

RISK ASSESSMENT: St. ANDREW'S CHURCH

FOR CONCERTS AND EVENTS – in Crypt or Church

This risk assessment supersedes all previously written risk assessments.

KEY

Harm 1 - No injury 2 – Slight injury 3- Injury causing absence from work / school 4 – Major injury 5 – Fatality
Likelihood 1 - Impossible 2 – Unlikely 3- Likely 4- Certain

Possible risk / hazard	Harm	Likelihood	Individuals at risk	Control measures
General				
Doors	2	2	ALL	The doors should be held open to allow others through. Crypt door should be hooked back to allow people to enter safely but must be securely closed if a children's event is in the crypt.
Falling – hanging displays and putting up stage scenery or decorations.	3	2	ALL	Climbing on seats or pews should be avoided and appropriate ladders or steps used. If any high level work is to be carried out at least TWO people must be present in order for one to hold the ladder. Any hazards to safe working such a wheel chair must be placed in a safe position so that other people do not fall over them or walk into them.
Working at height				
Tripping / stairs and steps	2	3	ALL	Members of the public told to watch where they are walking especially on the stairs to the crypt. (warning noticed should be visible and checked) Make sure disabled slope access is open for church based events.
Slipping	3	2	ALL	Any spillage mopped up immediately. Appropriate cleaning items should be easily available whenever refreshments are served.

				Entranced to church should be checked and salted if the weather gets very wintry and cold.
Tables and chairs				Chairs both upstairs and downstairs must not be stacked more than five in a pile. Chairs must be stacked like with like- taking particular care in the crypt
Risks include injury with too high stacks, trapping fingers in tables while collapsing them.				Tables- volunteers should be shown how to put up and put away the tables.
Electricity	4	2	ALL	Only authorised personnel should touch the electrical appliances or sockets unless express permission has been given.
And the sound system				This includes the sound system in particular where it requires access to the organ loft which has a number of hazards.
Hit by an object- eg falling display board or scenery flat,	3	2	ALL	All movable object should be placed in such a way that they cannot fall over.
Taking ill during a service or event.	5	2	ALL	A procedure for dealing with incidents in the church is in place and will be activated by the steward on duty following the covid protocol as laid down in the covid risk assessment. The Events coordinator should be informed if an incident takes place and they are not present.
Crowd crushes	2	2	ALL	If the church has to be evacuated quickly the responsibility for initiating the evacuation will be that of the church member in charge. He / she will encourage people not to panic and will direct an orderly movement out of the building. Other responsible adults will direct members through the available exits, giving attention to the needs of disabled persons present, but must not compromise their own safety in doing so. This will be in accordance with the evacuation policy.
EXITS AND ENTRANCES				
Exits	4	2	ALL	All exits should be kept free of chairs / tables and other hazards. In particular the way to the crypt fire door must be navigable and announced before events.

Back of church	3	2	ALL	Consider using both exits where large numbers of people are using the church – eg large funerals....
FIRE - The church is a no smoking zone. No fire initiating equipment should be brought into the church without the prior permission of the Events co Ordinator.				
Candles igniting flammable items – particularly in the area of the Votive candle stand	2	2	ALL	Combustible material should be kept to a minimum in the vicinity of the votive candle stand. Regular checks should be made to ensure flammable materials have not been left in the area. Those locking up should check the area and make sure it is safe before locking up.
Incense – fire and burning risk from charcoal.				Appropriate training and supervision for anyone using the incense.
PREPARATION FOR EVENT / CLEARING UP				
Lifting very heavy boxes / equipment	4	2	Adults	Adults are not permitted to lift heavy objects having a mass greater than 25kg. Boxes should be securely closed so that items do not fall out.
Sharp implements	4	2	Adults	Always ensure that the correct tool is used for the task. All tools should be stored securely.
Toilets- hygiene				Toilets should be checked prior to events and cleaned afterwards in readiness for the next users. Appropriate cleaning materials should be available and labelled appropriately.
REFRESHMENT AREA				
Food on floor	3	3	ALL	Any spillage mopped up immediately. Warning sign erected near damp floor.
Hot water	2	1	ALL	The hot water will be at a temperature suitable for use.
Other Hazards				
Dealing with a difficult visitor- (eg in exhibitions) e.g.				There MUST be at least two stewards on duty at events in church at all times. There should be a mobile phone that gets a signal.

<p>Someone who wont leave at the right time, someone under the influence of drugs or alcohol, someone who is ill mentally or physically.</p>				<p>Contact numbers must be available to stewards in case of problems.</p>
<p>School Visits</p> <p>Many of the above risks apply to children in particular.</p> <ul style="list-style-type: none"> • Falling on steps, • toilet access, • access to the outside via the crypt. • Access to the church and crypt by other adults during school events 				<p>A member of staff should accompany every group of children and supervise any children using the toilets- checking that the crypt door is closed and that nobody has wandered in off the street.</p>