

Parish of Christchurch Barnston with St Michaels & All Angels, Pensby

Activity risk assessment

Activity: Generic Risk assessment – Fellowship Lunch

Location: Christchurch Barnston Hall

Name of leader with responsibility: Team led by Sue Davies

Date of first risk assessment: 1st August 2024

Date to be reviewed: Reviewed on 15th August 2025

Date of next review: 15th August 2026

Risk Assessor: Viv Francis

This risk assessment will cover:

- General safety
- Fire exits and alarms
- Cleaning and general hygiene
- Safety checks and use of electrical equipment
- Risks associated with the provision of hot food and drinks
- Safeguarding

Christchurch with St Michael are committed to ensuring that the safety of everyone attending church events is paramount.

Leaders are aware of their responsibilities to manage events safely and to ensure that all members of their teams are briefed as to their responsibilities.

This will include pre-event planning, briefing at the commencement of activities and a review at the conclusion.

Leaders are aware of the importance that the church places on safeguarding and will comply with the advice and directions of the PSO to maintain the highest standards.

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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
Slips, trips & falls	People attending the lunch Visiting speakers Volunteer helpers Catering team	Entrance hall and main hall are checked on a regular basis and any faults / defects that might lead to people slipping, tripping, or falling are remedied. All freestanding objects that could prove hazardous are moved to one side. Floors are cleaned and hoovered regularly. Kitchen floors are cleaned regularly and checked for any defects. Spillages are dealt with promptly especially in the kitchen area and safety signs placed to warn people of slippery surfaces Trailing wires / cables and leads are carefully placed (i.e. microphones and sound systems) All accidents reported promptly - recorded in the accident book situated on the wall alongside the Health & Safety notice board in the kitchen. Ensuring that the entrance hall is kept dry in the case of inclement weather	Ongoing actions	Churchwarden and team Cleaner		

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		Regularly checking internal areas and external pathways and car park for any trip hazards				
People and vehicles coming into contact in car park Maintenance of car park	Everyone attending the lunch	Car park markings clearly defined Car park and entrance area clearly illuminated during hours of darkness	Car park to be kept free from leaves Car park to be gritted when snow / ice is forecast	Churchwarden Volunteers	As appropriate	
Risk of fire	Everyone attending the lunch	All fire exit routes unobstructed, unlocked, and clearly marked. Fire extinguishers in place throughout the entrance hall, main hall and kitchen. All fire extinguishers / fire blankets in good and efficient working order and serviced on an annual basis. Leaders and helpers are aware of local emergency procedures. Fire alarm checked on a monthly basis and recorded. Fire evacuation drill carried out yearly and	No	Churchwarden and Volunteers	Ongoing	

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		<p>recorded.</p> <p>Emergency lighting in place, tested and regularly serviced.</p> <p>Portable appliance testing in place every two years on all appliances.</p> <p>All electrical and gas equipment checked by a qualified electrician.</p> <p>No storage of combustible substances</p> <p>Continued separation of materials from ignition sources.</p> <p>Up to date fire risk assessment is in place and is reviewed annually.</p> <p>Notification of the location of fire exits explained to those present during the welcome address.</p>				
<p>Medical emergencies</p> <p>Minor injuries</p> <p>Risk of injury from electrical items</p>	Everyone present	<p>Leader and helpers are aware of local emergency procedures.</p> <p>Contact details for church clearly displayed</p> <p>Defibrillator regularly checked to ensure good and efficient working order.</p> <p>First Aid kits clearly marked and visible and contents checked on a regular basis.</p> <p>Leader / helpers have knowledge of first aid</p>	No			

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Scalding from hot drinks		<p>Fire blanket in kitchen.</p> <p>Electrical equipment only to be operated by people with the knowledge and experience to maintain the highest safety standards.</p> <p>Signs on kitchen door advising that entry is restricted to kitchen staff only.</p> <p>Spillages to be dealt with promptly.</p> <p>Kettles on stable surfaces - no dangling cables.</p> <p>Taking hot drinks and food to tables using trays and trolleys for serving.</p>				
Risk of food poisoning if good kitchen hygiene not followed.	Everyone at the lunch	<p>Kitchen volunteers to ensure cleanliness of work surfaces prior to preparing food.</p> <p>Kitchen volunteers to wear protective aprons when preparing food.</p> <p>Requisite standards of hygiene around food preparation and serving maintained prior to, during and subsequent to the lunch</p> <p>Food storage standards maintained.</p> <p>Disclaimer notices for food allergens clearly displayed on tables in the hall.</p>	No - ongoing			

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		<p>Awareness of care from cross contamination</p> <p>Food diary to be completed with details of the menu provided and from where the food and drink was purchased.</p> <p>Sufficient number of volunteers with food hygiene certificates present.</p>				
Safeguarding	Everyone present at the lunch	<p>All members of the church family are aware of the importance that our church places on maintaining the safest of environments for everyone.</p> <p>Copies of the safeguarding policy are clearly displayed.</p> <p>A copy of the Safeguarding Parish Handbook is available and displayed on the Health & Safety notice board in the kitchen</p> <p>All members of the church family have been issued with the pocket guide to safeguarding.</p> <p>Ongoing training is provided by the Parish</p>	Continuing Awareness	Everyone when necessary	As appropriate	

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		Safeguarding Officer Relevant people have DBS checks in place. All volunteers are aware of the contact details of the PSO and DLO				
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