



**Parish of - St. Alban's Church Copenhagen
Activity risk assessment – mission and outreach committee**

Activity: Meeting – once every three months
Location: Church, upper room or online
Name of leader with responsibility: Peter Prasadam

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
<i>Access to the upper room</i>	<i>Falls on staircase</i>	<i>One at a time. Use of handrail</i>	<i>no</i>			
Sharing of food	Passing on infection or illness eg Covid 19	Ventilated room. Freshly cooked produce or bought from supermarket. Washing of hands and using cleaned cutlery. Use of serviettes or kitchen towel. If infection rates are too high, avoid sharing food.	No			
Confusion or misunderstanding about content of meeting	People feel confused and irritated by lack of focus	Record and circulate minutes and agendas promptly	No			
People do not feel listened to	People might feel hurt that their opinions are not listened to.	Chairperson oversees agenda. Chair person asks someone to coordinate contributions to the meeting.	No			
People feel tired during the meeting	The length of the meeting might mean some members attention wanes and they become disengaged	Provision of drinks and snacks. Allow for comfort breaks at anytime	No			



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Emergency evacuation	People might feel worried and not know what to do if an evacuation is needed.	Inform all participants of the evacuation procedure	Done			

When group meets online relevant points above apply and the online meetings risk assessment applies.