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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 churchUneven height and trad width of steps |  | Possible falls and trips | Handrail fitted |  |  |  |
| Use of candles in the serviceFire riskHot wax |  | burns | Putting candles at a safe height and away from children |  |  |  |
| Access via the main door6 inch step |  | Possible trip and fallDifficulties 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 highFalling screen- back injury/ | Tables stacked in unit and strapped inChairs no more than 3 in a stackScreen 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 noticesHygiene certificatesBoiler use labelledNormal kitchen procedure for hygiene and food distribution |  |  |  |
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