



Parish of - St. Alban's Church Copenhagen
Activity risk assessment - including holidays and trips

Activity: Altar Guild

Location: Church building

Name of leader with responsibility: Carole Rasmussen

Date of first risk assessment:

Time/frequency:

Date to be reviewed:

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
Untoward incident	All	Panic button to emergency services installed	Telephone in vestry to be made to take both incoming and outgoing calls instead of, as at present, only connecting with chaplain (incoming) and dead (outgoing).	Council	Soon	Ongoing
Unsafe environment, injuries/accidents: <ul style="list-style-type: none"> • loose wooden tiles in church floor beside door to vestry; • difficulty in seeing edges of the steps in the sanctuary; • poor level of lighting in the sink room; • lack of guard rails in front of the chaplain's stall and up the steps to the pulpit; • lack of handrail beside steps outside tower door; • need to use ladder to access large flower vases on high shelf in sink room cupboard. 	All	Ensure safe working environment Report hazards to church council First aid box in sink room cupboard	Council Remind council to deal with hazards Update/restock first aid box	Council	Soon	Ongoing
Coronavirus	All	Alcohol-based handwash dispensers in place	Carry out instructions from Council.	Altar Guild	Ongoing	Ongoing