | **Responsibility** |
| Getting small children in & out of costumes | Physical contact with children | Adult supervision should always be at the required children to adult ratio. All should always be in sight of each other  | Where possible parents should be asked to get their own children dressed & undressed | Junior Church staff/safeguarding officer |
| Taking pictures & filming during the service | Could be posted to websites without parental consent | Request that no pictures or filming is done during the service | Get written consent from all parents & have just one church member who has an enhanced DBS to take pictures to pass on to the parents | Junior Church staff/Safeguarding officer/Duty steward |
| Props & scenery | Falling scenery & dangerous props | Ensure all props are child friendly & that any scenery is secure.Children will be in unfamiliar clothing so best to avoid any naked flames in decorations  | Avoid heavy props or anything delicate such as glass that easily breaks resulting in sharp objects | Junior Church staff/Duty steward |
| Setting up any electrical equipment to be used such as lighting | Trips and falls from leads and wires | Ensure that all leads and wires are secure, clearly marked with tape and/or placed out of the way of the children | Mark and close off an area where there are leads & wires | Person setting up electrics/duty steward |

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| **Activity** | **Possible risk** | **Prevention** | **Action to be taken to reduce risk** | **Responsibility** |
| During the service | Falling off side of stage | Carefully mark the edge of the stage with reflective tape  | Ensure adult supervision of the children when entering & leaving the stage | Junior church staff |

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| **Completed by:** |
| **Signed:** |
| **Date:** |