

## Risk Assessment Church services with high attendance

### Version Control

Issue Date	Version Number	Issued by
November 2023	2	Cranfield PCC

<b>Church:</b> St Peter & St Paul Cranfield	<b>Assessor's name:</b> Chris Hartley / Mary Hartley	<b>Date completed:</b> 11 <sup>th</sup> November 2023	<b>Review date:</b> November 2024
<b>Event or service this assessment relates to:</b>		Church services with high attendance (Remembrance, Christmas, Easter etc.)	

Risk	Controls to consider	Additional information	Action by whom?	Completed – date and name
Before the Event	Ensure the Chancel Door and West Door under the tower are unlocked and unobstructed as they are fire exits. <b>Organiser should announce the evacuation procedure at start of the event.</b>	<b>Nominate Fire wardens to aid with evacuation.</b> <b>Read Church Fire Safety Risk Assessment in the Fire Risk Folder.</b>	Church Wardens	
Fire	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, <b>fire extinguishers should only be used to aid escape from the building.</b>	In the case of a fire the evacuees will assemble on the Village Green in Court Road. <b>Read Church Fire Safety Risk Assessment in the Fire Risk Folder.</b>	Incumbent / Church Wardens	
Slips, trips and falls	Regular inspection of church to identify potential hazards and then to make visitors aware of the hazards. To highlight hazards where possible.	Consult HSE website regarding slips trips and falls. <a href="https://www.hse.gov.uk/slips/index.htm">https://www.hse.gov.uk/slips/index.htm</a>	Church wardens and PCC	Continuous
Catering / Hot drinks	Minimise people movement when holding hot drinks. Request people to be seated if at all possible. Only serve hot drinks from the servery or the meeting room when it has no access to the attendees.	Warn people if there are food allergens before serving food. <b>E.g. Nuts</b> <b>Read Manual Food Safety leaflet section F in the Church H &amp; S Folder.</b>	Incumbent / Church Wardens	
Hot taps / Kettles in the Kitchen. Scalds	Anyone using taps or Kettles	<b>As well as conventional hot taps there is a kitchen tap that delivers boiling water.</b>	Church Wardens/ Incumbent	

		<b>Make sure helpers understand where it is and how to use it.</b>		
Electrocution	Only appropriate qualified/trained people to use electrical equipment. Have all electrical equipment regularly PAT tested.		Incumbent / Church Wardens	
Balcony	Ensure only those physically capable should climb the stairs to the balcony. Ensure all children are suitably supervised while on the balcony.	<b>Max 30 people</b>	Incumbent / Church Wardens	
Setting up temporary furniture such as tables and chairs, moving lower altar etc.	Only those suitably fit and able should move furniture. Furniture should not be placed in such a manner that it is blocking emergency exits or too close together.	<b>Consult the church's H &amp; S manual for advice on lifting loads etc. Make sure all helpers have signed to say they have read and understood the document</b>	Incumbent / Church Wardens	
Injuries to children.	All parents must supervise their children while on the Church premises.	<b>This should be brought to parents' attention.</b>	Incumbent / Church Wardens	
After the Event	Ensure that the Church is left in a clean and tidy state.	Empty bins Wash up crockery etc. Replace stackable chairs and tables Make sure all exit doors are locked	Incumbent / Church Wardens	