| **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** |
| --- | --- | --- | --- | --- | --- | --- |
| 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. | No. |  |  |  |
| 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 seating areas and refreshments | 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 |  |  |  |
| Use of trestle tables etc | Overloading of tables leading to collapseCollapse 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.  | No. |  |  |  |
| Additional Fire Hazards | Use of a naked flame (e.g. candles) or other ignition source during a meeting that inadvertently starts a fire | 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. | No. |  |  |  |
| Psychological harm | Participants might suffer psychological harm or distress when examining personal experiences which may be painful. | Courses are led by members of the Ministry Team who have received training in counselling. | No. |  |  |  |