

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

Activity risk assessment

Activity: Generic Risk assessment - Warm Hub 2026

Location: St Michael & All Angels Church Hall

Name of leader with responsibility: Bill Mankin

Date of first risk assessment: 1st November 2022

Reviewed on 12th September 2026

Date of next review: 12th September 2027

Risk Assessor: Viv Francis

This risk assessment will cover:

- General safety
- Fire exits and alarms
- Cleaning and general hygiene
- Consideration of Safeguarding training for volunteers taking on new responsibilities
- Checks on additional electrical equipment such as portable heaters
- Risks associated with the provision of hot food and / or drinks
- Additional capacity

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 event Volunteers Members of the congregation attending church	Church hall is 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 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. microphone, sound systems) All accidents reported promptly - recorded in the accident book Ensuring that the entrance hall is kept dry in the case of inclement weather Checking internal areas and external	Ongoing actions	Cleaner / volunteers		

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		pathways and car park on a daily basis for any trip hazards				
People and vehicles coming into contact in car park Maintenance of car park	People attending the event Members of the congregation Volunteers	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	People attending the event Members of the Congregation Volunteers	All fire exit routes unobstructed, unlocked, and clearly marked. Fire extinguishers in place throughout the church, hall, foyer, and kitchen. All fire extinguishers / fire blankets in good and efficient working order and serviced on an annual basis. Volunteers aware of local emergency procedures. Fire alarm checked on a weekly basis and	No	Churchwarden and Volunteers	Ongoing	

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		recorded. Fire evacuation drill carried out yearly and recorded. Emergency lighting in place, tested and regularly serviced. Portable appliance testing in place every two years on all appliances. All electrical and gas equipment checked by a qualified electrician. No storage of combustible substances Continued separation of materials from ignition sources. Up to date fire risk assessment is in place and is reviewed annually.				
Medical emergencies Minor injuries Scalding from hot drinks	People attending the event Volunteers	Volunteers are aware of local emergency procedures. Contact details for church clearly displayed Defibrillator regularly checked to ensure good and efficient working order. First Aid kits clearly marked and visible and contents checked on a regular basis.	No			

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		Fire blanket in kitchen. Signs on kitchen door advising that entry is restricted to volunteers only. Spillages to be dealt with promptly. Kettles and urns on stable surfaces - no dangling cables. Taking hot drinks and food to tables using trays and trolleys for serving.				
Risk of food poisoning	People attending the event Volunteers	Kitchen volunteers to ensure cleanliness of work surfaces prior to preparing food. Kitchen volunteers to wear protective gloves and aprons when preparing food. Requisite standards of hygiene around food preparation and serving maintained throughout the opening hours of the Hub. Food storage standards maintained. Allergen information notice displayed Sufficient number of volunteers with food hygiene certificates present. Allergen awareness chart is completed and	No			

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		on display every time food is prepared / served.				
Safeguarding	People attending the event Members of the Congregation Volunteers	All volunteers are aware of the importance that our church places on maintaining the safest of environments for everyone. Copies of the safeguarding policy are clearly displayed. A copy of the Safeguarding Parish Handbook is available and displayed on the Health & Safety notice board in the hall All members of the congregation have been issued with the pocket guide to safeguarding. Ongoing training is provided by the Parish safeguarding officer At least one of the volunteers will have undertaken safeguarding training Contact details of the PSO and DSO have been provided to all volunteers.	Continuing Awareness Contact details of PSO and DSA are known to leaders and helpers and are prominently displayed.	Everyone when necessary	As appropriate	