



General Service Risk Assessment Form for the Parish of St Michael and All Angels, Eastbourne

Activity: General service

Assessor: Churchwardens

Date of Assessment: March 2021

Location: St Michael and All Angels Church

Date of Re-assessment: March 2022

Leader: Clergy

This assessment is formed around the normal 10am Sunday morning service and can be adapted for use for other services, taking into account any unique features such as lit candles during a Christingle service. It should be read in conjunction with The Fire Risk Assessment, HSE Buildings Risk Assessment and Lone Worker Policy.

This risk assessment indicates that participants in what ever role within a service, have a responsibility to ensure the safety and wellbeing of all who attend church, and if any problem is identified, it is the duty of those who have identified that situation to let the churchwardens and leader of the service know to allow for remedial action. With this in mind a continuous process of dynamic risk assessment should be the norm for all involved.

....."Dynamic risk assessment is the practice of mentally observing, assessing and analysing an environment while we work or carry out tasks, to identify and remove risk. The process allows individuals to identify a hazard on the spot and make quick decisions in regards to their own and others safety.".....

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)
Outbreak of fire	All attendees at a service	Evacuate building in compliance with Fire risk assessment				Ongoing
Fire	All attendees at a service	Compliance with Fire risk assessment	Ensure all fire escapes & escape corridors are free from debris, clutter and	Clergy Band AV team Children's workers Churchwardens	Before every service commences	Ongoing
Trips	All attendees at a service	Follow HSE buildings risk assessment for the relevant area of church	Initial dynamic risk assessment should be undertaken of the buildings & areas where clergy & lay volunteers are working to check for any possible trip hazards, reporting them to the churchwarden	Clergy Churchwardens Lay volunteers	Before every service commences	Ongoing
Slips	All attendees at a service	Follow HSE buildings risk assessment for the relevant area of church you are in. Cleaning materials are available in the cleaning cupboard	Initial dynamic risk assessment should be undertaken of the buildings & areas where clergy & lay volunteers are working to check for any possible slip hazards, reporting them to the churchwarden	Clergy Churchwardens Lay volunteers	Before every service commences	Ongoing

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Falls	Clergy Congregation Members of the public	Following HSE buildings risk assessment	Any part of a service in any part of the building where climbing any kind of apparatus is undertaken as part of that service, requires a separate, & fully agreed written risk assessment to be undertaken & given to the wardens prior to the start of the service or activity	Clergy Young peoples' workers AV team Band/choir Welcomers	At least 1 full week before the service	
Electricity. Trailing leads and equipment. Faulty cables and equipment	Any one attending or involved in the service	Following and complying with the guide lines set out in the HSE buildings risk assessment	Ensure that a dynamic risk assessment is undertaken of all relevant areas, to ensure no trailing cables present a hazard. Where applicable they are taped to the floor securely. Any equipment is PAT tested & compliant. No cables are frayed. All equipment to be switched off at mains sockets after service	Clergy Band AV team Children's workers. Churchwardens	Prior to the commencement of the service	Ongoing

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Props & equipment used in the course of the service as visual aids or for demonstration or display	Clergy Congregation members Crush injuries, injury through faulty or dangerous equipment /props	Dynamic risk assessment by equipment user	A written risk assessment to be provided in advance of the service to the churchwardens	Equipment user, provider or demonstrator	1 week prior to the service.	Ongoing
Moving and storage of equipment & furniture. Mainly chairs & tables	Church members engaged in activities	Chairs stacked on dollies not more than 12 high Wooden chairs on floor not more than 2 high. Blue bucket seats on floor not more than 8 high. Tables to be stacked away when not in use behind the High Altar. Dynamic risk assessment as to whether moving items around requires additional personnel to assist in carrying and act as banksmen. Activity in large group or party activities to be supervised by a nominated person.	Any large scale activity may need to have a separate risk assessment	Everyone involved in activity	Ongoing	Ongoing

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Hazardous substances and material	Any one in the building who is exposed to Hazardous substances and materials.	All identified items are kept in cupboards with lock or locked doors. These include cleaning materials candle oil etc.	Additional guidance may be required from churchwardens	Churchwardens	Ongoing	Ongoing
Member of congregation or staff falling ill during service	Failure to act and seek medical assistance	First aid trained members of the congregation are available to assess and direct where needed. A wheel chair is available at the rear of the church if some one has to be moved.		Churchwardens to supervise.	Ongoing	Ongoing
Physical threat or assault or attack during a service	All those attending a service Injury by assailants.	When alerted to the situation, clergy, churchwarden or lay member to contact the police by mobile phone. Congregation to evacuate to safety.	All those involved in a service need to be aware of the need to contact the police & to evacuate building if an event arises	Churchwardens to supervise and trickle down training from group leaders to be employed	Ongoing	Ongoing