

# All Souls Parish Church

## Diocese of London

### Risk Assessment for Activities and Events

*The headings are the core areas to be considered and should be added to for specific / unusual activities.*

*The needs of those who will participate in the planned activities should be born in mind at all times.*

Activity: Sunday Service & Other Special Events	Proposed Date: 3 <sup>rd</sup> September 2023
Location: All Souls Church, Hall and Curtilage	
<b>1. Potential hazards:</b> <ul style="list-style-type: none"> <li>a. Candles and charcoal, especially Candlemas, Carol Service, Easter Vigil.</li> <li>b. Trailing leads.</li> <li>c. Sockets.</li> <li>d. Electrical Plugs and electrical equipment.</li> <li>e. Unsupervised children.</li> <li>f. Tripping or slipping on floor, steps to chapel.</li> <li>g. Chairs and tables – moving, stacking and storing.</li> <li>h. Faulty equipment.</li> <li>i. Storage and hoarding of materials.</li> <li>j. Storage of cleaning equipment.</li> <li>k. Carpark – children playing.</li> <li>l. Intruders.</li> <li>m. Slipping and tripping on external paths and Steps.</li> </ul>	
<b>2. Who will be attending?</b> All age groups. Up to 250 people.	
<b>3. Who will be most at risk from the hazards?</b> <ul style="list-style-type: none"> <li>a. Servers and children.</li> <li>b. Elderly and children.</li> <li>c. Children.</li> <li>d. Everyone, especially those using the equipment.</li> <li>e. The children, especially after Mass.</li> <li>f. The elderly.</li> <li>g. Those using them and moving them and those near them.</li> <li>h. Those using the equipment.</li> <li>i. Those using the cupboards where the hoarding takes place.</li> <li>j. Children.</li> <li>k. Children (and adults), and cars.</li> <li>l. Children and vulnerable adults</li> <li>m. Adults, especially the elderly.</li> </ul>	
<b>4. List precautions to be taken to minimise risks (existing and those to be put in place)</b> <ul style="list-style-type: none"> <li>a. Supervision, raise awareness of dangers of fire, fire alarm system and drill.</li> <li>b. Leads to be covered.</li> <li>c. Sockets to have safety plugs. Children supervised.</li> <li>d. Visual inspection monthly and PAT testing biennially.</li> <li>e. All children to be supervised at all times.</li> <li>f. Spillages cleaned up. Hazards displayed with signs.</li> <li>g. Chairs/tables inspected and stacked in a stable safe way. (See F, H &amp; S guidance on moving equipment).</li> <li>h. Inspection of equipment. Faulty equipment disposed of, and not stored.</li> <li>i. Regular inspection of cupboards and disposal of items broken or not regularly used.</li> <li>j. All cleaning equipment to be locked away (see F, H &amp; S guidance.)</li> <li>k. Carpark not to be used for play or other leisure activities.</li> <li>l. Keep external doors secure; see Lone Working Policy in F, H &amp; S guidance.</li> <li>m. Inspect for trip hazards; clear algae and moss using soda crystals in winter.</li> </ul>	
<b>5. Arrangements to cope with hazards / risks not subject to above precautions</b> All risks to be mitigated as above item 4.	
Risk assessment completed by Revd Dr Adam Dobrzynski	
Date: 3 <sup>rd</sup> September 2023	
Signed: Revd Dr Adam Dobrzynski	Review date: May 2025