

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

Activity risk assessment

Activity: Generic Risk assessment – Mothers' Union

Location: St Michael's Church Hall

Name of leader with responsibility: Teresa Burgess

Date of first risk assessment: 11th September 2025

Date to be reviewed: 11th September 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 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	All members, guests and visiting speakers	<p>Church hall and foyer 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.</p> <p>Floors are cleaned and hoovered regularly. Kitchen floors are cleaned regularly and checked for any defects.</p> <p>Spillages are dealt with promptly especially in the kitchen area and safety signs placed to warn people of slippery surfaces</p> <p>Trailing wires / cables and leads are carefully placed.</p> <p>All accidents reported promptly - recorded in the accident book situated on the wall alongside the Health & Safety notice board in the main hall.</p> <p>Ensuring that the entrance hall is kept dry in the case of inclement weather</p> <p>Regularly checking internal areas and external pathways and car park for any trip hazards</p>	Ongoing actions	<p>Churchwarden and team</p> <p>Cleaner</p>		

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People and vehicles coming into contact in car park Maintenance of car park	All members, guests and visiting speakers	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	All members, guests and visiting speakers	All fire exit routes unobstructed, unlocked, and clearly marked. Fire extinguishers in place in the hall, entrance 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 recorded. Emergency lighting in place, tested and regularly serviced.	No	Churchwarden and Volunteers	Ongoing	

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		<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>Medical emergencies</p> <p>Minor injuries</p> <p>Risk of injury from electrical items</p>	<p>All members, guests and visiting speakers</p>	<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> <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>H&S policy specifies that no-one under 16 should be allowed in the kitchen when food or hot</p>	No			

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Scalding from hot drinks		<p>drinks are being prepared. Spillages to be dealt with promptly. Kettles on stable surfaces - no dangling cables.</p> <p>Care to be taken when serving hot drinks.</p>				
Risk of food poisoning if good kitchen hygiene is not followed	All members, guests and visiting speakers	<p>Kitchen team to ensure cleanliness of work surfaces prior to and during food preparation Kitchen volunteers to wear protective aprons when preparing food. Requisite standards of hygiene around food preparation and serving maintained at all times. Food storage standards maintained Awareness of care from cross contamination Leftover food to be disposed of immediately Food diary to be completed with details of the menu provided and from where the food and drink was purchased At least one person with a food hygiene certificate should be present.</p>				

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Issues specific to Mothers Union	<ul style="list-style-type: none"> Emotional Distress Notification of next of kin in case of emergency Lone Working 	<p>Be aware of any emotional distress caused to members or visitors during discussions or prayers. Leader or member of the group who has knowledge of pastoral care. Advise that support is available and how to find it</p> <p>Leader has an up to date list of contact numbers.</p> <p>Ensure that at least two people are present when opening and closing the church hall. Always be in possession of a mobile phone and refer to the Lone Working Policy for further guidance.</p>	Referral to counselling services or safeguarding officer if thought necessary.			
Safeguarding	All participants	<p>All members of the church family are aware of the importance that our church places on maintaining the safest of environments for everyone and the importance of treating all people with dignity and respect.</p> <p>Copies of the safeguarding policy are clearly displayed with contact details of the PSO.</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 and relevant people have undertaken safeguarding training. Relevant people have DBS checks in place.				
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