| **What are the hazards?** | **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?** | **Done** |
| --- | --- | --- | --- | --- | --- | --- |
| Transmission of viruses by airborne particles | All church users, especially the medically vulnerable and those who have not received vaccinations should they be infected | Allow choice of seating to be separate from others if wished.  Open doors to provide free-flow of air when crowded. | Porch door open if large nos. present | SA or delegated person | 18.12.24 | √ |
| Transmission of viruses from hard surfaces | All church users, especially the medically vulnerable and those who have not received vaccinations should they be infected | Church cleaning  Hand sanitiser availability | done | regular cleaning – Fran Thurston  Church members – LB & CV | 24.11.24 | √ |
| Access to bell tower - | Steep steps, fall hazard. Gates in place but gaps in gate might allow small children to slip through | Gates closed, deterrent ribbon or rope around gates. supervising staff warned & child parent/carer warned when visitors; oversight by church & front of house. (SA & LB?) | Alert supervising staff | Sandra Ager (SA) | 18.12.24 | Y |
| Ensure clean surfaces & available access to toilets | Toilets need to be open & checked for soap & toilet paper & cleanliness. | Soap, loo roll, caddy bags available | Check all available on the day. | LB/Joan Doble after Open Café; Fran T on cleaning days/ | 18.12.24 | Y |
| Fire risk - safety procedures in place need to be known – extinguishers accessible & visible. | anyone using the north aisle & chapel; disabled visitors; all attendees in case of fire blocking west entrance | Ensure fire exit is open at east end of north aisle. Ensure safe access to the fire exits from all parts of the building by keeping a clear passage down the north, south and central aisle, and at the front and back of the church. This can be achieved by having rows of no more than three chairs in the north aisle; pushing the table in the south aisle back to the wall; only putting a small number of chairs at the back of the church and placing them in locations that do not impede free access to the door. | Remove bar & free bolts of east end door before any visitors arrives.  Announce emergency exits pre-concert | SA / Alistair / delegated person form RAOST | 18.12.24 |  |
| External pathway is clear of leaves / obstruction | All users, especially those with limited mobility / poor eyesight. | Check in good time before visitors expected to arrive | Sweep if necessary | – Clive R to check & sweep during Advent | 24.11.24 | Y |
| Disabled access available – door to be open when required & path swept | Wheelchair users, those with mobility difficulties. | Check in good time before events & sweep regularly | Sweep if necessary | Clive to sweep where necessary on afternoon – final check by RAOST members | 18.12.24 |  |
| Leads & electrical audio equipment trip hazard / electric risk. | Anyone using the area where leads & equipment are present | Most equipment is in the chancel & east end, away from the audience. Users are made aware of the hazards | Ensure that leads etc. are away from audience & not liable to be in the way of people queuing for refreshments. ensure clearly labelled / protected leads on floors from power points. | SA & delegated RAOST member. | 18.12.24 – on the night |  |
| Christmas tree lights | Fire hazard to all. | Battery operated only, controls to be in clear sight of person supervising. All lights to be turned off after the event. | Check location of battery operation.  Ensure fire procedures in place | LB in afternoon, SA in evening. | 18.12.24 | Y |
| Naked flames | Candle flame risk to persons & clothing | Ensure any candles used are carefully supervised, firmly in their holders and in places away from general access, eg in chancel. | Ensure First Aid up to date & spare plasters & disinfectant | NO CANDLES On this event | 18.12.24 | Y |
| Liquid / Water spillage | Hot drinks to be served – kitchen staff handling & transferring to audience.  Audience members when carrying hot drinks | ensure good quality cups, cups placed on tray & moved safely from kitchen to tables for serving before audience arrives. kitchen staff to ensure all equipment is in good working order and use safe process for transferring to audience. | Mop available; cloths to clear any spillage accessible.  One-way system to operate from east end down to west end, picking up drinks & then taking them to the wider space at the rear, or to pew seats.  Check position of seating for refreshments. Control access to kitchen. Single person responsible for oversight of food. No seats to block refreshment area. | SA & RAOST team | 18.12.24 |  |
| Access to high places, eg pulpit, organ | Steep steps to pulpit. | Ribbon across entrance to pulpit to deter use. | Check no children unsupervised & exploring non-access areas. Explain expectations to responsible adults. | LB/ & all responsible adults | 24.11.24 | Y |
| candles | Fire risk | No candles near trees. Candles in protective glasses; fire extinguishers readily available | Check no candles have been moved to vulnerable position between events. | all supervisors. | 24.11.24 | Y |