RISK ASSESSMENT: St. ANDREW’S CHURCH CORBRIDGE and COTTAGE

DURING THE CHRISTMAS TREE FESTIVAL UPDATED NOVEMBER 2021

This risk assessment supersedes all previously written risk assessments. Contractors should supply their own risk assessments which will be checked by the Churchwardens.

# KEY

# Harm 1- No injury 2 – Slight injury 3- Injury causing absence from work / school 4 – Major injury 5 – Fatality

**Likelihood** 1 - Impossible 2 – Unlikely 3- Likely 4- Certain

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| **Possible risk / hazard** | **Harm** | **Likelihood** | **Individuals at risk** | **Control measures** |
| **General** | | | | |
| Doors | 2 | 2 | Children  Adults | The doors should be held open to allow others through.  Outside doors will be securely hooked back if a lot of people are entering or exiting church. |
| Falling | 3 | 2 | ALL | No climbing on seats or pews.  If any high level work is to be carried out at least TWO people must be present in order for one to hold the ladder. Any mobility aids i.e. wheelchairs, zimmer frames or prams will be placed in a safe position so that other people do not fall over them or walk into them. |
| Tripping / steps | 2 | 3 | Children  Adults | Members of the public told to watch where they are walking especially on uneven floors.  Infirm adults are assisted on the steps.  All kneelers should be either pushed in or hooked up  Mats – all mats are examined regularly to make sure there are no worn areas in which people may catch their feet. |
| Falling on or off the raised area / on decking | 3 | 2 | ALL | All those who stand or climb on the raised areas do so at their own risk. |
| Slipping | 3 | 2 | Children  Adults | Any spillage mopped up immediately.  Care taken on footpaths and pavements outside the church. Gravel / salt used on slippery paths. |
| Electricity | 5 | 2 | Children  Adults | Only authorised personnel should touch the electrical appliances or sockets.  Any faults reported immediately to person in charge, particularly with tree lights.  Those needing to have access to electrical devices / circuitry have been instructed in the use and are aware of the risks involved. |
| Heavy objects | 3 | 2 | Children  Adults | Children are not permitted to lift heavy objects. Adults are not permitted to lift heavy objects having a mass greater than 25kg.  Chairs to be lifted sensibly and should not be stacked more than 8 high. Unless under the direction of a churchwarden ( ie in the garage) |
| Burns | 2 | 2 | Children  Adults | Children are kept away from burning candles and only light candles under supervision. |
| Hit by an object | 3 | 2 | Children  Adults | All movable object in the church are placed in such a way that they cannot fall over.  Tables will be folded and stacked appropriately, making sure they will not slip.  All boarded areas will be secure enough to take the weight of the trees. |
| Taking ill during a service or event. | 5 | 2 | Children  Adults | A procedure for dealing with incidents in the church is in place and will be activated by the steward on duty should the need arise. The information will be at the back of the church with stewards instructions. Churchwardens should be informed if an incident takes place and they are not present. |
| Chairs | 2 | 2 | Children  Adults | There will only be 16 chairs left in church. Rest stacked safely in garage |
| Crowd crushes | 2 | 2 | ALL | If the church has to be evacuated quickly the responsibility for initiating the evacuation will be that of the person in charge. He / she will encourage people not to panic and will direct an orderly movement out of the building. Other responsible adults will direct members through the available exits, giving attention to the needs of disabled persons present, but must not compromise their own safety in doing so. This will be in accordance with the evacuation policy. |
| **FIRE -** The church is a no smoking zone. No fire initiating equipment should be brought into the church without the prior permission of the Church Wardens | | | | |
| Candles igniting flammable items – particularly in the area of the Votive candle stand | 2 | 2 | ALL | Combustible material should be kept to a minimum in the vicinity of the prayer tree. Regular checks should be made to ensure flammable materials have not been left in the area. Those locking up should check the area and make sure it is safe before locking up. |
| Advent ring catching fire | 2 | 2 | ALL | The candles should not be allowed to burn down below the level of the greenery. When they do so they should be changed |
| Electrical Fire | 3 | 2 | ALL | Apart from some lighting all other electrical appliances will be switched off when the church is not manned. |
| **MUSICAL** | | | | |
| Piano | 5 | 2 | Children  Adults | The piano should only be moved by those trained to move it and should not be moved without the permission of the Church Wardens |
| **PREPARATION FOR EVENT / CLEARING UP** | | | | |
| Lifting very heavy boxes / equipment | 4 | 2 | Adults | Care should be taken when items are carried repeatedly up the path to the church  Limit size of load to be carried by one person..  Boxes should be securely closed so that items do not fall out. |
| Breakage of crockery / glasses. | 3 | 2 | Adults | Broken glass / crockery will be removed as soon as possible. Those removing it should make sure that they are adequately protected before lifting it. Broken articles should be wrapped in newspaper before placing in the appropriate bin. |
| Electrical Hazards | 5 | 2 | Adults | Ensure that any electrical equipment to be moved has been switched off and isolated.  Ensure that only authorised persons move any equipment.  Ensure that any faulty equipment is reported and taken out of service. |
| Sharp implements | 4 | 2 | Adults | Always ensure that the correct tool is used for the task.  All tools should be stored securely . |
| **EATING AREA** | | | | |
| Food on floor | 3 | 3 | ALL | Any spillage mopped up immediately.  Warning sign erected near damp floor. |
| Choking | 5 | 2 | ALL | Care taken when giving children food  Vulnerable adults observed whilst eating |
| Food poisoning | 3 | 2 | ALL | All health and hygiene procedures will be in place  Those helping with cooking should wash their hands  Anyone with a transferable disease should not be allowed to have access to food. |
| Getting drunk | 3 | 1 | ALL | Not enough wine to be served to allow this to become possible. Those in charge to note those who might be becoming slightly unstable and decline to serve any more wine to them! |
| Hot water | 2 | 1 | ALL | The hot water will be at a temperature suitable for use. If the temperature of the water increases to an unacceptable level Suzette Milne will be informed |
| Getting drunk | 3 | 1 | ALL | Not enough wine to be served to allow this to become possible. Those in charge to note those who might be becoming slightly unstable and decline to serve any more wine to them! |
| **WASHING UP** | | | | |
| Scalds | 3 | 2 | ALL | Ensure that water temperature is controlled.  Ensure the use of personal protective equipment. |
| Skin Irritation | 3 | 2 | ALL | Some detergents are hazardous, e.g. Anti-bacterial detergents can irritate the skin. Substances must be used in accordance with the manufacturers directions, and the health and safety data sheet. Protective rubber gloves are advised |
| Cuts and Abrasions | 3 | 2 | ALL | Do not fill sink with knifes etc. Wash items individually. Wear appropriate gloves. |
| SPECIFIC TREE INJURIES | | | | |
| Christmas tree falling | 3 | 2 | ALL | Crowd crushes near the tree should be kept to a minimum.  When it is erected the tree will be made as stable as possible.  Touching the tree should be kept to a minimum  Decorations will be evenly hung in order to keep the tree well balanced. |
| Being pricked by pine needles/ cut by a tree decoration | 1 | 3 | ALL | Any major incidents will be dealt with following the usual procedures for minor injuries. - These will be recorded. |