

All Saints Church General Risk Assessment

All Saints, Malvern. General Risk Assessment

This version: Approved at PCC 4th July 2024

This covers most regular events and activities at All Saints.

Activity / Event leaders must ensure those involved are aware of it and have their attention drawn to particularly relevant items

You may wish to highlight such items and print off copies

If there are other risks associated with your activity, complete the All Saints Risk Assessment proforma (available on the web site)

If you do this on a computer, columns H and I will fill themselves in automatically

This does not cover times when and places where a parent or other responsible adult is overseeing a child

Examples of this are when children walk through the ground from the Wyche School or when a family is leaving after a service

Definitions:

Severity: 5 = death or life changing. 3 = hospital needed. 1 = minor first aid

Likelihood: 5 = very likely. 3 = possible. 1 = very unlikely

Risk: Risk = Severity x (Residual) Likelihood Likelihood is reduced by taking the risk reduction measures

Risk Level: 1-8 is Low; 9-13 is Medium (What extra precautions can you take?); 14 or more is High (Cancel the event?)

All Church activities should result in a low risk level.

Leaders should ensure that a charged mobile phone is available at all times

No.	Risk	Who is affected	Severity	Likelihood	Risk reduction	Residual Likelihood	Overall Risk	Risk Level
1	Fire or structural damage in building	All people present	5	1	Inform people of exits and ensure doors unlocked or keys in place. Fire exits to be kept clear. Fire extinguishers identified to assist with escape. Fire blanket in kitchen. Annual Review of Fire Policy.	1	5	LOW
2	Accident with flames (candles)	Those involved	2	3	Lit candles kept away from moving people and all flammable material. Subject to a Candle Risk Policy by the Leadership Team. Only battery 'candles' to be used in the crypt.	2	4	LOW
3	Minor cuts, scratches etc	The casualties	1	5	First Aid boxes up to date and leaders know where they are. Leaders identify first aid trained adults. Knives and scissors to be stored appropriately.	5	5	LOW
4	Trips and slips	All people present	2	3	Spillages mopped up promptly . Working spaces and floors to be kept clear of trip hazards. Any leaks in the kitchen or toilets to be reported quickly. Mat in kitchen by the sinks to prevent slips from a wet floor.	2	4	LOW

All Saints Church General Risk Assessment

No.	Risk	Who is affected	Severity	Likelihood	Risk reduction	Residual Likelihood	Overall Risk	Risk Level
5	Accident with hot liquids	All people present	3	3	Use thermos containers rather than kettles to move hot liquids. Do not overfill mugs. Do not leave drinks unattended if children present. Quooker tap to only be used by those trained to use it. Children prevented from entering kitchen area (gate).	2	6	LOW
6	Accident with hot surfaces / hot food	All people present	2	3	Use oven gloves as necessary. In case of burns, use burns pack in first aid kit. Children prevented from entering the kitchen area (gate).	2	4	LOW
7	Food hygiene (general)	Adults and children eating	3	2	FOOD HYGIENE TRAINING IS TO BE COMPLETED BY AT LEAST 2 MEMBERS OF THE KITCHEN TEAM. Refrigerators and surfaces kept clean. Normal hygiene standards for adults handling food. Regular checks that fridge temperature is 5 degrees or lower. Food to be stored appropriately. All food covered and dated, raw food at the bottom. Do not leave fridge door open unnecessarily. Do not leave food containing cooked meat, fish, eggs and dairy out of the fridge for any longer than necessary.	1	3	LOW
8	Food hygiene (allergies)	Those with allergies	3	3	All food bought or made should come with ingredients listed. Those attending are to be made aware of this. Specific items (e.g. gluten-free or nut-free) are to be clearly labelled and kept separate from other items - no shared knives, plates etc. Shop bought items are to be kept in their packaging so that ingredients can be checked.	1	3	LOW
9	Trailing electrical cables (trip hazard, possible electrocution)	All people present	2	3	Tape down cables where people are moving	1	2	LOW

All Saints Church General Risk Assessment

No.	Risk	Who is affected	Severity	Likelihood	Risk reduction	Residual Likelihood	Overall Risk	Risk Level
10	Electric Shocks	All people present	3	3	Electrical equipment to be regularly inspected. Electrical sockets to be out of reach of children where possible and blocked from access by children where not. Kitchen users reminded not to use sockets with wet hands.	1	3	LOW
11	Fall from ladder (changing lights etc)	Person up the ladder	4	3	Have person at foot of ladder. Ensure ladder at correct angle and bottom on solid ground, not carpet.	1	4	LOW
12	Back injuries from lifting	Over confident adults	2	3	Follow manual handling guidelines. Use wheels to move piles of chairs	1	2	LOW
13	Fall on stairs	Person on the stairs	4	2	Ensure stairs light is on. Extra care when carrying items	1	4	LOW
14	Children & vulnerable adults not protected	Vulnerable people and children	4	3	Leader knows who is present. Two adults present whenever possible. DBS checks up to date and safeguarding procedures followed	1	4	LOW
15	Accident while working alone in the church or grounds	The lone worker	3	3	The lone worker must inform someone they are there and confirm when they have left. The person must also have a charged mobile phone. No dangerous tools (e.g. power saw) may be used and no ladders climbed when alone.	2	6	LOW
16	Accident working in grounds	Those involved and others around them	4	3	Tools handled correctly and correct safety clothing worn. The provision and use of appropriate items is the responsibility of the person bringing the equipment onto the premises. Safe distances between user and helper.	1	4	LOW
17	Wifi misuse	All those on the premises	3	3	Ensure people read and sign up to the terms and conditions which detail that the WiFi should only be used for legitimate purposes. If technically possible, add parental controls to the WiFi to prevent access to inappropriate materials. Reset the password every 6-12 months to ensure people are actively reminded of the terms and conditions	1	1	LOW

All Saints Church General Risk Assessment

The items below are particularly relevant to children's activities

18	Child access to the kitchen	All children	3	3	Kitchen entrance to be blocked by a gate. All equipment to be safely switched off when not in use. Adults to supervise.	2	6	LOW
19	Accident due to steepness of grounds	All those on the premises	3	3	Children checked from running on steep slopes. Paths salted / cleared from ice / snow and leaves	1	3	LOW
20	Risk of RTA re cars entering and exiting the church driveway	All those on the premises	5	4	Vehicles to be moved only at very low speed. No unsupervised children or vulnerable adults on the drive or in the parking area when vehicles moving.	1	5	LOW
21	Misuse of electrical equipment, sockets	Mostly children	5	4	Only adults to use equipment. Regular PAT tests. Responsibility of all adults to report a fault.	1	5	LOW
22	Children leave Church unsupervised (events with parents/carers present)	Children	4	3	Parents & carers responsible for their children at all times. Barriers prevent access to doors as appropriate.	1	4	LOW
23	Children leave Church unsupervised (events without parents/carers)	Children	4	3	Leader to ensure an identified adult is responsible for each child	1	4	LOW
24	Strangers in building	Potential abuse	4	2	Leader to challenge unknown adults	1	4	LOW
25	Injury to self or others from scissors, knives & other sharp items	Mostly children	3	3	Use children's scissors. Supervise closely use of knives. Unused sharp objects kept away from activity.	1	3	LOW
26	Injury from cleaning materials (damage to skin or poisoning)	Mostly children	3	2	All cleaning materials kept safely away from children	1	3	LOW
27	Spilled liquids, wet floor resulting in slips and falls	Mostly children, but also adults	2	3	Spillages mopped up promptly	2	4	LOW
28	Small items, broken toys resulting in choking	Children	3	2	Check toys and supervise activities with small items	1	3	LOW
29	Illness from germs on items	Children and adults	2	2	Ensure antiseptic wipes and/or hand sanitiser available. Leader to check with child/adult if sanitiser is safe for them. Wash children's mugs in disinfectant or equivalent	1	2	LOW
30	Tree climbing, falling on fence	Children	4	3	The child's responsible adult to supervise children outside the building	2	8	LOW

All Saints Church General Risk Assessment

31	Covid-19 infection	All people, particularly the elderly or those with other health issues making them vulnerable	5	3	Current government and diocesan advice will be followed. Hand gel sanitisers available and soap in kitchen/toilet. Paper towels used and disposed of. Regular cleaning of surfaces and toilets (between each activity).	1	5	LOW
----	--------------------	---	---	---	---	---	---	-----