



Experience Hope

General Risk Assessment

Please submit at least one week before the event.

Date, time and title of activity:	
Location within campus of activity	
Detailed description of event or work including anticipated number of participants.	

Hazard Identification: Identify all the hazards; evaluate the risks (standard / medium / high); describe all existing control measures and identify any further measures required.

Hazard (s)	Present Risk Evaluation S / M / H	Control Measures	Risk Evaluation after control S / M / H
Covid	H	<ul style="list-style-type: none"> Ensure sufficient hand sanitizer is available at entrances with notices advising hands are cleaned on entry. 	S/M
	H	<ul style="list-style-type: none"> If possible, before event, advise attendees and visitors to use face covering at all times when in and around the building. Face covering may be removed in order to eat or drink. Ensure notice displayed 	M

Hazard (s)	Present Risk Evaluation S / M / H	Control Measures	Risk Evaluation after control S / M / H
	M M M	<p>advising use of mask or face covering.</p> <ul style="list-style-type: none"> • Ensure surfaces are cleaned before and after use, particularly if the location is to be used within 48 hours. • If guest or visitor shows signs of infection, e.g. high temperature, a persistent cough, change in taste etc. should be advised not to attend the Easter Centre and to seek medical advice immediately or call 119. • 	S M
Opening and Closing Procedures	M M	<ul style="list-style-type: none"> • At appropriate event, host to be aware of opening and closing checks and procedures and to carry them out. Attendees to be informed of location of emergency exits and toilets. • Host to be aware of any attendee with a disability in case of emergency evacuation. 	S S
Any injury associated with manual handling (i.e. back injury, feet injury, trip hazards)	M	<ul style="list-style-type: none"> • Volunteers to ensure that walkways are clear and there are no trip hazards. • Volunteers to lift appropriately and not to carry heavy items without assistance i.e. two people to a trestle table. • Care should be taken when 	S

Hazard (s)	Present Risk Evaluation S / M / H	Control Measures	Risk Evaluation after control S / M / H
		carrying hot jugs of coffee or pots of tea. These should not be carried across people.	
Slips, trips and falls	M	<ul style="list-style-type: none"> • As above • Volunteers to assist people with restricted mobility if required. • Any incident causing injury must be reported in the accident book that accompanies each first aid kit. 	S
Crowding / Access to fire exits	M	<ul style="list-style-type: none"> • Avoid congestion around the counter area; consider collection of food from the counter to be done in groups rather than all together. 	S
Electrical equipment	M	<ul style="list-style-type: none"> • All electrical equipment to be used, if any, to have been visibly checked and PAT tested before use. • Any electrical cables to be in a safe and visible layout, using highlight tape if necessary. 	S
Hygiene	M	<ul style="list-style-type: none"> • Prior to handling or serving food or drinks the catering team/serving team should wash their hands in the hand basin in the kitchen area. • Tea towels should not be used to dry hands after 	S S

Hazard (s)	Present Risk Evaluation S / M / H	Control Measures	Risk Evaluation after control S / M / H
		<ul style="list-style-type: none"> Contact 999 if an emergency situation 	
Food Contamination/Medical Conditions	M	<ul style="list-style-type: none"> Refreshments to be nut free and servers to communicate what is on each tray. 	S
Head injuries (counter around the drinks server has sharp edges and protrudes)	M	<ul style="list-style-type: none"> Plastic edge corner guards to be used on sharp edges 	S
Car parking	M	<ul style="list-style-type: none"> Easter Centre car park available for use Manor Farm Day Centre car park sometimes available for use; also Tesco car park off Hummer Road, opposite church. Church driveway to be kept clear for emergency vehicles, using 'NO PARKING' cones. 	S
Use of lift	M	<ul style="list-style-type: none"> People with disabilities to be accompanied when using the lift. Ensure lift door fully closed when not in use. 	S
Evacuation Procedures	M	<ul style="list-style-type: none"> Host to be aware of evacuation procedures and emergency exits. Guests to assist elderly, and those with restricted mobility to the assembly points by the 	S

Hazard (s)	Present Risk Evaluation S / M / H	Control Measures	Risk Evaluation after control S / M / H
		war memorial. <ul style="list-style-type: none"> Sufficient able-bodied volunteers to be on duty if guests with mobility problems are present 	
Fire	H M M M M	<ul style="list-style-type: none"> Fire extinguishers to hand Organiser to ensure sufficient number of fire wardens on site for the number of people attending the event. All fire exits to be kept clear of obstructions at all times. Everyone to be evacuated from church or Church Centre to assembly point by the War Memorial Fire call points adjacent to the upstairs kitchen and on the landing outside the Upper Room for use by anyone who cannot use the stairs. Smoke alarms to be fully operational and regularly checked. 	S S S S S S
Spontaneous Incident	S	<ul style="list-style-type: none"> A regular member of St John's church to be approached in the first instance (host etc) Response will depend upon 	S

Hazard (s)	Present Risk Evaluation S / M / H	Control Measures	Risk Evaluation after control S / M / H
		situation that has occurred	
Training	M	<ul style="list-style-type: none"> • Ensure staff and helpers are adequately briefed before commencement of activity. 	S

Disk assessment completed by:	
Date:	

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