

Parish of St Etheldreda's and St Luke's

Activity Risk Assessment

Activity: Oasis Cafe

Location: St Luke's Church

Name of leader with responsibility: PCC

Date of last full review: June 2025

Time/frequency: Monthly observations

Date of next full review: June 2026

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
Trip/Fall	Activities facilitators and members of the public. 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. Hazard tape has been applied to the edge of the step into the South Transept.	Monitor potential hazards. Reminders to take note of the step up to the South Transept.	All – including PCC members, churchwardens, activity facilitators and public	Ongoing	
Injury through manual handling of items	Activity facilitators, activity users	Two or more people to lift if required. Safe lifting technique to be used.	Reminders given to those undertaking heavy lifting	Activities facilitators	Ongoing	
Working with electrical equipment	Activity facilitators	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 (last carried out 30/01/23). Consideration of set up of hot kettles in safe area.	Reminders to users to follow correct procedure	PCC/ individuals using equipment	Ongoing	

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Illness/Injury	Anyone in the building. Burns/scalds from hot liquids. Acute medical event.	First Aid kit on site.	Reminders to exercise caution with hot liquids.	Activity facilitators	Ongoing	
Emergency Situation. Major Incident	Anyone in the building	First Aid kit available. Fire Blanket on site. Fire extinguisher on site. First aid blanket available. Facilitators to carry a charged mobile phone.	Keep exits clear of obstruction and unlocked during worship for ease of escape	Activity facilitators	Ongoing	
Fire	Anyone in the building	Fire Blanket on site. Fire extinguisher on site. Reminders to extinguish candles properly. Votive candles are held in a purpose-built votive candle stand.	Activity facilitators to ensure that candles are properly located in the candle stand before leaving the church.	Activity facilitators	Ongoing	
Emotional/behavioural outbursts	Activity facilitators and activity users	Activity facilitators are to work within the confines of their training and will signpost to more professional bodies for further support. Minimum of 2 people to facilitate the group.	Activity facilitators will ensure that they have a charged mobile phone with them at all times to call for help in an emergency.	Activity facilitators	Ongoing	