| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to manage this risk?** | **Action by whom?** | **Action by when?** | **Done** |
| --- | --- | --- | --- | --- | --- | --- |
| *Hot Liquids* | *Participants if coffee/tea etc. is spilt on them* | *Hot Drink Table sited away from seating area: assistance given if needed to carry hot drinks* | *No* |  |  |  |
| Trips and Bumps | Participants trying to move between stalls, seating areas and refreshments | Stalls and seating laid out to allow clear walkways | No |  |  |  |
| Electrical Wires | Participants when moving around the room | Avoid stretching cables across walkways if possible. Where not possible cables will be laid flat on the floor and covered. | No |  |  |  |
| Unfamiliarity with building and grounds | Visitors who might be unfamiliar with specific hazards in the building or grounds (e.g. if building work is taking place) being put at risk because of lack of information.  Visitors unfamiliar with the building not knowing the fire evacuation procedure or designated escape routes. This could result in someone not knowing what to do in an emergency. | Appropriate signs will be provided around the building to warn visitors of any potential hazards.  In the event of no warning signs, roles would be given to church volunteers to aid visitors.  Hazards would also be guarded to prevent public access.  Our fire plan takes into account the possibility of large numbers of people. |  |  |  |  |
| Use of trestle tables etc | Overloading of tables leading to collapse  Collapse of a stored stack of tables | Tables would be inspected for faults when rooms are set up to avoid risk of the table collapsing.  Tables are stored correctly in cupboards, where only designated key handlers can access them. |  |  |  |  |
| Manual handling | Someone injuring their back whilst taking part in a community event | People would be shown and advised how to correctly lift and carry equipment properly.  Volunteers would not be expected to carry heavy loads alone.  Heavy items carried by more than one person. |  |  |  |  |
| Additional Fire Hazards | Use of a naked flame (e.g. candles) or other ignition source during a meeting that inadvertently starts a fire.  Insufficient fire exits when large numbers are in the building. | Ignition sources are suitably placed, and are stable when unsupervised.  Candles will be extinguished when no one is in room.  Only key holders of the church building would have access to ignition points when supervision is not possible.  The exit door in the North wall is unlocked during such events, in addition to the main exit door. |  |  |  |  |
| Electrical Hazards | Someone damaging an electrical cable on the floor and receiving a shock from a live conductor  Someone receiving a serious electrical shock from equipment used at an event. | Plugs and cables would be inspected prior to usage.  The minimum number of adapters/extensions to be used to prevent overloading the system.  There are many plug sockets in each room to reduce the length of trailing power leads.  Flat sheathing is available to be placed on top off loose wires to protect the cable from damage.  In the event of no sheathing being available, mats/rugs would be used instead |  |  |  |  |
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