

Parish of St Etheldreda's and St Luke's

Activity risk assessment

Activity: Worship

Location: St Luke's Church

Name of leader with responsibility: PCC

Date of last full review: June 2024

Time/frequency: Weekly observations

Date of next full 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
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. Hazard tape added to plinth edge in south transept. 2 new trip hazard signs	Monitor potential hazards. Reminders to take note of the step up to the South Transept and pews.	PCC members/sides people Churchwardens	Ongoing	
Injury through manual handling of items	Clergy Team/Churchwardens/sides people/'helpful' members of the congregation	Two or more people to lift if required. Safe lifting technique to be used.	Reminders given to those undertaking heavy lifting	Deputy churchwardens, clergy and church leaders	Ongoing	
Working with electrical equipment	Clergy Team/ deputy churchwardens/ sides people/ members of the congregation/ other users of the church	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). Visual inspections to be carried out by those using electrical appliances and	Reminders to users to follow correct procedure	Individuals using equipment churchwardens	Ongoing	

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		damaged appliances removed from use.				
Illness/Injury	Anyone in the building. Burns/scalds from hot liquids. Acute medical event.	First Aid kit on site. First aid blanket on site.	Regular reminders to exercise caution with hot liquids.	Churchwardens Refreshments servers	Ongoing	
Emergency Situation. Major Incident	Anyone in the building	First Aid kit available. Fire Blanket on site.	Keep exits clear of obstruction and unlocked during worship for ease of escape	churchwardens	Ongoing	
Fire	Anyone in the building	Fire Blanket on site. Fire extinguisher on site. Reminders to extinguish candles properly. West Door unlocked during worship even if closed during colder months.	Annual fire inspection to be carried out. Relace any faulty equipment.	Churchwardens	Ongoing	