| **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. |  |  |  |
| 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. |  |  |  |
| Additional Fire Hazards | Use of a naked flame (e.g. candles) or other ignition source during a service 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 church.  The exit door in the North wall is unlocked during such events, in addition to the main exit door. | No. |  |  |  |
| Stranger danger | Children, young people and vulnerable adults come into contact with people outside their own family. | Children, young people and vulnerable adults attend with a parent/guardian or adult supervisor. Appropriate DBS checks kept up to date for volunteers attending as helpers. | No. |  |  |  |
| Lack of first aid facilities | A lack of adequate first aid resources in the event of a member of the public being hurt or being taken ill on the premises. | First Aid kits are available and checked regularly. Emergency procedures are in place.  Accidents are reported and filed. | No. |  |  |  |
| Risk of violence, theft or vandalism by a visitor | Church representative present in building when open to public. | We have more than one person present in the church during services. | No. |  |  |  |
|  |  | Visitors are never left alone in the church |  |  |  |  |
|  |  | A record is kept of who attended during each session |  |  |  |  |
| Unaccompanied exit from the premises.  Risk of children being photographed without permission. | A child being able to leave the building unaccompanied where they might be at risk – e.g. busy road nearby.  Risk to children and their mothers from e.g violent ex partners discovering their whereabouts, or misuse of photographs of children shared on social media. | A mobile phone is always available as is the land line in two separate vestries.  A churchwarden is stationed at the back of the church next to the doorway during ceremonies.  We only allow the official wedding photographer to take pictures during ceremonies. Parents/ guardians are responsible for monitoring photos taken informally after the ceremony. | No. |  |  |  |