| **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** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| Security of church and church office | Lone workers in the office or church. | Vigilance. Locking doors | Keep crypt/church door closed when people in the church. Lock office and church door when premises not occupied. | Volunteers. Other church members/clergy in the building | Ongoing |  |
| Fire | Volunteers, users | There are signed fire exits and extinguishers  Fire exit announcements- including muster point at Library. | Check fire exit is clear and volunteers know location of extinguishers  DCC could/should plan some fire drills at different times to reflect the use of the building. | Volunteers | Ongoing |  |
| Unexpected injury or illness including those arising from substance use | Volunteers, users | There is a first aid kit | Know location of first aid kit. Identify any volunteer with first aid training. Emergency contact numbers  Make sure first aid kit up to date and stocked? | Volunteers | Ongoing |  |
| Open crypt door | Any children, leaving the premises out onto the road |  | Remind parents and responsible adults of the risk | Volunteers | Ongoing |  |
| PA and other sound equipment if used | Users, - electric shocks - lifting injuries | Electric checks each year. PAT tests on our equipment. | Inform other users that their equipment is their responsibility. |  |  |  |
| Stage Lighting (if used) | Burns from hot lights, electric shocks, injuries from falling lights, lifting | PAT tests, put up by experienced volunteer, raised to height to make sure hot parts are not in touching distance. | Checks at each use. |  |  |  |
| Toilets | Slipping, Hygiene | Cleaner cleans toilets weekly | Check toilets regularly during and at end of session | Volunteers | Ongoing |  |
| Trip hazards | tripping | Cover cables with Duct tape  Ensure other hazards are out of the way |  |  |  |  |