

Parish of St Peter and St Paul Bedfordshire
Church Craft Group (V1.2 March 2024)

Activity: Church Craft Group

Location: Parish Church

Name of leader with responsibility: Mary Hartley (Reviewed March 24)

Date of first risk assessment: 9/09/21

Time/frequency: Weekly

Date to be reviewed: March 2025

This document should be read in conjunction with the Church Health & Safety Policy

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
Injury in Church Preparation.	Individual adults	Church set up prior to People arriving. Volunteers advised to lift heavy objects in pairs. Do not move multiple tables and chairs in one go. Volunteers advised to only move equipment they are physically capable of moving safely.	Read the Manual Handling document attached or in the H & S Book at the rear of the Church. Make sure all helpers have signed to say they have read and understood the document	Organiser of event		
Injuries to children.	Individual children	All parents advised to closely supervise their children while on the Church premises	Church members should ask parents to supervise their children if they see them running around unsupervised.	Organiser / helpers		
Children using equipment	Parents / guardian	Parent / guardian must be present and are responsible for supervising their children during activities	Unaccompanied children are not allowed at the Craft Club.	Organiser / helpers.		
Catering	Adults/children	Volunteers to ensure hot drinks, teapots and hot food are kept well away from edges of tables where visitors are.	Read the Keeping People Safe "Food Safety Document" Make sure all helpers have signed to say	Organiser / helpers		

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		Ensure parents/guardians are responsible for what they and their children eat and drink and that appropriate people are made aware of ingredients from packets (e.g., gluten intolerance and other allergy advice)	they have read and understood the document			
Hot taps / Kettles in the Kitchen	Scalds	Anyone using taps or Kettles	As well as conventional hot taps there is a kitchen tap that delivers boiling water. Make sure helpers understand where it is and how to use it.	Organiser / helpers		
Fire	Adults/children	Avoid naked flames wherever possible – e.g. candles. Keep naked flames away from people. In the event of a fire, volunteers to direct attendees to the nearest fire exit. Ensure mobile phone present for prompt use in emergency. A responsible adult needs to raise alarm by shouting "Fire". Similarly, fire extinguishers should only be used to aid escape from the building.	In the case of a fire the evacuees will assemble on the Village Green in Court Road. Read Church Fire Safety Risk Assessment in the Fire Risk Folder.	Organiser / helpers		

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Trips and falls	Everyone	The church is regularly inspected for trip hazards but some areas of the church have uneven floors and loose tiles. The church also has steps into the Chancel and around the font. There is also a small strip of wood across the entrance of the church.	Injury from tripping is a very real hazard in the church. In recent months people have tripped over the steps in the church and hurt themselves. Consider signage for the event and warn new visitors to the church about the hazards.	Organiser of event / Incumbent / Church Wardens		
Balcony	Everyone	The stairs to the balcony are slippery and should only be attempted by able bodied people.	If someone looks infirm advise them not to climb up to the balcony.	Organiser / helpers.		
Activities during the Craft Group	Everyone	Make sure there is a risk assessment for any activity being performed during the Craft Group meeting that is not already covered in this document.	Organiser to ensure visitors demonstrating a craft in the Church have their own risk assessment appropriate to their activity	Organiser		
Use of Equipment	Everyone	There will be scissors and sharp objects such as needles and craft blades	Instruct safe use of equipment. If an injury is sustained a First aid kit is available under the Tower.	Organiser / helpers.		

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		and small objects such as beads that can be swallowed by children.	Make sure all accidents are entered into the Church accident book. Ensure the floor area is swept after activity.			
Storage	Everyone	Equipment and substances stored appropriately and do not present a trip, slip or fall hazard. Heavy items stored at the appropriate level. Sharp objects counted out and in	Craft Group items stored in the locked cupboard under the balcony	Organiser / helpers.		
Hygiene	Volunteers packing up session	Ensure Kitchen is tidy and bins are emptied		Organiser / helpers.		

Update by Mary Hartley 6/3/24