

# Cityside Baptist Church Children and Youth Equipment Safety Guidelines

Reviewed December 2016

## Purpose

To manage risk effectively around equipment that is used regularly and could pose a hazard.

## Procedures

### Food safety

1. Common food issues to be aware of at Cityside are allergies to nuts, eggs, milk or kiwifruit, and those who are gluten-intolerant, dairy-intolerant, low-sugar and vegetarian or vegan.
2. Parents/caregivers are encouraged to share information about their child or youth's allergies or dietary needs with those organising children and youth events by filling in a *Children and Youth Family Info Form*, and visitors/casual attendees are asked on the sign in sheet if there are any medical issues we should be aware of.
3. If you are organising something at Cityside, it is good practice to advertise to parents/caregivers beforehand if there is going to be food present so that they can liaise with you about what their child can eat, or bring alternative parallel food if needed.
4. Encourage children and youth to wash their hands before and after touching food, both for hygiene and to protect those with allergies from contamination.

### Fire and candle safety

1. Candles should only be lit with adult supervision.
2. There are fire extinguishers in each of the rooms where children and youth meet regularly – please familiarise yourself with where they are.
3. We light candles as a symbol of prayer; they are not for playing with. Please gently remind children of this if you happen to see them doing scientific experimentation with candles.
4. We aim to teach and remind our children regularly about safe ways to hold a candle while lighting it: holding a votive near the bottom so you can plant it in the sand without changing grip; lighting a tea-light by making the wick stick out and holding it sideways against a flame; holding your arm out straight so the candle is well away from hair; blowing candles out from the side rather than from above.
5. We ask children to light one candle only and to pause while holding it if they want to say multiple prayers.
6. Curators are asked to place candle trays on high or wide tables if they are not going to be constantly closely supervised, so that children can't lean over and drape their hair or clothing on the flames.
7. We aim to blow out any Quest and Odyssey candles at the beginning of the community morning tea. All Citysiders are asked to help by either blowing them out yourself if you notice the curator hasn't got to it yet, or even better, supervising a child to blow them out because they love doing it.

8. Candles in the auditorium should only be left lit if the service curator is there to supervise them. If you notice candles have been left unsupervised, please blow them out.
9. There are mini-cupboards for matches in each of the areas we use them at Cityside, so that they are kept permanently out of reach of young children. Please return matches to these once you've used them.
10. We generally choose to use LED candles with children under 5.

#### **Pools of water safety (including the Baptismal pool)**

1. Any pools of water must be constantly supervised or covered if there are children under five around, and emptied as soon as practicable after use.

#### **Kitchen, electrical appliance and tool safety**

1. Children must be closely supervised when using appliances and tools.
2. Remind the group before you start of your safety expectations and tips.
3. Check that cords are out of the way and are not a tripping hazard.

#### **Glue gun safety**

1. Set up glue guns on a table or bench, not on the floor.
2. Check that the glue guns are set on a stand when plugged in so they can heat up without touching anything else.
3. Check that power cords are out of the way and are not a tripping hazard.
4. Remind young children before you begin which part of the glue gun is hot; not to touch the melted glue; and to return the glue gun to its stand when they are not using it.

#### **Craft knife safety**

1. Craft knives should not be used by young children. Older children should only use them with close adult supervision.
2. Remind the group before you begin about safety tips: always keep all body parts out of the path of the knife so that if it slips it can't cut you; always use the knife on a table not on the floor; slide the blade back in when you are not using it; only adults should snap the blade if needed to refresh the cutting edge.
3. Store the craft knives well out of reach of young children.