

Parish of St. Etheldreda with St. Luke

Activity risk assessment

Activity: Choristers Rehearsals/activities in church
Location: St Etheldreda's church
Name of leader with responsibility: Director of Music/Rector

Date of first risk assessment: March 2023
Time/frequency: Weekly
Date reviewed: June 2024
Date of next review: June 2025

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Trips: Worn or uneven steps Worn or unfixed carpets or mats Worn or uneven flooring including grates. Poor lighting No handrails in places	Any members of Choir and parents/guardians Visiting organists/musicians Director of Music	Regular verbal warnings re hazards to all. Hazard signs. Lighting replaced to more modern lighting. Steps and stair inspected regularly. Handrails provided where possible.	Inspect areas regularly	<i>Churchwardens</i>	Ongoing	
Slips: Polished stone floors. Stone floors can be slippery when wet. Floor can be wet during spills or leaks.	Any member of the choir and parents/guardians . Visiting organists/musicians Director of Music	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 areas of potential slips are regularly checked and cleaned.	Wardens/ Cleaning team/ Flower team	Prior to Choir rehearsal	
Fire: Candles: could spill or set light to paper/hair Boiler/heating system: possible fire Electrical organ and sound system could malfunction causing fire.	Any members of Choir and parents/grandparents. Visiting organists/musicians Director of Music	Fire extinguishers visible and accessible in all areas of church. Fire extinguishers regularly maintained professionally.	Maintain regular checks and comply with fire safety regulations.	<i>Churchwardens</i>	As required	

Parish of St. Etheldreda with St. Luke

Activity risk assessment

Activity: Choristers Rehearsals/activities in church
Location: St Etheldreda's church
Name of leader with responsibility: Director of Music/Rector

Date of first risk assessment: March 2023
Time/frequency: Weekly
Date reviewed: June 2024
Date of next review: June 2025

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Electricity: Extension cables used regularly, could have faults – also trip hazard if unsecured. Electric equipment such as organ, sound system could have faulty or damaged wiring.	Any members of Choir and parents/guardians. Visiting organists/musicians Director of Music	All electrical work carried out by qualified electricians. Wiring checked regularly for wear. Electrical equipment regularly checked. Avoid extension cables in walkways	Ensure that all electrical equipment is checked annually by qualified electricians.	<i>Churchwardens</i>	Annual checks	
Gas: Boilers- potential for leaks or malfunction.	Any members of Choir and parents/guardians. Visiting organists/musicians Director of Music	Boilers are regularly maintained and checked by qualified professionals	Maintain regular checks	<i>Churchwardens</i>	Annual checks	
Glazing: Windows- broken glass	Any members of Choir and parents/grandparents. Visiting organists/musicians Director of Music	Repair any broken window and clear any broken glass promptly and carefully	Maintain vigilance over glazing	<i>Churchwardens</i>	As required	
Hazardous substances: Cleaning materials	Any members of Choir and parents/guardians. Visiting organists/musicians.	All cleaning materials kept in appropriate area out of public access.	No	<i>Churchwardens</i>	As required	

Parish of St. Etheldreda with St. Luke

Activity risk assessment

Activity: Choristers Rehearsals/activities in church
Location: St Etheldreda's church
Name of leader with responsibility: Director of Music/Rector

Date of first risk assessment: March 2023
Time/frequency: Weekly
Date reviewed: June 2024
Date of next review: June 2025

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
	Director of Music					
Work equipment: Mops, tools, hoovers, ladders, cleaning or gardening tools could be defective or left out.	Any members of Choir and parents/guardians. Visiting organists/musicians Director of Music	Regular checks on all tools or equipment. Any repairs or replacements carried out. Tools and equipment kept away from public access	No	<i>Churchwardens</i>	As required	
Manual Handling ▪ Bulky or unwieldy furniture ▪ Heavy audio visual or computer equipment ▪ General rubbish that may include breakages (for example, glass)	Any members of Choir and parents/guardians. Visiting organists/musicians Director of Music	Trolleys and skates available for use for heavy lifting or moving. Instructions on safest way to use all equipment and be safe.	Remind those seeking to lift heavy objects to use recommended equipment	<i>Churchwardens</i>	As required	
Asbestos: ▪ In insulation, lagging or fire protection ▪ In wall and roof linings ▪ In organ blowers ▪ In motor housing	Any members of Choir and parents/guardians. Visiting organists/musicians Director of Music	Regular inspections of areas where asbestos may be present. 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.	<i>Churchwardens</i>		
Falls from Height: changing lightbulbs,	Any members of Choir and parents/guardians.	Adequate, proprietary stepladder available. Stepladder	Make regular checks.	<i>Churchwardens</i>	As required	

Parish of St. Etheldreda with St. Luke

Activity risk assessment

Activity: Choristers Rehearsals/activities in church
Location: St Etheldreda's church
Name of leader with responsibility: Director of Music/Rector

Date of first risk assessment: March 2023
Time/frequency: Weekly
Date reviewed: June 2024
Date of next review: June 2025

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
cleaning or decorating, 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 or other access equip	Visiting organists/musicians Director of Music	in good condition/checked before use. Stepladder properly stored Users know how to use it safely.				
Child Protection – Keeping children safe from possible physical or psychological harm from adults or other young people. Bullying	Any child in Choir	Ensure that at least 2 adults present throughout the rehearsal. Children only to be taken to the toilet in small groups, with DBS checked adult.	Any other adults assisting as Choir Chaperone to have DBS checks Annual update and check	Safeguarding officer	Ongoing	

Parish of St. Etheldreda with St. Luke

Activity risk assessment

Activity: Choristers Rehearsals/activities in church
Location: St Etheldreda's church
Name of leader with responsibility: Director of Music/Rector

Date of first risk assessment: March 2023
Time/frequency: Weekly
Date reviewed: June 2024
Date of next review: June 2025

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done