

Risk Assessment

Date: 31/03/2025	Assessed by: Rev Chris Harrigan	Checked by: Jim Seth	Location: St Andrews Church, Redruth	Assessment ref no:	Review date: 27/04/2025
Toast Youth Group / discussion & games / St Andrews Church					

Activity	Hazard	Who might be harmed and how	Risk rating	Measures required to control risk (including existing measures)	Residual Risk rating
Supervision of youth group upstairs	Lone leader supervision (only one adult leader with 10-12 young people)	Young people, Leader	Medium	<ul style="list-style-type: none"> - A young leader will assist the lone adult leader - Communication plan (open doors, walkie-talkies, continual communication) in place for emergencies - Safeguarding policies in place and known by the leaders - Leaders equipped with phones or walkie-talkies for immediate communication with leaders in the crypt 	D
Games and activities in a confined space	Trip hazards from tables, chairs, pews, columns, large stone font	Young people, leaders	Medium	<ul style="list-style-type: none"> - Pre-session inspection to ensure walkways are clear - Tables and chairs to be arranged to reduce obstruction - Large immovable objects (e.g., font) clearly marked - Young people briefed on hazards - Activity to be planned in advance with all risks being highlighted, assessed and planned appropriate 	B/C
Physical games and activities	Potential injuries from falls or collisions during games	Young people	Medium	<ul style="list-style-type: none"> - Games selected to be age-appropriate and non-contact - First-aid kit available upstairs - Clear rules communicated to participants before starting activities 	D
Emergency evacuation	Obstructed exits, unfamiliarity with evacuation routes	Young people, volunteers, Leader	High	<ul style="list-style-type: none"> - Leaders aware of emergency exits and evacuation procedures - Evacuation routes to be checked and kept clear - Fire safety briefing given at the start of the session 	B/C

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GENERAL					
Entry into building (church)	There is a stepped approach with stone stairs and high side walls – drop beyond	Young people, visitors, volunteers, Leader	Low	-Adult/volunteer located at entrance of church monitoring entry and navigating stairs - Provide details of entry on invitation	Low
Entry into building (crypt)	Entrance into crypt main door is via sloped concrete ramp – slips or falls	Young people, visitors, volunteers, Leader	Low	-Adult/volunteer located at entrance of church monitoring entry and navigating stairs - Provide details of entry on invitation	Low
Supervision in the crypt	Insufficient adult supervision in the crypt	Young people in the crypt	Medium	- Two adults assigned to supervise the crypt - Continuous communication with the leader upstairs - Safeguarding policies in place and adhered to by all adults	D
Slips and falls	Wet or uneven surfaces. Obstacles	Young people, leaders	Medium	- Pre-session inspection to ensure dry and even surfaces - Immediate clean-up of any spills - Wet areas marked with signage	D
Fire safety	Fire hazard or inadequate response in case of fire	Young people, leaders	Medium	- Fire exits clearly marked - Leaders trained on fire safety protocols - Fire equipment (extinguishers, alarms) checked before activity	D
Fire / Emergency Evacuation Situation	Fire / Electrical Fault / Emergency Evacuation Situation	All participants	Low	-All volunteers to be aware fire evacuation/emergency management procedures & make children aware of meeting point -Volunteers to announce evacuation if required. - Volunteers to contact emergency services by dialling 999, using their mobile phones	D

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First aid provision	Sufficiently trained first aid staff on hand	All participants	Medium	<ul style="list-style-type: none"> -Event will be 12 staff members during the event, with a qualified first aider to administer on each floor. - First aid kit to be made available and kept nearby. - LSA Staff can contact emergency services by dialling 99, using mobile or LSA phones - Staff to follow First Aid Policy/Procedure - Church policy to ask for access to all young peoples' emergency contact details and medical records/ pre-existing medical conditions on arrival. 	C
Behavioural issues	Disruptive behaviour, bullying, or risk of physical harm	Young people, leaders	Medium	<ul style="list-style-type: none"> - Clear code of conduct communicated to all young people at the start - Leaders briefed on handling disruptive behaviour - Support from the young leader to assist the adult leader in addressing issues 	D
Safeguarding concerns	Lack of adherence to safeguarding policies, inappropriate adult-child interactions. Disclosure of a safeguarding concern.	Young people, leaders	Medium	<ul style="list-style-type: none"> - All leaders are DBS-checked - Safeguarding policies followed - Appropriate safeguarding training - Leader is never alone with a young person in a 1-to-1 situation - Continual communication with other leaders and session debriefing following the activity. 	D
Stairs	C&YP & Adults and those with mobility issues. Falling or dropping equipment Falling or tripping on stairs	Young people, leaders	Medium	<ul style="list-style-type: none"> -Ensure small children are always accompanied up and down stairs. -Ensure any doors opening onto stairs are kept closed/locked where appropriate. -Ensure lighting is working and switches are accessible -Check stability of handrails -Monitor movement of young people on the stairs 	D

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Toilets	C&YP & other users Child being locked in Users being exposed to germs or hazardous substances. Users slipping on wet floors.	Young people, leaders	Medium	-Regularly check toilets for suitable hygiene standards -Maintain a good standard of cleanliness, hygiene and security. -Ensure floor covering is suitable for the age group and in a clean/safe condition. -Ensure changing equipment is in good repair & there are adequate facilities for disposal of nappies or sanitary equipment	D
Kitchen area (see food section for more info)	Children gaining access to kitchen – cuts and burns	Young people	Medium	-Kitchen to be supervised at all times by volunteer/leader. -Saloon door to be closed/locked at all times. -Provide a visible sign stating 'no entry' -Brief young people when they come into the building.	D
Discussion/General	Upset/unwell/vulnerable children	Young people, leaders	Medium	-Depending on the nature of the illness, the upset, the leader may advise the young person to sit out, drink water, etc. -In case of a serious illness, call for first aid or 999. -Make parent or carer aware of any concerns. Report in accident book/debriefing records	D
Vulnerable people	Abuse, confusion, stress, anxiety, misunderstanding	Young people	Low	-Volunteers to supervise children at all times -High ratio of Carers to Children (maximum 3:1) -All exits to be monitored by volunteers; no children are allowed out of the building without express permission -Assist LSA's exit policy in announcing that children are not to leave the venue without notifying a leader. – -Music selected to avoid any profanity and unsuitable lyrics.	
Position & set-up of Equipment	Risk of obstruction	All participants	Low	Entrance/exit activities constructed to allow easy access for all attendees. Suitable positioning of equipment table in an area which avoids any entry/exits.	D

<p>Volunteers working with children and young people (e.g. ages 5–17) during church-based activities. This includes both direct interaction (e.g. leading a group) and support roles (e.g. serving snacks or managing equipment).</p>	<p>Inappropriate or unsafe behaviour by adults or peers.</p> <p>Lack of supervision or insufficient adult-to-child ratios.</p> <p>Unclear boundaries or expectations for interaction.</p> <p>Untrained volunteers not aware of safeguarding policy.</p> <p>Physical harm or accidents during activities.</p> <p>Emotional harm due to bullying, exclusion, or distress.</p> <p>Medical issues/allergies not known or managed.</p> <p>Unaccompanied children leaving the building or becoming lost.</p> <p>Disclosure of abuse not handled appropriately.</p>	<p>Children & young people – Physical or emotional harm, poor safeguarding, lack of supervision, abuse, accident, distress.</p> <p>Volunteers – Accusations of inappropriate behaviour, being placed in vulnerable or unsupported situations, emotional impact of disclosures or incidents.</p> <p>Parents/guardians – Concerns around child safety or trust in the setting.</p> <p>Church community – Risk to reputation and compliance if safeguarding fails.</p>	<p>Inappropriate behaviour/safeguarding failure: High</p> <p>Lack of supervision: High</p> <p>Emotional harm/bullying: Medium-High</p> <p>Physical injury/accidents: Medium</p> <p>Medical incidents/allergies: Medium-High</p> <p>Lost/unaccompanied child: High</p> <p>Disclosure of abuse mishandled: High</p> <p>Misuse of phones/photos: Medium</p>	<p>General Safeguarding Standards:</p> <ul style="list-style-type: none"> All volunteers must have current DBS checks before working with children. All volunteers to read and agree to the church's Safeguarding Policy. Appoint a Designated Safeguarding Lead (DSL) on site and ensure their contact info is visible. Provide safeguarding training or induction briefing for all volunteers (including how to report a concern). <p>Supervision and Boundaries:</p> <ul style="list-style-type: none"> Maintain recommended adult-to-child ratios (e.g. 1:8 for under 8s). Ensure two adults are present or within supervision view with children at all times – never one-on-one behind closed doors. Volunteers should only carry out pre-agreed, role-specific tasks – no unsupervised activities. Children should never leave the premises unaccompanied, and collection protocols must be followed. <p>Managing Behaviour and Wellbeing:</p> <ul style="list-style-type: none"> Have a clear code of conduct for children and volunteers, including acceptable behaviour and discipline procedure. Create an inclusive and respectful atmosphere – no shouting, humiliating, or physical discipline. Address bullying, exclusion, or emotional distress promptly and sensitively. <p>Health and Medical Needs:</p> <ul style="list-style-type: none"> Obtain parental consent forms with medical needs, allergies, and emergency contacts. Volunteers must know who holds first aid training and where the first aid kit is. Record and respond appropriately to any incidents or accidents using the church's reporting forms. <p>Physical and Online Safety:</p> <ul style="list-style-type: none"> Use registration and sign-in sheets for children and volunteers. 	<p>Inappropriate behaviour/safeguarding failure: Low (with training and policy in place)</p> <p>Lack of supervision: Low</p> <p>Emotional harm/bullying: Low</p> <p>Physical injury/accidents: Low-medium</p> <p>Medical incidents/allergies: Low</p> <p>Lost/unaccompanied child: Low</p> <p>Disclosure of abuse mishandled: Low</p> <p>Misuse of phones/photos: Low</p>
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	Use of mobile phones or photos without consent.			<ul style="list-style-type: none"> Keep clear boundaries about physical contact – limited to what is necessary and appropriate. No photos/videos without parental consent. Mobile phone use by volunteers to be restricted during children's activities. Responding to Disclosures or Concerns: <ul style="list-style-type: none"> Volunteers must never promise confidentiality. Any concern or disclosure must be reported immediately to the DSL using the correct reporting process. Volunteers should be emotionally supported and debriefed if involved in a disclosure or concern. 	
Health and Safety	Multiple across the church and crypt	All participants	Medium-high	<ul style="list-style-type: none"> Have the parish health & safety executive review the project and activities. The event to have a designated church health & safety coordinator. On the day of the event, the health & safety coordinator to brief the volunteers and team on possible risks and hazards and procedures in the event of an incident. The event to follow current church and diocese health & safety requirements. 	Low-medium
ACTIVITIES					

Activity	Hazard	Who might be harmed and how	Risk rating	Measures required to control risk (including existing measures)	Residual Risk rating
Operation of an inflatable Nerf Target Wall Range inside a church, used by children aged 7-15, with adult supervision.	<p>Tripping over equipment or electrical cables.</p> <p>Impact from Nerf projectiles.</p> <p>Instability or collapse of the inflatable wall.</p> <p>Overcrowding leading to collisions.</p> <p>Youth Excitement</p> <p>Electrical hazards from the blower or power supply.</p> <p>Allergic reactions or choking on foam darts.</p> <p>Damage to property</p>	<p>Participants (7-15 years old): Risk of minor bruises or eye injury from Nerf darts, tripping hazards, or falling against equipment.</p> <p>Supervising adults: Tripping hazards from cables, potential collisions when managing children.</p> <p>Youth Excitement: Some young people might get excited and may put themselves in harm's way.</p> <p>Bystanders/spectators: Accidental impact from stray darts or trips over loose equipment.</p> <p>Damage to property (I.e. glass windows or delicate objects (figurines, etc)).</p>	<p>Medium</p> <p>Tripping hazards: Medium</p> <p>Impact injuries from darts: Medium</p> <p>Inflatable instability: High</p> <p>Overcrowding: Medium</p> <p>Youth Excitement: Medium</p> <p>Electrical hazards: High</p> <p>Allergic reactions/choking: Low</p> <p>Damage: Low</p>	<p>Tripping Hazards: Ensure all cables are securely taped down or covered. Keep the play area clear of loose objects.</p> <p>Impact from Darts: Use only soft-tipped Nerf darts. Enforce a rule to aim only at the target wall, not at other participants.</p> <p>Inflatable Stability: Ensure the inflatable is properly anchored and inspected before use. Regularly check air pressure.</p> <p>Overcrowding: Limit the number of participants in the play area at any given time. Maintain an organized queue system.</p> <p>Youth Excitement: Create clear boundaries of where people can stand or manoeuvre. The area and people's movement are to be monitored and contained.</p> <p>Electrical Hazards: Use PAT-tested equipment. Keep electrical sockets and blowers away from water sources. Ensure all wiring is out of reach of children.</p> <p>Allergic Reactions/Choking: Instruct participants not to put darts in their mouths. Ensure an allergy check is conducted with parents beforehand.</p> <p>Supervision: Ensure a responsible adult is always present to monitor activity and enforce safety rules.</p> <p>Protocol: Make sure that the users are following the safety instructions provided by the supplier.</p> <p>Damage to property: Inflatable wall is not located near breakable items. Items are moved if necessary or protection provided.</p>	<p>Tripping hazards: Low</p> <p>Impact injuries from darts: Low</p> <p>Inflatable instability: Low</p> <p>Overcrowding: Low</p> <p>Youth Excitement: Medium</p> <p>Electrical hazards: Low</p> <p>Allergic reactions/choking: Very Low</p> <p>Property damage: Low</p>

<p>Sumo Suits: Use of inflatable sumo suits, including two adult suits, two kids' suits, padded headgear, and padded flooring, in a church setting. Participants engage in sumo-style wrestling within a designated area.</p>	<p>Trips and falls – Participants may fall awkwardly despite padding.</p> <p>Head and neck injuries – Even with padded headgear, impact to the head/neck could occur.</p> <p>Collisions – Participants may accidentally collide with each other or nearby objects.</p> <p>Overexertion – Risk of breathlessness, dizziness, or overheating.</p> <p>Equipment hazards – Inflatable suits or flooring could have damage leading to malfunction.</p> <p>Electrical hazards – If an electric blower is required for inflation.</p> <p>Restricted movement – Suits limit mobility, increasing risk of imbalance.</p>	<p>Children (7-15 years old) – May fall, collide, or overexert themselves.</p> <p>Adults – May experience similar risks, including muscle strain when helping</p> <p>Supervisors and other church users – May trip over equipment if not set up properly.</p>	<p>Trips and falls: Medium</p> <p>Head and neck injuries: High</p> <p>Collisions: Medium</p> <p>Overexertion: Medium</p> <p>Equipment hazards: Medium</p> <p>Electrical hazards: Low</p> <p>Restricted movement: Medium</p>	<p>Ensure a 10ft x 10ft clear and flat space is available before setup.</p> <p>Use padded flooring to minimize injury from falls.</p> <p>Ensure all participants wear padded headgear at all times.</p> <p>Limit participation to two at a time per match to reduce collision risk.</p> <p>Ensure a supervising adult/volunteer is present at all times to enforce rules.</p> <p>Prohibit aggressive pushing or dangerous moves.</p> <p>Set clear rules: No hits to the head, no rough grabbing the suit, no forceful tackles.</p> <p>Monitor participants for signs of exhaustion or overheating—limit match durations.</p> <p>Check suits and flooring before each use for damage.</p> <p>Ensure any electrical equipment (if used) is PAT-tested and plugged into a safe socket within 25m.</p> <p>Ensure a first-aid kit is available and a first-aid-trained adult is on site. Maintain a clear surrounding area to prevent participants from colliding with walls/furniture.</p> <p>Ensure the users are following the safety instructions provided by the supplier.</p>	<p>Trips and falls: Medium</p> <p>Head and neck injuries: Low-Medium (still some risk, but controlled)</p> <p>Collisions: Low</p> <p>Overexertion: Low</p> <p>Equipment hazards: Low</p> <p>Electrical hazards: Low</p> <p>Restricted movement: Low</p>
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<p>Inflatable Gladiator Duel: Participants stand on an inflatable platform and use padded duel sticks to try and knock each other off while wearing protective helmets.</p>	<p>Falls from height – Participants may fall off the platform, risking injury.</p> <p>Head and neck injuries – Even with helmets, impact could cause minor injury.</p> <p>Collisions – Participants may hit each other too hard or lose balance.</p> <p>Trips and falls – Outside the inflatable area or on entry/exit.</p> <p>Overexertion – Risk of breathlessness or dizziness.</p> <p>Equipment hazards – Inflatable could deflate, or duel sticks could be damaged.</p> <p>Electrical hazards – Blower requires power and must be set up safely.</p>	<p>Children (7-15 years old) – Risk of falls, impact injuries, or exhaustion.</p> <p>Adults – Similar risks, including muscle strain or balance issues.</p> <p>Supervisors and bystanders – Risk of being hit if standing too close.</p>	<p>Falls from height: High</p> <p>Head and neck injuries: High</p> <p>Collisions: Medium</p> <p>Trips and falls: Medium</p> <p>Overexertion: Medium</p> <p>Overenthusiastic Impact: High</p> <p>Equipment hazards: Medium</p> <p>Electrical hazards: Low</p>	<p>Ensure the 21ft x 25ft area is flat, clear, and free of obstructions.</p> <p>Use pegs or sandbags to securely anchor the inflatable.</p> <p>Limit play to 2 participants at a time to reduce collision risk.</p> <p>Ensure all participants wear correctly fitted helmets at all times.</p> <p>Establish and enforce safe play rules: no excessive force, no pushing outside the play area, and no hitting below the waist.</p> <p>Supervising adult present at all times to ensure safe play.</p> <p>Set a time limit per match to prevent exhaustion.</p> <p>Check inflatable structure, helmets, and duel sticks before each use for damage.</p> <p>Ensure the blower is PAT-tested and plugged into a safe socket within 25m.</p> <p>Secure all electrical leads to prevent tripping.</p> <p>Maintain a safety zone around the inflatable where no one else stands.</p> <p>Have a first aid kit available, and ensure a first-aid-trained adult is present.</p>	<p>Falls from height: Medium (still some risk, but mitigated)</p> <p>Head and neck injuries: Low-Medium</p> <p>Collisions: Low</p> <p>Trips and falls: Low</p> <p>Overexertion: Medium</p> <p>Equipment hazards: Low</p> <p>Electrical hazards: Low</p>
<p>Football Shootout: Participants kick footballs at an inflatable football</p>	<p>Trips and falls – Participants may trip while running up to kick the ball.</p>	<p>Children (7-15 years old) – Risk of falling, being hit by a ball, or overexertion.</p>	<p>Trips and falls: Medium</p>	<p>Ensure 12ft x 14ft space is clear of obstacles before setup.</p> <p>Install the inflatable on a flat, non-slip surface to prevent shifting.</p>	<p>Trips and falls: Low</p>

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shootout, aiming to score points by shooting through designated holes. The activity is set up inside a church.	<p>Impact injuries – Footballs may hit participants, supervisors, or bystanders.</p> <p>Inflatable instability – If not secured properly, the inflatable could shift.</p> <p>Overexertion – Participants may become tired from repeated kicking.</p> <p>Slips – If the floor is wet or unsuitable for sports footwear.</p> <p>Equipment hazards – Deflated or damaged inflatable structure.</p> <p>Restricted space – Church ceilings or walls may interfere with play.</p>	<p>Supervisors and other church users – Risk of being struck by stray balls.</p> <p>Spectators – Risk of injury if standing too close.</p>	<p>Impact injuries: Medium</p> <p>Inflatable instability: High</p> <p>Overexertion: Low</p> <p>Slips: Medium</p> <p>Equipment hazards: Medium</p> <p>Restricted space: Medium</p>	<p>Secure the inflatable using weights, sandbags, or suitable anchors.</p> <p>Keep a safety buffer zone around the inflatable where no one stands.</p> <p>Set a clear kicking line to keep players at a safe distance from the inflatable.</p> <p>Limit the number of players to one at a time to prevent collisions.</p> <p>Supervising adult present at all times to enforce safety rules.</p> <p>Ensure participants wear appropriate footwear (no studs or slippery shoes).</p> <p>Regularly check the inflatable for damage before and during use.</p> <p>Ensure the inflation blower is PAT-tested and connected safely.</p> <p>Have a first aid kit available, with a responsible adult trained in first aid.</p>	<p>Impact injuries: Low</p> <p>Inflatable instability: Low</p> <p>Overexertion: Low</p> <p>Slips: Low</p> <p>Equipment hazards: Low</p> <p>Restricted space: Low</p>

<p>Large 3-in-1 Sports Game (21x10ft): Participants take turns playing three different sports games within an inflatable structure:</p> <p>Basketball – Shooting hoops to score points.</p> <p>Velcro Darts – Throwing Velcro-covered darts at a target.</p> <p>Baseball Striker – Hitting a hovering plastic ball into designated pockets.</p>	<p>Trips and falls – Players may trip while moving or retrieving balls/darts.</p> <p>Impact injuries – Stray basketballs, baseball swings, or thrown darts may hit participants or bystanders.</p> <p>Inflatable instability – If not secured properly, the inflatable could shift.</p> <p>Slipping hazard – Hard surface flooring may increase the risk of slips.</p> <p>Overexertion – Participants may become tired from repeated movements.</p> <p>Equipment hazards – Damage to the inflatable, loose Velcro darts, or baseballs hitting unintended targets.</p> <p>Restricted space – Limited indoor ceiling height may interfere with play.</p>	<p>Children (7-15 years old) – Risk of trips, falls, and impact injuries.</p> <p>Adults – Similar risks, particularly when participating or supervising.</p> <p>Supervisors and bystanders – Risk of being hit by stray balls or darts.</p>	<p>Trips and falls: Medium</p> <p>Impact injuries: High</p> <p>Inflatable instability: High</p> <p>Slipping hazard: Medium</p> <p>Overexertion: Low</p> <p>Equipment hazards: Medium</p> <p>Restricted space: Medium</p>	<p>Ensure the 22ft x 15ft area is clear of obstacles and furniture before setup.</p> <p>Secure the inflatable using sandbags or weights to prevent movement.</p> <p>Place non-slip mats around the play area to reduce slipping hazards.</p> <p>Set up a safe spectator zone where non-players stand at a safe distance.</p> <p>Limit one participant per game station at a time to avoid collisions.</p> <p>Supervising adult present at all times to enforce safe play.</p> <p>Basketball: Ensure participants do not run or push while shooting.</p> <p>Velcro Darts: Ensure darts are only thrown at the target and not at others.</p> <p>Baseball Striker: Ensure participants stand at a safe distance when waiting for their turn.</p> <p>Check inflatable, balls, and Velcro darts before each use for damage.</p> <p>Ensure the blower is PAT-tested, plugged into a safe power source, and secured.</p> <p>Have a first aid kit available, with a responsible adult trained in first aid.</p>	<p>Trips and falls: Low</p> <p>Impact injuries: Low-Medium</p> <p>Inflatable instability: Low</p> <p>Slipping hazard: Low</p> <p>Overexertion: Low</p> <p>Equipment hazards: Low</p> <p>Restricted space: Low</p>
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<p>Inflatable Disco Dome: Disco Dome provides a bouncy, enclosed dance space with LED lights, a Bluetooth speaker, and a roll-down door flap. Participants can bounce, dance, and enjoy music in an enclosed, inflatable structure inside a church space.</p>	<p>Trips and falls – Participants may trip on the inflatable entrance or while dancing.</p> <p>Impact injuries – Collisions between users, or bouncing into walls.</p> <p>Inflatable instability – If not anchored properly, the structure may shift.</p> <p>Slipping hazard – Hard flooring outside the inflatable could increase the risk of slips.</p> <p>Overcrowding – Too many participants may lead to unsafe play.</p> <p>Electrical hazards – LED lights and Bluetooth speaker require power.</p> <p>Restricted visibility – The dark interior may make it harder to see obstacles.</p> <p>Overheating – Warm temperatures</p>	<p>Children (7-15 years old) – Risk of falls, impact injuries, overheating, or hearing strain.</p> <p>Supervisors – Risk of tripping inside the inflatable while monitoring.</p> <p>Other church users – Risk of walking into the inflatable or being affected by noise.</p>	<p>Trips and falls: Medium</p> <p>Impact injuries: High</p> <p>Inflatable instability: High</p> <p>Slipping hazard: Medium</p> <p>Overcrowding: High</p> <p>Electrical hazards: Medium</p> <p>Restricted visibility: High</p> <p>Overheating: Medium</p> <p>Noise levels: Medium</p>	<p>Ensure the 19ft x 16ft area is clear of obstacles before setup.</p> <p>Anchor the inflatable securely using sandbags or weights.</p> <p>Limit the number of participants inside at any time to avoid collisions.</p> <p>A supervising adult is present at all times to ensure safe play and control entry.</p> <p>Monitor noise levels to ensure communication is possible.</p> <p>Set clear rules: No pushing, no rough play, and no shoes inside.</p> <p>Ensure non-slip mats are placed around the entrance/exit area.</p> <p>Keep the entrance flap open periodically to allow fresh air in and prevent overheating.</p> <p>Check electrical equipment (LED lights, Bluetooth speaker) before use. Ensure all wires are safely secured.</p> <p>Provide external lighting outside the dome for safe entry/exit.</p> <p>Have a first aid kit available with a trained adult present.</p>	<p>Trips and falls: Low</p> <p>Impact injuries: Low-Medium</p> <p>Inflatable instability: Low</p> <p>Slipping hazard: Low</p> <p>Overcrowding: Low</p> <p>Electrical hazards: Low</p> <p>Restricted visibility: Medium (managed with supervision and external lighting)</p> <p>Overheating: Low</p> <p>Noise levels: Low</p>
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	inside could cause discomfort. Noise levels – Loud music could make it difficult to hear instructions or emergencies.				
Silent Disco	Spread of illness via equipment – headsets	All participants	Low	Use cleansing wipes to wipe down headsets between use by different individuals. Take care when doing so due to the moisture in the wipes and handling electronic equipment – do not get moisture in any ports/sockets.	D
	Spread of illness through close vicinity	All participants	Low	Consider having additional ventilation for the duration of the silent disco e.g. windows and/or doors open	D
	AREA / VENUE Tripping/ slipping / falls	All participants	Medium	Ensure any obstacles and tripping hazards are removed from the dancing area. Keep cables out of the way, barriered off or taped to the floor.	C
	Bumps/bashes from participant collisions	All participants	Medium	Adult supervision during silent disco to ensure appropriate behaviour. Wearing headsets can reduce special awareness so ensure plenty of space for the participants in the venue.	C
	Emergency procedures	All participants	Low	Ensure leaders understand how to stop all music quickly in the case of needing to implement emergency procedures.	D

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	EQUIPMENT Electrocution	All participants	Low	Keep charging sockets out of reach of young members. Use socket blanks for empty sockets where possible. Ensure all equipment appears to be in good working order before use. Keep equipment dry.	D
	Hearing loss through high volume	All participants	Low	Participants can control the volume on individual headsets. Encourage lower-volume listening. Keep audio input sources on lower volumes.	D
	Injury through lifting of equipment boxes	Leaders	Low	Always lift in a safe way and pack boxes away according to the contents' instructions to avoid overloading weight.	D
	Dehydration/dizziness	All participants	Low	Ensure participants have access to a drink during the silent disco to keep hydrated. Open windows to cool the area down if it gets hot.	D
	Damage to equipment			Supervision of participants whilst using equipment. Check equipment looks to be in good working order before handing out.	
Use of Electrical Equipment - DJ equipment	Risk of tripping on cables Risk of electrocution	All participants	Low	All equipment has been tagged and tested by the equipment provider. Any damaged equipment is removed. All cables are tidy and taped to the floor.	D
Position & Set up of Equipment	Risk of obstruction	All participants	Low	Entrance/exit to disco activities constructed to allow easy access for all attendees. Suitable positioning of equipment table in an area which avoids any entry/exits.	D

Activity	Hazard	Who might be harmed and how	Risk rating	Measures required to control risk (including existing measures)	Residual Risk rating
Food					

<p>Providing a meal and snacks for up to 50 children. Food includes: pizza, hot dogs, chips, chicken nuggets, salad, bread, crisps, cake, doughnuts, etc. Drinks include: canned drinks and diluted juice in cups. Served on paper plates with paper napkins. Food will be prepared in the church crypt kitchen during the day and served via tables by volunteers at the event. Ticket system used for crowd control.</p>	<p>Food poisoning from improper storage, preparation, or handling.</p> <p>Allergic reactions due to common allergens (gluten, dairy, soy, nuts, etc.).</p> <p>Choking hazard, particularly with younger children.</p> <p>Burns/scalds from hot food handling or reheating equipment.</p> <p>Cross-contamination during prep or serving.</p> <p>Slips/trips from dropped food or drink.</p> <p>Overcrowding around serving tables.</p> <p>Waste hazards – sharp can edges, food waste not properly disposed.</p>	<p>Children (primary group) – May suffer food allergies, choking, burns from hot food, or slips.</p> <p>Volunteers – Risk of burns during prep, slips in kitchen, or strain from lifting heavy trays.</p> <p>Other church users – May trip on waste or be exposed to allergens.</p> <p>Children with additional needs – At increased risk of allergic reaction or choking.</p>	<p>Food poisoning: High</p> <p>Allergic reaction: High</p> <p>Burns/scalds: Medium</p> <p>Choking: Medium</p> <p>Cross-contamination: High</p> <p>Slips/trips: Medium</p> <p>Overcrowding: Medium</p> <p>Waste hazards: Low-Medium</p>	<p>Food Hygiene & Preparation:</p> <ul style="list-style-type: none"> Follow UK Food Standards Agency (FSA) guidance. Ensure at least two persons hold a Food Hygiene Certificate. Kitchen must be clean (before and after), inspected, and equipped with hand-washing facilities. Use separate chopping boards for raw and cooked food. Use appropriate colour designation. Maintain hot food at 63°C or above, and cold food below 8°C. To manufacturers specifications and UK hygiene requirements. Wash hands regularly; use gloves for handling ready-to-eat food. No food to be reheated more than once. <p>Allergy Management:</p> <ul style="list-style-type: none"> Display clear allergy signage at the serving area (e.g. “May contain dairy, gluten, eggs...”). Ask parents to inform organisers of dietary needs in advance/at entry. Volunteer servers to ask child for allergies when providing the food. Provide clearly labelled alternatives where possible (e.g. vegetarian, gluten-free). Volunteers trained to never guess ingredients and to refer questions to designated allergy-aware leader. <p>Serving & Supervision:</p> <ul style="list-style-type: none"> Food served by volunteers wearing gloves; no self-service. Use paper plates, napkins, and disposable cups to reduce cleaning and contamination risk. 	<p>Food poisoning: Low</p> <p>Allergic reaction: Low-Medium (due to unavoidable exposure risks)</p> <p>Burns/scalds: Low</p> <p>Choking: Low</p> <p>Cross-contamination: Low</p> <p>Slips/trips: Low</p> <p>Overcrowding: Low</p> <p>Waste hazards: Low</p>
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Activity	Hazard	Who might be harmed and how	Risk rating	Measures required to control risk (including existing measures)	Residual Risk rating
				<ul style="list-style-type: none"> • Drinks (e.g. juice) poured by volunteers to prevent spillage. • Provide suitable seating and tables. • Ensure all children remain seated while eating. • Use a ticket system to manage queues and reduce crowding. • A designated first aider must be present, with allergy medication (e.g. EpiPen) accessible if pre-registered. <p>Choking & Burns:</p> <ul style="list-style-type: none"> • Cut food into manageable pieces, especially for younger children. • Avoid serving anything with bones or hard sweets. • Ensure that food has cooled to a safe temperature before serving. <p>Environment & Waste:</p> <ul style="list-style-type: none"> • Keep floors clean and dry – volunteers to monitor and clean spills. • Provide clearly marked bins for food waste and packaging. • Keep sharp edges from cans safely disposed of and away from children. 	

<p>Hot dog machine to cook and serve hot dogs with buns, napkins, and condiments. The machine will be manned by a responsible adult, with users collecting their food.</p>	<p>Burns and scalds – Contact with the hot dog machine, steam, or hot food.</p> <p>Fire hazard – If the machine overheats or is improperly used.</p> <p>Electrical hazard – Machine requires power; risks from faulty cables or improper connections.</p> <p>Food hygiene risks – Cross-contamination, undercooked food, or spoiled ingredients.</p> <p>Slipping hazard – Spilled sauces or dropped food creating a slipping risk.</p> <p>Allergic reactions – Hot dogs may contain allergens (gluten, soy, etc.).</p> <p>Choking hazard – Small children may struggle to chew hot dogs properly.</p>	<p>Children (7-15 years old) – Risk of burns if they touch the machine, choking if food is not properly chewed.</p> <p>Adults (staff/supervisors) – Risk of burns, slips, or electrical issues while operating the machine.</p> <p>Other church users – Risk of slipping on spilled food or sauce.</p>	<p>Burns and scalds: High</p> <p>Fire hazard: Medium</p> <p>Electrical hazard: High</p> <p>Food hygiene risks: High</p> <p>Slipping hazard: Medium</p> <p>Allergic reactions: Medium</p> <p>Choking hazard: Medium</p>	<p>Position the machine on a stable, heat-resistant surface in the 2m x 2m clear area. Table or kitchen sideboard.</p> <p>Ensure only the trained, responsible adult operates the machine. No children near the machine.</p> <p>Use signage to indicate “Caution: Hot Surface” near the machine.</p> <p>Ensure the machine is plugged into a PAT-tested socket and cables are safely positioned.</p> <p>Monitor the machine while in use – never leave it unattended when switched on.</p> <p>Have a fire extinguisher available nearby.</p> <p>Provide clear food hygiene training for the operator, including:</p> <ul style="list-style-type: none"> • Hand washing before handling food • Using tongs for serving hot dogs • Keeping sauces and condiments covered when not in use <p>Regularly wipe down spills to prevent slipping hazards.</p> <p>Clearly label allergens (gluten, soy, etc.) and have an alternative option if required.</p> <p>Cut hot dogs into smaller pieces for young children to reduce choking risk.</p> <p>Have a first aid kit available, including burn dressings.</p>	<p>Burns and scalds: Low-Medium</p> <p>Fire hazard: Low</p> <p>Electrical hazard: Low</p> <p>Food hygiene risks: Low</p> <p>Slipping hazard: Low</p> <p>Allergic reactions: Low (if allergens are clearly communicated)</p> <p>Choking hazard: Low (if food is cut for young children)</p>
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<p>Kitchen - General Use</p>	<p>Trips and collisions in tight space due to limited room.</p> <p>Burns and scalds from hot pans, water, steam, and appliances.</p> <p>Cuts from knives or broken crockery/glass.</p> <p>Electric shock from kitchen equipment.</p> <p>Cross-contamination between raw and cooked food.</p> <p>Slips on wet or greasy floors.</p> <p>Inadequate handwashing or hygiene due to space limits.</p> <p>Poor ventilation may lead to overheating or discomfort.</p>	<p>Kitchen volunteers – Risk of slips, burns, cuts, or collisions.</p> <p>Pot washer – Risk of scalds, slips, or handling sharp utensils during cleaning.</p> <p>Other staff/visitors – If they enter the kitchen or pass through.</p> <p>People consuming food – Risk from cross-contamination or poor hygiene during prep.</p>	<p>Trips/collisions: Medium</p> <p>Burns/scalds: High</p> <p>Cuts: Medium</p> <p>Electric shock: Medium</p> <p>Cross-contamination: High</p> <p>Slips: Medium</p> <p>Hygiene issues: Medium-High</p> <p>Poor ventilation/overheating: Low-Medium</p>	<p>Kitchen Workflow & Space Management:</p> <ul style="list-style-type: none"> Maximum of 3 people in the kitchen at a time; assign clear roles (e.g. cook, assistant, pot wash). Establish a “one person at a time” moving rule for crossing paths. Use clear communication Keep walkways, surfaces and floor clear of bags, bins, or clutter. Ensure ventilation (windows, extractor fan) is working or provide breaks if the kitchen overheats. <p>Burns/Scalds Prevention:</p> <ul style="list-style-type: none"> Use oven gloves or tea towels for hot trays and pans. Warn others before moving hot water or dishes: “Hot behind!” etc. Pot washer to use long gloves and be aware of scald risk from water or steam. Turn pot handles away from the front of stoves. <p>Slips and Cleaning:</p> <ul style="list-style-type: none"> Mop up spills immediately and place a “wet floor” sign if necessary. Use non-slip mats if the floor is prone to being wet. Wear closed, non-slip footwear. <p>Cutting and Equipment Safety:</p> <ul style="list-style-type: none"> Store knives safely, not loose in sinks. Use a chopping board and appropriate technique. 	<p>Trips/collisions: Low-Medium</p> <p>Burns/scalds: Low-Medium</p> <p>Cuts: Low</p> <p>Electric shock: Low</p> <p>Cross-contamination: Low</p> <p>Slips: Low</p> <p>Hygiene issues: Low</p> <p>Poor ventilation/overheating: Low</p>
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Activity	Hazard	Who might be harmed and how	Risk rating	Measures required to control risk (including existing measures)	Residual Risk rating
				<ul style="list-style-type: none"> • Broken glass or crockery to be cleared and disposed of carefully. <p>Electrical Safety:</p> <ul style="list-style-type: none"> • Ensure appliances are PAT-tested and in good condition. • Avoid overloading sockets or trailing cables. • Keep electrical items away from water sources. <p>Food Hygiene and Cross-Contamination Control:</p> <ul style="list-style-type: none"> • Volunteers must wash hands before starting and regularly during tasks. • Use separate chopping boards for raw and cooked food (e.g. red for meat, green for veg). • Keep sanitising spray and clean cloths available for wiping down. • Pot wash area to be separate from food prep area where possible. <p>General Hygiene Measures:</p> <ul style="list-style-type: none"> • Hair to be tied back; no long sleeves or jewellery. • Wear an apron and change gloves regularly. • Keep food waste and rubbish in covered bins and dispose of them promptly. • Maintain a cleaning schedule, including surfaces, handles, and equipment. 	

Activity	Hazard	Who might be harmed and how	Risk rating	Measures required to control risk (including existing measures)	Residual Risk rating

Review of Risk Assessment (to be carried out before each occurrence of the activity)

Date of activity	Detail of activity	Checked by	Signature

Review of Risk Assessment (to be carried out before each occurrence of the activity)

Additional risk identified	Additional Control measures required	Action by whom	Action by when	Done

Notes to accompany Example Risk Assessment Form

Important!

If you wish to use this assessment the identified hazards will only be adequately controlled if measures listed under 'Existing measures to control risk' are available and implemented, or where existing measures are equivalent to these or better.

Action must be taken to address any deficiencies before this assessment can be regarded as suitable and sufficient for use (see 13 & 14 below).

How to use the form for your situation

- (1) **Date** : Insert date that assessment form is completed. It must be valid on that day
- (2) **Assessed by** : Insert the name and signature of the assessor. (Name is sufficient if done electronically)
- (3) **Checked / Validated* by** : delete one.

Checked by : Insert the name and signature of someone in a position to check that the assessment has been carried out by a competent person who can identify hazards and assess risk, and that the control measures are reasonable and in place. The checker will normally be a line manager, supervisor, principal investigator, etc. Checking will be appropriate for most risk assessments.

Validated by : Use this for higher risk scenarios, eg where complex calculations have to be validated by another "independent" person who is competent to do so, or where the control measure is a strict permit-to-work procedure requiring thorough preparation of a workplace. The validator should also have attended the University's risk assessment course or equivalent, and will probably be a chartered engineer or professional with expertise in the task being considered. Examples of where validation is required include designs for pressure vessels, load-bearing equipment, lifting equipment carrying personnel or items over populated areas, and similar situations.

- (4) **Location** : insert details of where the assessment is intended to cover, e.g. building, floor, room, School, Directorate etc
- (5) **Assessment ref no** : insert any local tracking references used
- (6) **Review date** : insert details of when the assessment will be reviewed as a matter of routine. This might be in 1 year's time, or a longer period if risks are known to be stable. Note that any assessment must be reviewed if there are any significant changes – to the work activity, the vicinity, the people exposed to the risk, etc
- (7) **Task / premises** :. This is a specific risk assessment for typical activities associated with work in an office environment
- (8) **Activity** : The rows in this column have been merged to indicate that all the hazards relate to the day to day work of the office environment being assessed.

- (9) **Hazard** : list all the hazards associated with the areas/tasks you want to use this assessment for. Remember to look at hazards that are not immediately obvious. Remove any from and add others to the example assessment as necessary
- (10) **Persons in danger** : insert everyone who might be affected by the activity. Remember those who are not immediately involved in the work, including cleaners and maintenance contractors, Estates personnel carrying out routine maintenance and other work. Remember also that the risks for different groups will vary e.g. new and nursing mothers, disabled, young persons on work experience.
- (11) **Existing measures to control the risk** : The measures listed are those that are necessary to control the risks. Some specific hazards may require detailed assessments in accordance with specific legislation (eg, manual handling, DSE work,). Where this is the case, and a detailed assessment has already been done it is acceptable to cross reference this example risk assessment to the other documentation. Controls might also include use of qualified and/or experienced staff who are competent to carry out certain tasks; an action plan might include training requirements for other people who will be carrying out those tasks.
- (12) **Existing measures to control the risk** : The measures listed are those that are necessary to control the risks. Some specific hazards may require detailed assessments in accordance with specific legislation (eg, manual handling, DSE work,). Where this is the case, and a detailed assessment has already been done it is acceptable to cross reference this example risk assessment to the other documentation. Controls might also include use of qualified and/or experienced staff who are competent to carry out certain tasks; an action plan might include training requirements for other people who will be carrying out those tasks.
- (13) **Residual Risk Rating** : This is the assessed risk level once the proposed control measures have been put in place. If this risk is still an A or B further consideration is essential before carrying out the activity.

		Seriousness			
		Low	Medium	High	Extreme
Likelihood	Low	D	D	C	A
	Medium	D	C	B	A
	High	C	B	A	A
A		Actions to reduce the likelihood and seriousness to be identified and implemented as soon as possible			
B		Actions to reduce the likelihood and seriousness to be identified and appropriate actions implemented			
C		Actions to reduce the likelihood and seriousness to be identified and costed for possible action			
D		To be noted. No action is needed unless grading increases over time			

Severity Criteria

Hazards have different implications depending on who is at risk (the target) therefore the severity criteria are different accordingly. Below is a framework to help you adapt your risk assessment according to who or what is at risk:

Severity Criteria				
	Target			
Rating	People	Property & Assets, other consequential business losses	Reputation & Image	Operational capacity
None	No injury: No injury or damage to health or wellbeing.	No damage: No damage to property, assets or equipment.	No impact: No public awareness.	No Impact: no services delivered affected.
Low	Minor or some first aid or other assistance required.	Minor damage: limited or brief disruption to operations. Cost of no more than £1,000.	Limited impact: some local public/parish concern. Some local media attention with potential negative aspects for operations.	Limited impact: Some services may be temporarily affected without any lasting effect. Temporary alternatives may be required.
Medium	Lost time.	Significant damage: Partial shutdown of operations or cost of works up to £30,000 in value.	Considerable impact: Countywide public concern. High level of parish concern. Adverse attention in local media, risk of regional/national media. National Church may need to be made aware.	Considerable impact: one or more service areas affected. Some additional resources required to maintain service delivery.
High	RIDDOR reportable.* Including serious injury, illness or severe impact on mental wellbeing.	Major damage: Partial shutdown of operations - lasting weeks. Costs up to £250,000	Regional impact: Regional public concern. Extensive adverse media attention. High level of parish concern. National Church may be involved.	Major impact: one or more service areas are unable to be delivered in part or completely. Significantly more resources required to continue service provision.
Extreme	Fatality	Extensive damage: substantial shutdown of operations or total loss of ability to operate. Costs above £250,000.	National impact: National public concern. Extensive adverse national media attention. Extremely high level of parish concern.	Complete shut down: no service delivery possible in immediate future or a whole service area terminated.

(14) * RIDDOR reportable: mainly if serious injury that must be reported to Health and Safety Executive. For more details:
<http://www.hse.gov.uk/riddor/reportable-incidents.htm>