

GROUP DETAILS

IN AN EMERGENCY CALL:

Leader:		Group Phone:	
Participants:			

ACTIVITY DETAILS

Purpose of Activity:		Date:	
Benefit of Activity: Builds respect for shared spaces and community customs. Connects curriculum content to lived experiences of faith. Encourages dialogue about values, traditions, and history. Enhances understanding of religious practice and architecture. Provides reflection time that supports spiritual development. Strengthens listening and decorum in formal settings.			

HAZARDS

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Car park and roadside hazards	Vehicle collisions, slips, injury	Convenient parking enables wider community engagement and family attendance.	Mark crossing points, use stewards for busy events, and ensure adequate lighting. Provide reserved disabled bays and safe drop-off points close to entrances. (ALL)	Students, staff, volunteers, visitors	Before Measure: High After Measure: Med
Child wandering or becoming separated	Distress, safeguarding risk	Allows families to worship together with reassurance about child safety.	Use name badges for children, assign a buddy, train volunteers to watch aisle movement, and brief parents where to wait during the service. (ALL)	Students, staff, volunteers, visitors	Before Measure: High After Measure: Med
Clergy or volunteer safeguarding checks	Safeguarding breaches, misconduct	Allows inclusive attendance for vulnerable people while maintaining safe pastoral care.	Ensure DBS (or equivalent) checks for all volunteers interacting with children or vulnerable adults. Provide safeguarding training and keep records accessible. (ALL)	Staff, volunteers	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Fire evacuation and exit route obstruction	Blocked exits, injury, panic	Ensures safety without compromising spiritual routine.	Keep all fire exits unlocked and clearly signed. Remove pew obstructions. Conduct fire drills and brief stewards. Post evacuation maps visibly. (ALL)	Students, staff, volunteers, visitors	Before Measure: High After Measure: Med
Fire hazards in old buildings	Burns, smoke inhalation, injury	Traditional ambiance is maintained with modern safety in place.	Adhere to strict candle-use policy; keep extinguishers accessible; inspect wiring and fuse boxes annually; use battery-powered candles when supervision is limited. (ALL)	Students, staff, volunteers, visitors	Before Measure: High After Measure: Med
Inadequate first-aid readiness	Delayed response, worsening injury	Enhances pastoral care with practical responsiveness.	Position a stocked first-aid kit in wagon/vest for stewards. Assign trained responders, define procedure for collapse/chest pain, and display contact points. (ALL)	Students, staff, volunteers, visitors	Before Measure: High After Measure: Med
Narrow or steep pew stairs and aisles	Trips, falls, injury	Safe access fosters participation for all ages in communal worship.	Check for secure handrails, non-slip tread on steps, and adequate lighting. Brief volunteers to assist elderly or young visitors, and mark the edge of each step. (ALL)	Students, staff, volunteers, visitors	Before Measure: High After Measure: Med
Overcrowding during services or events	Trampling, panic, injury	Balances community warmth with comfort and safety.	Monitor occupancy vs capacity, manage flow on entry/exit, use signage and stewards. Control entry if necessary; provide alternative seating in overflow areas. (ALL)	Students, staff, volunteers, visitors	Before Measure: High After Measure: Med
Security threats or uncontrolled entry	Intrusion, theft, harm	Allows peaceful worship while respecting present-day security concerns.	Lock side doors during service and monitor main entrance. Use ushers to greet and screen visitors. Consider CCTV or direct liaison with local police if threats known. (ALL)	Students, staff, volunteers, visitors	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Slips, trips, and falls	Slips, trips, falls	Visiting an authentic historic setting enhances spiritual, cultural, and educational value, even with minor trip hazards.	Walk the route before entry; highlight thresholds, rugs, or steps with anti-slip tape. Keep aisles clear, provide assistance for vulnerable visitors, and ensure lighting highlights edges. (ALL)	Students, staff, volunteers, visitors	Before Measure: High After Measure: Med
Stairs and balconies without barrier protection	Falls, injury	Balances architectural heritage with child safety.	Verify the integrity and height of balustrades and railings. Add temporary gates for children. Mark drop edges brightly. (ALL)	Students, staff, volunteers, visitors	Before Measure: High After Measure: Med
Weather-related slips at building entrance	Slips, falls, injury	Welcoming entry is maintained regardless of weather.	Place non-slip mats and gritted paths at doorways, offer umbrellas or covered walkways, and dry shoes outside with mop/papers. (ALL)	Students, staff, volunteers, visitors	Before Measure: High After Measure: Med
Acoustic levels affecting hearing	Hearing damage, discomfort	Combines the richness of acoustics with healthy listening.	Measure sound levels from organ or speakers. Use soft pads under speakers or provide ear protection. Limit prolonged loud moments. (ALL)	Students, staff, volunteers, visitors	Before Measure: Med After Measure: Low
Allergic reactions	Allergic reactions, respiratory irritation	Creates a welcoming worship space for all sensitivities.	Alert attendees to incense or floral use. Opt for unscented floral arrangements when needed. Maintain pet-free zones for allergy-prone members. (ALL)	Students, staff, volunteers, visitors	Before Measure: Med After Measure: Low
Candlestick or décor trip hazards	Trips, falls, collisions	Maintains ceremonial feel while reducing accidents.	Identify décor close to walkways, secure or relocate to side areas. Use stable candle stands. Tape down extension leads from electronic displays. (ALL)	Students, staff, volunteers, visitors	Before Measure: Med After Measure: Low
Inadequate seating space or wobbly benches	Trapped fingers, falls, discomfort	Comfortable seating helps worshippers focus and reflect.	Inspect pews for stability. Ensure seating spacing avoids cramped entry/exit. Tag and repair wobbly seats before use. (ALL)	Students, staff, volunteers, visitors	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Lone person or vulnerable person supervision	Isolation, safeguarding risk	Supports inclusion and pastoral care continuum.	Ensure at least one designated attendant remains with vulnerable individuals; use buddy systems and check-in points. Avoid leaving anyone alone in quiet zones. (ALL)	Students, staff, volunteers, visitors	Before Measure: Med After Measure: Low
Manual handling of hymn books or service materials	Back strain, dropped items, minor injuries	Distributes the workload and encourages participation in planning.	Stack books at accessible height, rotate volunteers lifting heavy items, and use trolleys for distribution. (ALL)	Staff, volunteers	Before Measure: Med After Measure: Low
Noise from nearby activities	Hearing discomfort, distraction	Preserves enriching musical tradition while safeguarding hearing comfort.	Measure decibel levels during choir practice or service. Provide hearing protection for sensitive individuals and brief participants on how to signal discomfort. (ALL)	Students, staff, volunteers, visitors	Before Measure: Med After Measure: Low
Poor lighting inside structure	Reduced visibility, trips, accidents	Clear visibility supports engagement with readings and surroundings.	Test lighting in all areas, including aisles and reading zones. Supplement with temporary LED lamps where needed. Ensure emergency lights are functional. (ALL)	Students, staff, volunteers, visitors	Before Measure: Med After Measure: Low
Poor ventilation and air quality	Discomfort, fatigue, illness	Improves congregational comfort and reduces fatigue.	Open doors/windows if safe, use air purifiers, and sustain HVAC systems. Monitor CO ₂ levels if possible during packed services. (ALL)	Students, staff, volunteers, visitors	Before Measure: Med After Measure: Low
Slip hazards from holy water fonts or spilled liquids	Slips, falls, injury	Preserves sacramental traditions without compromising safety.	Position fonts on stable, flat surfaces; monitor for overflow or spills; provide mats and signage. Clean up promptly. (ALL)	Students, staff, volunteers, visitors	Before Measure: Med After Measure: Low
Unpredicted risks	Illness, injury, death		Ongoing dynamic risk assessment carried out by all staff. Any observed potential hazards should be notified to group leader and immediate action taken if required. (ALL)	All	N/A

NOTES

Extra notes & activity evaluation:

Completed by

Reviewed/Approved by

Risk Assessment Date

Review Required Date