

St Matthew's Church
The Parish of Edgeley and Cheadle Heath



Risk Assessment For:	Large Scale Public Acts of Worship
Assessment signed off by (Warden):	
Assessment signed off by (Clergy):	
Assessment carried out by (H&S):	
Assessment Date:	
Review Due:	

As organiser you must as far as reasonably practicable ensure the safety of visiting crowds *HSE*

A smaller building may have fewer options re layout, but the occupants will have greater opportunity to communicate *HM Government Fire Safety Risk Assessment*

Where a service provider does not make provision for the safe evacuation of disabled people...this may be viewed as discrimination [under the Disability Discrimination Act 1995 DDA] *HM Government Fire Safety Risk Assessment*

	Category/Hazard	Who might be harmed & how	What we are already doing	What further action is necessary	Lead	Deadline	Done
PREPARATION FOR THE EVENT							
Health and Safety Risks							
1	Health and Safety / Fire	Individual – death and personal injury Church – death or injury, upset, cost from claims, loss of reputation	This risk assessment comes within the framework of St. Matthew's Health and Safety and Fire arrangements policy All incidents, whether severe or minor, must be reported to both a member of the clergy and the H&S Officer All incidents must be recorded as appropriate				

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2	Manual Handling e.g. setting up chairs	Back injuries, Musculoskeletal Disorders MSD, slips/trips/falls	Please refer to the separate Manual Handling Risk Assessment				
3	Working at Height e.g. lighting candles / decorations	Death or serious injury from fall from height	Please refer to the separate Working at Height Risk Assessment				
4	Access and Egress including Pedestrian Routes	Slips /trips/falls Overcrowding and congestion	Please refer to the separate Access and Egress Risk Assessment (including pedestrian routes)				
5	Attendance	Crowd control, panic, congestion, slips/trips/falls	Consider attendance at previous or similar events Set out seating accordingly Consider actions for unexpected numbers				
6	Emergency Evacuation Drill	Poor understanding of what to do in an emergency	An emergency drill is carried out at least annually				

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7	Fire Risk Assessment	Poor understanding of fire risks	A Fire Risk Assessment is carried out annually by the Fire Safety Officer or HSO				
8	Emergency Muster Point	Confusion and lost people	The emergency muster point is the Vicarage Car Park				
9	Emergency Exits	Inability to vacate building in an emergency	There are 3 emergency exits kept clear at all times: <ul style="list-style-type: none"> - West main entrance - North side door - South Chancel door 				
10	Emergency Fire Fighting equipment	Inability to fight the fire (where possible)	There are 3 fire blankets There are 7 fire extinguishers checked annually by an external contractor				
11	Lighting	Death, injury and confusion due to emergency in the dark	Lighting is checked by HSO as working				
12	Signs	Uncertainty where to go	Emergency and direction signs are checked by HSO as legible and in good repair				
13	Emergency Services	Speed of response	Clergy / PCC to consider before an event whether the emergency services should				

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			be notified				
14	Fire Stewards	Need for clarity and leadership in an emergency	At each large scale public act of worship welcomers, church wardens and service wardens, will be designated as Fire Stewards.				
15	First Aiders	Need for clarity and leadership in an emergency	Each large scale public act of worship will have a registered First Aider.	Explore possibility of wearing high visibility type jackets			
16	Car Parking	Risk of death or injury from cars manoeuvring	Cars are allowed on the front grounds during large scale public acts of worship In publicity / website: <ul style="list-style-type: none"> - Encourage visitors to car parks / public transport - Request visitors show consideration when on-road parking 	Discuss further how best to manage this area for safety			
17	Communication in an emergency	Poor understanding of roles and responsibilities Confusion	Ensure clergy, leaders and assistants each understand their role, and the roles of others, during an emergency				

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18	Communication – Special Needs	Poor understanding of any additional assistance required	<p>Discuss escape needs with people known to be attending, and who perhaps need additional assistance specific requirements</p> <ul style="list-style-type: none"> - Non-English speaking - Mobility impaired - Visual or Hearing impaired - With cognitive disabilities - With assistance animals <p>Maintain consideration for independence and dignity</p>				
General Risks							
19	Communication - General	Poor understanding of roles and responsibilities / confusion	Ensure clergy, leaders and assistants each understand their role, and the roles of others, during the event				
DURING THE EVENT							
Health and Safety Risks							
20	Children	Safeguarding issues	Children remain the responsibility of their accompanying adult; a safeguarding policy is in				

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			place				
21	Candles	Fire	<p>Votive candles are allowed to burn only on the metal candle stand</p> <p>A candle remains lit in a suitable holder over the aumbry containing the blessed sacrament</p> <p>Other candles must be on a suitable stand, and are blown out after service</p> <p>Christingle candles have a drip tray and are given to children under the responsibility of their accompanying adult</p>				
22	Welcome and seating	<p>Congestion in doorway</p> <p>Unwelcoming atmosphere</p>	<p>Encourage people away from entrance towards seating</p> <p>Wardens available to escort to seating if required</p> <p>People arriving in families or groups will generally expect to sit together</p>				

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23	Housekeeping opening announcement Further information	Confusion what to do in an emergency Uncertainty who to best see for information after service	There is an announcement re: <ul style="list-style-type: none"> - Location of fire exits, doors and toilets - Location of fire stewards - Presences of First Aider - Muster point Identify people who will be available for questions / chat after the event	'Announcement' checklist is devised for clergy			
AFTER THE EVENT							
Health and Safety Risks							
24	Tidy up	Fire; slips/trips/falls;	Volunteers are requested to help tidy up by removing litter and combustible material				
25	Candles	As above	All candles except votive and Aumbry are extinguished				
26	Manual Handling e.g. returning to normal layout	As above	Please refer to the separate Manual Handling Risk Assessment				
27	Working at Height	As above	Please refer to the separate				

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	e.g. removing decorations		Working at Height Risk Assessment				
28	Sweep of building	People locked in building; panic, with onset of underlying conditions	Wardens check no one is left in the building before locking up Check toilet and Vestry				
General Issues							
29	Debrief	Lost opportunity for review and thoughts around improvement	Leadership team / organiser arrange a date for de-brief				
30	Follow - up	Lost opportunity to follow up on contacts Disorganised communication with the press	The CDM, in liaison with Clergy, leads on follow up contacts The Communication Team, in liaison with Clergy, lead on press communication				