

## Parish of St Michaels, Bishops Stortford

### Activity risk assessment

**Date of first risk assessment: 14<sup>th</sup> May 2025**

**Location: St Michael's Church, Bishops Stortford**

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>Do you need to do anything else to manage this risk?</b>	<b>Action by whom?</b>	<b>Action by when?</b>	<b>Done</b>
Trip over	Children – When playing  Everyone – not paying attention, when they are bumped into by people not paying attention	Encourage children not to run around in church  Encourage everyone to be mindful especially of the elderly, vulnerable and little children	Actively encourage people to be more mindful and cautious to prevent tripping over	Parish Safeguarding Officer		
Stairs / steps	Anyone can trip over stairs or miss a step on the stairs when not paying attention  People can trip over stairs when not holding onto the railings when ascending or descending the stairs	Be careful and hold on tight when on stairs Have trip hazard signs close to hazardous areas like stairs	Actively encourage people to be more mindful and cautious to prevent falling around stairs  Ask people to hold onto the railings when ascending and descending stairs			
Movement between buildings (from the church to the WCC)	Children may fall, or run off  Elderly may fall	Provide explicit instructions to children asking them to walk cautiously  Guide leading in front of and following at the back of the children  Use of a torch light in the dark	Ask the elderly to walk cautiously and take care when moving between buildings			

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Children climbing or playing in the kitchen	Children whilst playing	Advise children not to play in the church building or WCC  Tell children not to climb and play very gently	Always keep an eye out on the children to warn against risky or dangerous activities			
Opening and closing piano lid	Children and pianist can have fingers trapped or bump parts of their body against the piano	Ask children to move back when piano is being opened  Open piano in advance  Ask children not to place anything on top of the piano				
Serving and consuming hot food	Everyone (children and adults), burns, scalding  Burning from plates	Advise people content of food or drink is hot and container is hot  Do not put too much hot liquid in cups  Do not heat plates and make sure food content is not too hot  Use of oven gloves to carry hot food				

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Overcrowding	Everyone including children and the elderly can be harmed in collision	Encourage everyone to be cautious, move around slowly and cautiously and be aware of your personal space	Make space for children and elderly  Tell children not to run in church, WCC and between buildings			
Using the toilet	Everyone when going or coming of the toilet	Let one person into the toilet at a time  Everyone should be careful when leaving the toilet				
Lighting candles or naked fire	Everyone if the naked flame falls or catches against something flammable	Ensure naked flames are always supervised by a suitable adult  Ensure naked flames are carefully put out	Ensure people are asked to be careful and vigilant around naked flames  Ask people to stay away from naked flames			
Breakages	Everyone. Plates and cups can be broken	Encourage plastic plates and cups are used by children,  Adults must always supervise children and the vulnerable	Ask everyone to be careful and vigilant			
Spills	Everyone	Multiple adults available to support	Ask everyone to be careful and vigilant			

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		Adults must always supervise children and the vulnerable				