

**Parish of St Etheldreda and St Luke**

**Activity risk assessment**

**Activity: Worship**

**Location: St Etheldreda's & St Luke's**

**Name of leader with responsibility: Fr Darren Collins**

**PCC**

**Date of risk assessment: March 2024**

**Time/frequency: Services**

**Date to be reviewed: March 2025**

<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>
Trip/Fall	Clergy Team & Congregation. Risk of bruising/fracture	Keep obstructions clear of thoroughfare. All spillages to be identified and removed promptly. Trailing cables/equipment to be secured. Lighting to be in good order.	Monitor potential hazards. Ensure there is adequate lighting in the Church when people are moving around	<i>Churchwardens</i>	Ongoing	
Injury through manual handling of items	Clergy Team/Churchwardens/Coffee Team. Risk of strain and back injury	Trolley to be used for heavy/bulky items. Two or more people to lift if required. Safe lifting technique to be used.	Reminders given to those undertaking heavy lifting	<i>Churchwardens</i>	Ongoing	
Working with electrical equipment	Clergy Team/Coffee Team. Risk of electrocution	Correct use of equipment to be followed as per manufacturer's instructions. Portable electrical equipment to be tested and tagged at appropriate intervals by authorised, licensed professional. Faulty sockets/plugs to be inspected before use & placed out of service by user	Reminders to users to follow correct procedure	<i>Churchwardens</i>	Ongoing	

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Illness/Injury/Burns	Anyone in the building. Burns/scalds from hot liquids. Acute medical event. Burns/fire from candles	First Aid kit on site. Trained First Aider available to administer help. Announcements to be made to congregation regarding candle safety before services.	Reminders to exercise caution with hot liquids. Ensure there is adequate lighting in the Church when people are moving around. Use of candle guards by young people and vulnerable adults. Position damp tea towels and fire equipment nearby when using hand-held candles.	<i>Churchwardens</i>	Ongoing	
Emergency Situation. Major Incident	Anyone in the building	First Aid kit available. Fire Blanket & Fire Extinguishers on site.	Keep exits clear of obstruction and unlocked during worship for ease of escape	<i>Churchwardens/ Persons on duty</i>	Ongoing	
Fire	Anyone in the building	Fire Emergency Plan in place. Fire Blanket/Extinguishers on site. Reminders to extinguish candles properly	See Fire Emergency Plan. Fire Extinguishers to be tested at appropriate intervals by authorised and licensed professional	<i>Churchwardens</i>	Ongoing	

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