|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **What are the hazards?** | **Who might be harmed and how? Level of risk 1-5** | **What are you already doing?** | **Do you need to do anything else to manage this risk?** | **Action by whom?** | **Action by when?** |
| Entrance and Exit | * Lighting
* Trip Hazards
* Disabled access
* Internal steps
* On the road outside, car parking etc
 |  |  |  |  |  |
| Facilities / kitchen use and refreshment provision | * Kitchen
* Toilets
* Provision of alcohol (need for a temporary events license)
* Provision of food
* Use of stage / entertainment
 |  |  |  |  |  |
| furniture | * Chair stacking
* Tables
* Moving pews
* Moving furniture e.g. from Crypt to the church or hall to church
 |  |  |  |  |  |
| Hygiene  | * Cleaning
* Toilets
* Bacteria spread
* Toxic cleaning materials
* Allergies
* Food hygiene and preparation certificates
 |  | * Hand sanitizing
 |  |  |  |
| Accident, illness and injury | * First aid points
* Accident book
* Defibrillator training and access
* Mobile phone signals
 |  |  |  |  |  |
| Fire hazards | * Fire exits
* Fire extinguishers (checking and replacing)
* Fire extinguishers training in use.
* Candles(e.g. Christingle, processions, votive candles left burning,
 |  |  |  |  |  |
| Children in church and church halls | * Have external groups got risk assessments
* Do they comply with church needs
* Supervision staffing levels
* Volunteers working alone with children
* Are volunteer helpers suitable (DBS etc)
* Accident possibilities
	+ Hard surfaces
	+ Steps
	+ Heavy doors
	+ External access
	+ Intimate care and toilet procedures
	+ Piano lids, cupboard doors
	+ Cleaning substances etc out of reach
	+ Toys etc clean and functional
	+ Ensuring school groups do not have intrusion from unexpected public etc
 |  |  |  |  |  |
| Capacity | * Services and performances safe seating capacity
* Hall functions capacity
* Function booking and overbooking arrangements
 |  |  |  |  |  |
| Step ladders and working at heights | * Is there a safe working leaflet with the equipment?
* Is the ladder safe to use and in good condition?
*
 |  |  |  |  |  |
| Electrical  | * Use of stage lighting
* Safe use of kettles, ovens and kitchen electrical equipment
* Water and electric plugs
* Sockets – in good condition
* Equipment checked and with a compliance label.
 |  |  |  |  |  |
| Tools for craft and repairs etc | * Child safe glues
* Use knives and scissors
* Greenery for wreath making etc and any cross contamination with refreshments
 |  |  |  |  |  |
| Reporting safeguarding concerns poster and information  | * Are there information posters displayed prominently
* Is information up to date?
 |  |  |  |  |  |
| Lone Working | * setting up for events
* Flower arrangers
 |  |  |  |  |  |
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