

Risk assessment



Activity / Event name: Inside Church Date of risk assessment: July 2023 Review Date: July 2024			Assessor Name: H&S Officer Name: Brian Cook		Signed: Signed:
Activity	Who might be harmed?	What are the hazards?	What do you need to do to control this risk?	Action by who?	Action when?
KITCHEN					
Wet floors	Refreshment team	Slips, falls	Dry spills immediately. If necessary, use yellow caution sign; kept in kitchen	All rota volunteers	Immediately
Washing up	Refreshment team	Scalding, burning	Hot water only available via boiler. Add cold water first, then add hot. Take care when transporting water	All volunteers/users to communicate with each other	As necessary
Use of coffee machine	Refreshment team	Overflow from incorrect use	Instructions are in a plastic wallet above coffee machine, along with other appliance manuals	Those using machine	When using machine
Use of kettle	Refreshment team	Burns from steam / hot water	Ensure kettle not overfilled or on edge of worktop	All team members	As necessary
Congestion in kitchen area	Refreshment team	Slips/falls/scalds/burns etc.	A maximum of three persons only to be present, as practical working practice. Erect wooden barrier to deter encroachment by others.	Volunteers/users	When kitchen in use
FONT (Now de-commissioned) Pressure pad in place to deter people from lifting font cover. Display signage to advise people "Please do not touch"	Clergy and visitors/church members	Trips or slips on steps/trapped fingers	Longer - term replace??	All church members/visitors	Whenever church in use

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BELL TOWER	Ringers or visitors	Accidents to lone workers	Comply with bell tower sign stating 'no lone visitors' (located on the door at the base of stairs)	Bell tower users	When using the bell tower
Sept to chancel, Step from Chancel to Lady Chapel	Elderly and disabled persons	Trips/falls	Offer assistance where needed. Communion to be offered to infirm in their pews. Speaker cables to be kept away from walk ways or to be covered with appropriate matting! Signs in place warning of steps	Sidespersons; communion officiants	When church in use
Exit to Lady Chapel	Elderly and disabled persons	Trips/falls	Ensure exit is clear of music stands and wooden gates.	Music Group	When church in use