

[Template] Risk Assessment¹ - Analysis and Comments

[Note 1 - this is just a template, it may contain items not relevant to a particular event or it may not contain items which are relevant - you should always consider the particular circumstances and amend as appropriate. Further, consideration should also be given to adjusting the suggested risk ratings depending on the nature of the event and to additional or alterations to the mitigating factors.]

[Note 2 - if this format is not appropriate (e.g. if you are just considering safeguarding issues, rather than wider H&S risks), then a blank risk assessment table prepared by the diocese is also available in the dropbox or from the parish office]

Distribution: Revd Philippa; Jane Cooper (Churchwarden); Tom Roberts (Churchwarden); Zorah Baig (Parish administrator)[; others?].

Evacuation officers: *[identify an appropriate number for the particular circumstances of the event].*

First aiders: *[identify an appropriate number for the particular circumstances of the event].*

Risk	Severity of risk 1-3	Likelihood of risk 1-3	Risk rating	Mitigation
General				

¹ Risk scoring works on this basis: potential severity of risk (1low -3 high) x potential likelihood of risk (1low -3 high) = risk rating (between 1 and 9). The higher the risk rating, the more attention needs to be given to the risk, so as to mitigate it before the event.

Identify the (i) scale, type and scope; (ii) type and number of those visiting; (iv) available space; (v) duration; (v) time of day/ year of the event, as each of these will influence the approach to risk and the mitigation which should be taken.

Are any specific Local Authority or other authorisations, licenses or consents needed for the event?

Fire and related matters

Fire	3	1	3	<ul style="list-style-type: none"> • Adequate evacuation officers, who are clear on procedures and who is responsible for what (including calling fire brigade)? • Organisers aware of procedures? • Fire exits and evacuation routes to them clear? (NB1 Rear gate to Wiseton Road unlocked? NB2 Buggies, prams, scooters etc) • Fire extinguisher/fire blanket locations? • Minimise flammable materials + no naked flames; unnecessary candles • Evacuation equipment boxes (klaxon, yellow vests and torches) complete? • Heat and smoke detectors working? • If the event after sunset, all emergency exits lights switched on? • No LPG cannisters or real fuel heaters. Electrical heaters appropriately placed/with fire guards + kept away from combustible materials • Where appropriate, are attendees aware of location of emergency exits and assembly point? • Evacuation officers aware of attendees with poor mobility?
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Electrical failure - total	2	1	2	<ul style="list-style-type: none"> • Evacuation officers seat attendees immediately and (if necessary) ensure calm evacuation • If the event is after sunset, evacuation officers and organisers to have torches/torches on their mobile phones • Only authorised person(s) to reset fuse boards
Electric shock	1	3	3	<ul style="list-style-type: none"> • All portable electrical appliances PAC tested? • No portable electrical appliances brought into the church buildings, not checked by a competent person • Visual checks of all electrical equipment (remove and failures)? • No multiple sockets/sockets not overloaded • Circuit breakers (where appropriate)
Accidents				
Accidents requiring first aid	3	2	6	<ul style="list-style-type: none"> • Appropriate number of first aiders? • Are first aid kits available and complete? • Who will call ambulance service, if necessary? • Organisers aware of procedures? • After the event, complete accident book; RIDDOR report?
Scalds/burns	2	2	4	<ul style="list-style-type: none"> • Those using kettles/urns/water boilers (teas, kitchen etc) aware of risks and how to minimise them? • Kettles/urns/boilers/hot plates not unattended? • Kettles/urns/boilers/hot plates not accessible to children? • No children in kitchen

Choking	3	2	6	<ul style="list-style-type: none"> • Small items accessible/for sale/otherwise which pose a choking risk to children or others? • Remove items posing choking risk/package or mark appropriately. • Parents informed of risks to children
Hazardous substances	3	2	6	<ul style="list-style-type: none"> • All hazardous substances (including pesticides, insecticides, weed killers fertilisers, bleach and other toxic cleaning materials) in appropriately designated and locked cupboards
Slips, trips and falls	2	2	4	<ul style="list-style-type: none"> • Main thoroughfares clear of hazards before and during event? • No loose floorboards, carpets, mats or other trip hazards? • Cables/extension leads - fixed down with cable ramps/tape? • Spillages of water/other liquids promptly cleared up? • Ramps and handrails for disability access? • Assistance for less mobile visitors (e.g. when stepping onto the dias)? • Discourage children from running about • In icy conditions, grit spread over entrance paths?
Items falling	2	2	4	<ul style="list-style-type: none"> • Remove/secure any items at height or otherwise which pose a risk of falling on anyone (especially children) • No stacks of chairs accessible/not stacked too high/ laced facing walls to minimise risk of them falling over
Lifting	2	2	4	<ul style="list-style-type: none"> • Authorised persons only to lift or move heavy items • Safe practices with lifting or moving heavy items • Ramps/trolleys to move heavy items, where appropriate

Working at heights	2	2	4	<ul style="list-style-type: none"> • Ladders/step ladders fit for purpose/adequately maintained? • Only authorised people to access items at height and only with ladders/step ladders, where appropriate • Ladders/step ladders held/stabilised, manned while in use • Ladders/step ladders safely stored when not in use
Children and vulnerable adults				
Safeguarding	3	2	6	<ul style="list-style-type: none"> • Relevant people aware of the safeguarding risks of people attending the event? • Are they are aware of SMM's safeguarding policy and procedures for reporting safeguarding issues? • No one not DBS checked to works with children at the event
Lost children	2	1	2	<ul style="list-style-type: none"> • DBS qualified staff to take charge of child • Organiser(s) to announce and locate parents
Security	2	2	4	<ul style="list-style-type: none"> • Control for entry point(s) to event? • Action if person(s) not invited seek admittance? • Procedures if violent or threatening behaviour? • Precautions against theft or malicious damage? • Need for additional insurance?
Food and alcohol				

Food hygiene	2	2	4	<ul style="list-style-type: none"> • Facilities for the preparation and washing of food? • Facilities for proper personal hygiene (including hygienic hand washing and toilet facilities) of those preparing and serving food? • Areas used for food preparation properly washed down and disinfected? • Has food been stored at the appropriate temperatures? • Cook food at the appropriate temperature for the appropriate time • Avoid contamination to food • Allergies and allergens - avoid in kitchen if possible; properly sign or alert people accordingly
Kitchen procedures	2	2	4	<ul style="list-style-type: none"> • Facilities for the cleaning of work utensils and equipment? • Knives and other sharp equipment appropriately used and stored? • No children in the kitchen • Adequate arrangements for storage and disposal of waste?
Alcohol	2	2	4	<ul style="list-style-type: none"> • No alcohol to be sold unless authorised by SMM and license obtained • Alcohol only served to adults • Alcohol not accessible by children