

# RISK ASSESSMENT

Church: Wantage  
 Venue: Wantage Primary Academy  
 Ministry/Activity: Sunday Meetings

| ACTIVITY  | PERSON AT RISK | SIGNIFICANT HAZARDS | RISK |   |    | RISK CONTROL MEASURES  | RESIDUAL RISK** |   |    | ACTION/DUE BY                          |
|---|----------------|---------------------|------|---|----|--|-----------------|---|----|--|
|   |                |                     | L    | S | DR |  | L               | S | DR |  |
| People in physical proximity and/or touching surfaces | ALL            | COVID-19 infection  | 4    | 1 | 4  | 1. Anyone feeling unwell asked not to attend in person<br>2. All asked to consider wearing a mask when talking to someone who is wearing a mask<br>3. All present asked to respect each other's social distance<br>4. Handwashing facilities provided with hot water and soap, and reminders to maintain tactile hygiene at all times. Gel sanitisers also available<br>5. Communion to be supplied/prepared as single-serve bread and wine (or equivalents), and distributed to several locations to avoid crowding<br>6. Airflow to be provided by periodically opening windows and, where possible and safe to do so, external doors in all rooms used. | 3               | 1 | 3  |  |
| Use of electrical equipment                           | Users          | Electrocution       | 3    | 3 | 9  | Users to watch the quality of flex, plugs and cable grips, and expiry date of PAT stickers.<br>PAT test & label at appropriate intervals.  | 1               | 3 | 3  |  |
| Manual handling                                       | Stewards       | Strains & sprains   | 3    | 2 | 6  | Instruct stewards. Provision of trolley for moving items from storage to use. 2 people to lift heavy items.  | 2               | 2 | 4  |  |
| Handling tables & chairs                              | All            | Crush/fall injury   | 2    | 3 | 6  | No more the 4 chairs to be carried at one time. Chairs to be laid out to ensure safe flow of people. Chairs spaced to allow some expressive worship.   | 1               | 3 | 3  | Remind stewards as necessary.          |
| Cable trips   | All            | Falling             | 2    | 2 | 4  | Lay out P/A so that cable runs across walkways are minimised. Make sure that cables in band area are flat on the ground, and as far as possible laid where people do not move about. Cable covers or gaffer tape to stick cables to floor.   | 1               | 2 | 2  |  |
| Hot liquids   | All            | Scalding            | 3    | 4 | 12 | Urn to be away from circulation routes and young children. If it is necessary to use trays, do not overload.   | 2               | 4 | 8  | Remind those responsible for catering. |

**LIKELIHOOD SEVERITY DEGREE OF RISK**  
 (L) = Frequent (5) - Probable (4) - Occasional (3) - Improbable (2) - Remote (1)  
 (S) = Catastrophic (5) - Major (4) - Reportable (3) - Serious (2) - Minor (1)  
 (DR) = LIKELIHOOD x SEVERITY

\* Numbers used are for illustrative purposes only.  
 \*\* Residual risk is the level of risk that remains after suitable and sufficient control measures are introduced

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|                           |                         |                           | L    | S | DR |  | L               | S | DR |  |
| Minor accidents & illness | All especially children | Cuts, bruises, vomit etc. | 3    | 1 | 3  | Ensure appropriate first aid available at events, and leaders are aware of emergency procedures.<br>Basic first aid kit and disposable gloves (avoid blood/body fluid contact) in box in store. Stewards have access to cleaner's store. Accidents involving venue facilities – loose stair treads etc should be reported.   | 3               | 1 | 3  |  |
| Safeguarding              | All                     |                           | 2    | 4 | 8  | For all safeguarding information see OCC Safe 2020 Policy. All volunteers for children and youth work are safeguarding trained and have had a DBS Check completed. If you have any safeguarding concerns please speak to the local safeguarding lead (Temporary is Paul Gander). Entrance to the school is staffed or if not the main front doors are closed in order to keep children safe. | 1               | 4 | 4  | Leaders to be vigilant of visitors and newcomers.              |
| Child safety              | All                     |                           | 3    | 2 | 6  | General "play" of children before & after services should be monitored, after meetings they should normally only be in main hall. [NOT in corridors etc] WCC require that children are under parental control at all times. Children not to use stairs or lift without parental supervision.   | 2               | 2 | 4  | Leaders should take action with children and/or their parents. |
| Fire                      | All                     |                           | 1    | 5 | 5  | In case of fire alarm, evacuate to assembly point, closing doors as rooms are emptied. Meeting leaders/stewards to phone 999, then tackle fire if safe and appropriate.  | 1               | 3 | 3  | Check leaders are familiar with fire exits. Hold a fire drill. |
| Building security         | Stewards                | reputation                | 2    | 3 | 6  | Stewards to ensure building is empty and safe during lock up tour. e.g. PA kit powered off if left out for later in day. Comprehensive instructions are issued to stewards on use of building, including contact details for the venue.  | 1               | 3 | 3  |  |

|                   |                  |                   |                      |
|-------------------|------------------|-------------------|----------------------|
| Signed Originator | <i>AJ White</i>  | Position          | Church Administrator |
| Date Completed    | Updated 6/3/2022 | Date For Revision | 1/3/2023             |

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