

Parish of St. Nicholas Church Dereham



Dereham & District
Team Ministry

Risk Assessment & Management for Activities and Events

Location: Church and Church House, Dereham

Date of first risk assessment: July 2023. Reviewed: July 2024

Time/frequency: 3 yearly

Date to be reviewed: July 2027

Name of Leaders with responsibility: Activity or event leaders
PCC and Church Wardens

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
Recruitment of Team.	Vulnerable people may be present.	<p>Safer recruitment procedures to be followed.</p> <p>Safeguarding training which lasts for 3 years. Basic Awareness Training and Foundations in Safeguarding are required.</p> <p>Sign a Confidential Declaration and sign to accept The Code of Safer Working Practice. (Church of England)</p> <p>Safeguarding policy for vulnerable adults. (Available on website)</p> <p>Safeguarding good practice guidance for vulnerable adults.</p> <p>Lone Working Policies</p>	Read and implement relevant policies	All members of the team.	PSO to be informed when new people are recruited.	
Arrival	People unfamiliar with the site layout and emergency/fire procedures	At the start of an event the layout of the building and emergency/fire procedures will be explained eg for concerts etc	Ensure entrances and exits are kept clear	Group Leader/Host.		

<p>Health & Safety</p>	<p>Tripping or slipping causing injury.</p> <p>Injuries caused by handling furniture or lifting heavy objects.</p> <p>First Aid</p>	<p>Keep walkways and public areas free from obstruction.</p> <p>Work in pairs to move tables and chairs. Do not lift if you are not able. Ask for help from others. Do not move furniture if you are alone in the building.</p> <p>Only those qualified to do so should administer First Aid. In an emergency call 999.</p> <p>Notices show location of nearest defibrillator</p>	<p>Report any maintenance problems to the relevant people.</p> <p>First Aid box should be kept suitably stocked with contents in date.</p> <p>If any resources are used, this should be reported to the person responsible for First Aid or a Church Warden.</p>	<p>Group Leader.</p> <p>First Aider/Team Leader</p>		
<p>Risk of Fire</p>	<p>Everyone present</p>	<p>Fire doors are clearly marked and procedures for Emergency evacuation are clearly explained.</p> <p>It is imperative that doors are unlocked/locked as per the Fire Safety Policy for the relevant premises.</p>	<p>Members to be reminded of evacuation procedures from time to time.</p> <p>Team Members should familiarise themselves with policy.</p> <p>PAT testing. All equipment used on church premises from home should be tested.</p>	<p>Group Leader</p> <p>Fabric Officer</p>		
<p>During the event</p>	<p>Theft of Possessions</p> <p>Dealing with difficult Individuals</p> <p>Someone is taken ill.</p>	<p>Ensure that all attendees are responsible for their own possession.</p> <p>De-escalation Guidance is available on the Safeguarding Board in Church and in the Coffee Morning Safeguarding Folder.</p> <p>Group leader will take charge and direct appropriate actions. In a Medical Emergency 999 will be called. The Group Leader will liaise with next of kin if they are present. No First Aid to be administered without suitable Qualification.</p>	<p>Team to have charged mobile phone with them.</p> <p>Appoint a First Aider if deemed necessary.</p>	<p>All attendees.</p>		

Money handling	<p>Spread of infection.</p> <p>Good accountancy practice. Guidance from Treasurer.</p>	<p>Wash hands after handling money</p> <p>Money to be counted by two people and recorded along with receipts for costs ready to be handed to Treasurer for banking and reimbursement.</p>		Group Leader		
Disabled access	Entrance	<p>Make sure relevant doors are open.</p> <p>The disabled toilet is near the Men's Toilets in church House.</p>		Group Leader		
Safeguarding concerns	Vulnerable people may be present	<p>Responding to a Safeguarding concern.</p> <p>All the Team are aware of how to report a Safeguarding concern to PSO by virtue of Safeguarding Training.</p>	Safeguarding Notice Board in Church.			
Specific activities or events			<p>Prepare separate RA for activities not already covered.</p> <p>Refer to relevant RAs already in place eg Catering, Messy Church.</p>	Activity leader		