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# Activities Risk Assessment Form

# PARISH/CHURCH

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| --- | --- |
| Activity:  | Christingle service |
| Location: | Church / Hall |
| Leader: |  |
| Date of Assessment: |  |
| Assessor: |  |

*This is a template - the details below are suggested areas to review, and are not exhaustive. The Leader and Assessor should work through the Risk Assessment and apply it as relevant to the building and service as appropriate.*

| **What are the Hazards?** | **Who might be harmed and how?** | **What are you doing already?** | **What else do you need to manage the risk?** | **Who needs to do this?** | **When does it need to be done by?** | **Action Completed (with date)** |
| --- | --- | --- | --- | --- | --- | --- |
| **Slips, trips and falls** | *Volunteers**General public - generally in moving about* | *Ensure obvious trip hazards are removed or taped down during set up* | *Make volunteers aware of any issues* | *Churchwardens**Welcomers* |  |  |
| **Manual handling of boxes, equipment etc.** | *Volunteers setting up and taking down* | *Aware of health & safety on how to lift and lifting heavy objects* | *Communicate with volunteers & monitor* | *Churchwardens**Stewards* | *On the day* |  |
| **Fire** | *Volunteers**General public - burns after lighting of Christingles* | *Water on site**Stewards briefed in advance.**Procedure for lighting Christingles & fire safety explained.**H&S poster put up by entrance.**Safety announcement before lighting of candles.**Candles to be extinguished before people move to exit building* | *Water Buckets available.**First Aid kit available*  | *Churchwardens**Stewards* | *On the day* |  |
| **Environmental comfort factors**  | *Volunteers**General public - if large number of people, overheating* | *Monitor temperature and open doors if needed.* | *Monitor on the day* | *Stewards* | *During service* |  |
| **Other** | *Exiting - crush if too many people try to exit at once* | *Have all available doors unlocked and ready to be used* | *Stewards on the door to slow exit if problem arises* | *Stewards* | *During service* |  |
| **Christingle** | *Handling of Christingles - spiked by cocktail sticks* | *Ensure ends of cocktail sticks are covered with a soft sweet* |  | *Christingle makers* | *Before service* |  |