All Saints Church General Risk Assessment

All Saints, Malvern. General Risk Assessment **This version: 23-Jul-19**

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 extinguishers identified to assist with escape.	1	5	LOW
2	Accident with flames (candles)	Those involved	2	3	Lit candles kept away from moving people	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.	5	5	LOW
4	Accident with hot liquids (drinks)	All people present	3	3	Use thermos containers rather than kettles to move hot liquids. Do not over-fill mugs. Do not leave drinks un-attended if children present.	2	6	LOW
5	Accident with hot plates / hot food	All people present	2	3	Use oven gloves as necessary	2	4	LOW

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6	Food poisoning (general)	Adults and children eating	3	2	Refrigerators and surfaces kept clean. Normal hygiene standards for adults handling food	1	3	LOW
7	Food poisoning (allergies)	Those with allergies	3	3	We do not cook food and cannot guarantee how it was prepared. 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
8	Trailing electrical cables (trip hazard, possible electrocution))	All people present	2	3	Tape down cables where people are moving	1	2	LOW
9	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
10	Back injuries from lifting	Over confident adults	2	3	Follow manual handling guidelines. Use wheels to move piles of chairs	1	2	LOW
11	Fall on stairs	Person on the stairs	4	2	Ensure stairs light is on. Extra care when carrying items	1	4	LOW
12	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
13	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

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14	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 safety items is the responsibility of the person bringing the equipment onto the premises. Safe distances between user and helper.	1	4	LOW
15	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	1	3	LOW

The items below are particularly relevant to children's activities

No.	Risk	Who is affected	Sever-ity	Likeli-hood	Risk reduction	Residual Likelihood	Overall Risk	Risk Level
16	Children leaving grounds and running into road	Young children	5	3	Responsible adult to be at front	1	5	LOW
17	Crossing road to go to Common	Mostly children	5	3	Responsible adult to check when clear to cross	1	5	LOW
18	Misuse of electrical equipment, sockets	Mostly children	4	3	Only adults to use equipment. Regular PAT tests	1	4	LOW
19	Children leave 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
20	Children leave unsupervised (events **without** parents/carers)	Children	4	3	Leader to ensure an identified adult is responsible for each child	1	4	LOW
21	Strangers in building	Potential abuse	4	2	Leader to challenge unknown adults	1	4	LOW
22	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
23	Injury from cleaning materials (damage to skin or poisoning)	Mostly children	3	2	All cleaning materials kept safely away from children	1	3	LOW
24	Spilled liquids, wet floor resulting in slips and falls	Mostly children, but also adults	2	3	Spillages mopped up promptly	2	4	LOW

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25	Small items, broken toys resulting in choking	Children	3	2	Check toys and supervise activities with small items	1	3	LOW
26	Illness from germs on items	Children and adults	2	2	Ensure antiseptic wipes available. Wash childrens mugs in Milton or equivalent	1	2	LOW
27	Tree climbing, falling on fence	Children	4	3	Responsible adults warned and no children outside without adult supervision when church leaders are responsible	2	8	LOW