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| **What are the hazards?**  **Level of risk 1-5** | | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to manage this risk?** | **Action by whom?** | **Action by when?** |
| Access to hall from the church  Uneven height and trad width of steps |  | Possible falls and trips | Handrail fitted |  |  |  |
| Use of candles in the service  Fire risk  Hot wax |  | burns | Putting candles at a safe height and away from children |  |  |  |
| Access via the main door  6 inch step |  | Possible trip and fall  Difficulties with wheel chair access | Ramp provided |  |  |  |
| Use of the hall for social events (e.g the games event) | * Storage of tables * Storage of chairs * Use of equipment such as the screen | Possible injury from putting away tables incorrectly.  Falling stacks of chairs if too high  Falling screen- back injury/ | Tables stacked in unit and strapped in  Chairs no more than 3 in a stack  Screen to be carried by 2 people. |  |  |  |
| Kitchen and food / refreshment provision | * Allergies * Food hygiene * Use of equipment * Broken glass /crockery * Cleaning materials * boiler. |  | Food allergy notices  Hygiene certificates  Boiler use labelled  Normal kitchen procedure for hygiene and food distribution |  |  |  |
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