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| **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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