

**Parish of St. Etheldreda and St. Luke**

**Activity risk assessment**

**Activity:** Concert/event  
**Location:** St Etheldreda's church  
**Name of leader with responsibility:** Fr Darren Collins

**Date of risk assessment:** 23/03/2023  
**Time/frequency:** Weekly  
**Date to be reviewed:** 23/03/2024

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>Do you need to do anything else to manage this risk?</b>	<b>Action by whom?</b>	<b>Action by when?</b>	<b>Done</b>
<i>Trips: Worn or uneven step. Worn or unfixed carpets or mats Worn or uneven flooring including grates. Poor lighting No handrails in places</i>	Anyone visiting the church. Volunteers and staff in the church.	<i>Hazard tape in place around steps. Hazard signs. Lighting replaced to more modern lighting. Steps and stair expected regularly. Handrails provided where possible.</i>	Inspect areas regularly	Wardens		
Slips: Polished stone floors. Stone floors can be slippery when wet. Floor can be wet during spills or leaks.	Anyone visiting the church. Volunteers and staff in the church.	Carpet and mats in areas to mitigate slippery areas. Mats at doors for use in wet weather. Mops and cleaning equipment for leaks or spills.	Ensure that area of potential slips are regularly checked and cleaned.	Wardens/ Cleaning team/ Flower team		
Fire: Candles: could spill or Boiler: Could have a fire Heating system could have issues	Anyone visiting the church. Volunteers and staff in the church.	Fire extinguishers visible and accessible in all areas of church. Fire extinguishers regularly maintained professionally.	Maintain regular checks and comply with fire safety regulations.  Ensure verbal warnings are given regarding hand-held candle safety.	Wardens/ Clergy/ Concert organisers		

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Electrical organ and sound system could malfunction causing fire.			Ensure all candles are extinguished at the end of the event.  If hand-held candles are used, keep damp teatowels and fire equipment close at hand			
Electricity: Extension cables used regularly, could have faults. Electric equipment such as organ, sound system could have faults. Could be faulty or damaged wiring.	Anyone visiting the church. Volunteers and staff in the church.	All electrical work carried out by qualified electricians. Wiring checked regularly for wear. Electrical equipment regularly checked.	Ensure that all wiring check are kept up to date and by qualified electricians.  Avoid using extension cables in high-traffic areas	Wardens/ Clergy/ Concert organisers		
Gas: Boilers- potential for leaks or malfunction.	Anyone visiting the church. Volunteers and staff in the church.	Ensure boilers are regularly maintained and checked by qualified professionals		Wardens		
Glazing: Windows-	Anyone visiting the church. Volunteers and staff in the church.	Repair any broken window and clear any broken glass promptly and carefully		Wardens		

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Hazardous substances: Cleaning materials	Anyone visiting the church. Volunteers and staff in the church.	All cleaning materials kept in appropriate area out of public access.		Wardens		
Work equipment: Mops, tools, hoovers, ladders, cleaning or gardening tools could be defective or left out.	.Anyone visiting the church. Volunteers and staff in the church.	Regular checks on all tools or equipment. Any repairs or replacements carried out. Tools and equipment kept away from public access		Wardens		
Manual Handling ▪ Bulky or unwieldy furniture ▪ Heavy audio visual or computer equipment ▪ General rubbish that may include breakages (for example, glass)	Anyone visiting the church. Volunteers and staff in the church.	Trolleys and skates available for use for heavy lifting or moving. Instructions on safest way to use all equipment and be safe.		Wardens/ Concert organisers		
Asbestos: ▪ In insulation, lagging or fire protection ▪ In wall and roof linings ▪ In organ blowers ▪ In motor housing	Anyone visiting the church. Volunteers and staff in the church.	Regular inspections of areas where possible asbestos may be. Regular inspections on the condition of asbestos by qualified professions	Find out if there is asbestos in the church. Make and keep an up-to-date record of this. Assess the risk from the material Prepare a plan for managing any risk. Implement the steps needed. Review and monitor arrangements put in place.	Wardens		

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Falls from Height: ▪ When changing lightbulbs ▪ When cleaning or decorating ▪ When putting decorations or displays up ▪ Inadequately guarded balconies or other areas at height ▪ Fragile ceiling material where work or access is required ▪ Trap doors in bell ringing chambers ▪ Damaged ladders, stepladders or other access equip	Anyone visiting the church. Volunteers and staff in the church.	Adequate, proprietary stepladder available. Stepladder in good condition/checked before use. Stepladder properly stored Users know how to use it safely. Information on	Make regular checks.	Wardens/ Concert organisers		
Scaffolding, restoration materials. Potential trip hazards, drop hazards, equipment and hazardous materials.	Visitors, parishioners anyone in church.	Area around scaffolding closed off to public, Area covered by plastic.	Regularly check area, liaise with restorers. Ensure area is kept clear.	Wardens/ Restoratio team.		

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An emergency may require the Church to be evacuated.	Anyone in the church	Both main doors to be unlocked during the event.	Announcement to be made before the event re escape routes and meeting point.	Wardens/ Concert organisers		
Concert Staging. Potential fall/trip hazard	Anyone in the church	Ensure staging is securely installed	Clearly mark the edges of staging to avoid trips. Ensure any steps are secure	Wardens/ Concert organisers		
Electrical cables and extra equipment in Church. Possibility of trips/falls	Anyone in the Church	Cables and equipment to be kept out of high traffic areas if possible. Cables to be taped down and clearly marked.	Check main pathways are clear and any hazards identified and mitigated.	Wardens/ Concert organisers		