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

FOR CONCERTS AND EVENTS

This risk assessment supersedes all previously written risk assessments.

# 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 | ALL | 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 | ALL | 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  Legs of display boards should be all facing the same way  Access to the Lady Chapel hand rail should be kept free at all times. |
| Slipping | 3 | 2 | ALL | Any spillage mopped up immediately. This is particularly important. |
| Electricity | 5 | 2 | ALL | Only authorised personnel should touch the electrical appliances or sockets unless express permission has been given. |
| Hit by an object | 3 | 2 | ALL | All movable object should be placed in such a way that they cannot fall over. |
| Taking ill during a service or event. | 5 | 2 | ALL | A procedure for dealing with incidents in the church is in place and will be activated by the steward on duty following the covid protocol as laid down in the covid risk assessment. The Events co ordinator should be informed if an incident takes place and they are not present. |
| Crowd crushes | 2 | 2 | ALL | If the church has to be evacuated quickly the responsibility for initiating the evacuation will be that of the church member 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. |
| **EXITS AND ENTRANCES** | | | | |
| Exits | 4 | 2 | ALL | All exits should be kept free of chairs / tables. In particular NO CHAIRS should be in the Baptistery arch area as a free flow must be available in case evacuation is needed through the choir vestry. In addition no chairs or tables should be placed in front of the tower door. |
| Back of church | 3 | 2 | ALL | Free flow must be enabled across the back of church and near the North Transept door and front door. Nothing extra should be out in those areas unless agreed by church officials. |
| **FIRE -** The church is a no smoking zone. No fire initiating equipment should be brought into the church without the prior permission of the Events co Ordinator. | | | | |
| 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 votive candle stand. 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. |
| **PREPARATION FOR EVENT / CLEARING UP** | | | | |
| Lifting very heavy boxes / equipment | 4 | 2 | Adults | Adults are not permitted to lift heavy objects having a mass greater than 25kg.  Boxes should be securely closed so that items do not fall out. |
| Sharp implements | 4 | 2 | Adults | Always ensure that the correct tool is used for the task.  All tools should be stored securely . |
| **REFRESHMENT AREA** | | | | |
| Food on floor | 3 | 3 | ALL | Any spillage mopped up immediately. Warning sign erected near damp floor. |
| 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 to be informed |

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