



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

**Activity:** Church Council

**Location:** St. Alban's

**Name of leader with responsibility:** Council secretary

**Date of first risk assessment:**

**Time/frequency:**

**Date to be reviewed:**

<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>
Fire	All. Fire fighting and evacuation	Fire extinguisher in crypt Fire extinguisher in choir stalls	Check it is easily reachable Check it is easily reachable Evacuation exercise	Choir Choir Security group	Each month Each month Regularly	
Accident/injuries	Anyone	There is a first aid box somewhere in church	Find out where the first aid box is and make sure everyone knows Make emergency numbers available	Chaplain & wardens	By next meeting	
Personal attacks (verbal)	Anyone Could deter participation in council	A meal at the vicarage was a first step.	Create code of conduct for meetings Stop personal attacks immediately	Chaplain & all council members	By next meeting	
Tiredness and hunger	Anyone Could deter participation in council and make tempers shorter	Decision at council meeting 16.02 that everyone brings their own food	Keep council meetings to 2 hours Have more but shorter council meetings	Chaplain & council secretary	By next meeting	
Catching contagious diseases	All Could make others ill (especially in this time of corona virus)		All council members to stay away when they are ill Get antiseptic hand spray/cream	All council members Volunteer?	Every council meeting	
Allergic reactions	Anyone allergic to perfume may have an allergic reaction		All council member to refrain from using perfume	All council members	Every council meeting	