



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

Activity: Sidespeople and Worship

Location: St. Alban's Church Copenhagen

Name of leader with responsibility: Rebecca Mathen

Date of first risk assessment:

Time/frequency: Every Church Service

Date to be reviewed: Yearly in January

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
Open Mission Town Church	All The church has open access to all people, in the middle of town.	<ul style="list-style-type: none"> 3 trained volunteers on duty at the back of the church near main door. They have emergency numbers, direct contact with police Safeguarding training, C0, C1 and C2 Sidespeople training 	<ul style="list-style-type: none"> Current and new people to be trained, in the meantime check C0 and C1 are completed. Continued vigilance 	Sidespeople Safeguarding Officer Chaplain	ASAP	Ongoing
Accidents (Health and Safety)						
Trips: <ul style="list-style-type: none"> Worn or unfixed carpet edges/ footpath (when walking round the church) Steps/Stairs Missing/defective handrail 	All	<ul style="list-style-type: none"> Ensure safe working environment Report hazards to church council (e.g. loose floor tiles) First aid box in sink room cupboard and outside Adequate Lighting 	<ul style="list-style-type: none"> Railing needed on stairs from sink room to garden. Remind council to deal with hazards Update/restock first aid box Train sidespeople in first aid 	Council	ASAP	Ongoing
Slips: <ul style="list-style-type: none"> Smooth/wet surfaces Spillage Snow 	All	<ul style="list-style-type: none"> Ensure safe working environment Report hazards to church council Clear spillages immediately. 	<ul style="list-style-type: none"> Need salt for dealing with snow Update/restock first aid box Use disposable paper towels instead of hand cloth towels. 	Council Sidespeople	ASAP	Ongoing



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		<ul style="list-style-type: none"> • First aid box in sink room cupboard and outside • Snow spade kept in boiler room 	<ul style="list-style-type: none"> • Train sidespeople in first aid 			
Fall <ul style="list-style-type: none"> • When putting hymn numbers up with ladder. • Narrow spiral staircase to crypt • Stairs (front and sink room) 	All	<ul style="list-style-type: none"> • Ensure safe working environment • Report hazards to church council (e.g. loose floor tiles) • First aid box in sink room cupboard and outside. • Adequate Lighting 	<ul style="list-style-type: none"> • Railing needed on stairs from sink room to garden. • There must be a second person to hold the ladder when putting the hymn numbers up. • Remind council to deal with hazards • Update/restock first aid box • Train sidespeople in first aid 	Council	ASAP	Ongoing
Fire <ul style="list-style-type: none"> • Lighting of candles with matches • Blocked exit routes. • Inadequate fire practice • Uninformed of fire practice • Fire extinguishers 	All	<ul style="list-style-type: none"> • Ensure Sidespeople know: <ul style="list-style-type: none"> -location of fire extinguishers -how to evacuate the church (2 exits) -to unplug appliances when leaving. <ul style="list-style-type: none"> • First Aid Kit- Outside and Sink Room • Checking the premises before the service to make sure all exits are clear. 	<ul style="list-style-type: none"> • Fire Blankets needed • Practice fire drill needed • 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). • Train sidespeople in first aid 	Building and Maintenance Committee of Council	ASAP	Ongoing
Manual Handling <ul style="list-style-type: none"> • Collecting hymn books • Clear up general rubbish • Disabled Access Ramp 	Sidespeople Wheelchair users	<ul style="list-style-type: none"> • Light cleaning • Asking abled people to help them • Have more than one sidesperson to lift. 	<ul style="list-style-type: none"> • Ask everyone to give in their hymn books etc. to the back instead of leaving them on the benches. 	Sidespeople	Ongoing	Ongoing



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Swinging Doors	All	<ul style="list-style-type: none"> Leaving the doors to the body of the church open 	<ul style="list-style-type: none"> Putting signs on the swinging door between the porch and the narthex, to push or pull 	Chaplain approval Sidespeople Lead	ASAP	Ongoing
Too many people (more than capacity) – Health and Safety Risk	Sidespeople All	<ul style="list-style-type: none"> There are 4 sidespeople in the narthex on special liturgical services and baptisms. 	<ul style="list-style-type: none"> What is the policy in place or plan if we reach capacity as it is a health and safety risk? 	Council	Ongoing	Ongoing
Restricted Access	Disabled, Injured and Elderly	<ul style="list-style-type: none"> Disabled Ramp Disabled access to the toilets. 	<ul style="list-style-type: none"> Volunteers to aid people and usher them to the toilets or up the stairs 	Sidespeople Council	ASAP	Ongoing
Toilets	All	<ul style="list-style-type: none"> Keep toilets clean (check before and after service). Make sure all accesses are clear. Surveillance cameras in place outside the back door. 	<ul style="list-style-type: none"> List of people who have access to the back, toilet door. 	Sidespeople Council- if something is not working	ASAP	Ongoing
Health and Well Being						
Sickness & Hygiene (e.g. COVID-19)	All	<ul style="list-style-type: none"> Only 2 Sidespeople to maintain social distancing. Alcohol-based handwash dispensers in place (sink room and sacristy) No shaking hands during the peace Not serving wine during communion Communion to only be distributed by chaplain only. 	<ul style="list-style-type: none"> More alcohol based handwash and protective gear needed. Sidespeople practice handwashing and sanitizing of hands. No physical contact. Limit touching public items Cleaning of handles, benches, railing etc. Keeping a distance. (2m marked out on benches and floor) 	Council and Sides people	ASAP	Ongoing



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		<ul style="list-style-type: none"> Register of attendees are taken for track and trace. Protective gear to be worn No collection taken. (Money put in wall in narthex). Counted by one person wearing gloves after 72 hours. Ministry Team prepared to offer council (mental health) 	<ul style="list-style-type: none"> Signs in place, near the front door, sink room and toilets to inform all incomers of procedure. Do not give out service sheets, service book and hymn books. 			
Emergency	All	<ul style="list-style-type: none"> Compiled a list of expert help Panic button has been installed to emergency services 	<ul style="list-style-type: none"> Keep updating the copy to be kept in the office Train sidespeople in first aid 	Council Safeguarding Officers	ASAP	Ongoing
Allergic Reactions (e.g. Wine and Wafer)	All	<ul style="list-style-type: none"> First Aid kit kept outside and under the sink in the sink room 	<ul style="list-style-type: none"> Train sidespeople in first aid Does the first aid kit contain an epi pen 	Safeguarding Officer Chaplain Council	Ongoing	Ongoing
Death or injury to person/medical condition/ building	All	<ul style="list-style-type: none"> First Aid kit kept outside and under the sink in the sink room has been installed to emergency services Defibrillator kept outside Panic button 	<ul style="list-style-type: none"> Train sidespeople in first aid No policy in place or not aware of one 	Safeguarding Officer Chaplain	Ongoing	Ongoing
Tourist Behaviour						
Tourists <ul style="list-style-type: none"> Overcrowded Language barrier 	Sidespeople All	<ul style="list-style-type: none"> Screening at the door by lay reader Being vigilant 	<ul style="list-style-type: none"> Simple silent poster for all nationalities to understand incl. symbols No photo poster 	Sidespeople Lead Sidespeople	Ongoing and constant	Ongoing



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<ul style="list-style-type: none"> Noise Abuse Photos Unauthorised Entrance 		<ul style="list-style-type: none"> Keeping door closed after the service Always 3 sidespeople in the narthex Making visitors aware of the no photo rule Poster in place to let tourist know a service is going on in several languages and when the church is open for visitors. 	<ul style="list-style-type: none"> Make sidespeople lead, ministry team and safeguarding office aware of any abuse, make sure to record it. 	Ministry Team Council	updating of policy	
Criminal Behaviour						
Theft- church, personal and money	All	<ul style="list-style-type: none"> Made sure there are always 3 sidespeople in the narthex. Security cameras in place. Observe Keeping front doors closed after the service is finished to enable the sidespeople to complete their tasks. Alarm systems in place Ministry Team prepared to offer council (mental health) Server gives collection plate to Sidespeople Money given to Rosemary to lock in safe or locked in office cupboard, key kept in guardians box. 	<ul style="list-style-type: none"> Telephone in vestry. Record of Fob/ key holders Record of all thefts in the church Placing signs to make sure after the church service people close the front door after them 	Council Sidespeople Lead	ASAP	Ongoing



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Terrorist Attack	All	<ul style="list-style-type: none"> Panic button to emergency services installed. Surveillance cameras 3 Sidespeople in the narthex Checking of premises and bins Ministry Team prepared to offer council (mental health) 	<ul style="list-style-type: none"> Telephone in vestry. Being vigilant as to who is allowed in. 	Council	ASAP	Ongoing
Kidnapping	All esp. Children	<ul style="list-style-type: none"> Observant and vigilant 3 sidespeople always in the narthex Need to know where the children are always Panic button has been installed to emergency services Surveillance Cameras in place Ministry Team prepared to offer council (mental health) 	<ul style="list-style-type: none"> Record incident 	Children's Church Leader	Ongoing	Ongoing
Abuse and Safeguarding Concerns						
Handling Complaint/ Concerns	All	<ul style="list-style-type: none"> Informing Chaplain 	<ul style="list-style-type: none"> Keep a record Make Sidespeople Lead aware depending on the nature of the complaint. 	Sidespeople Lead Ministry Team Safeguarding Officers dependent on nature	Ongoing	Ongoing



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Abuse/major safeguarding incident <ul style="list-style-type: none"> • Towards church/ Christian people • Theological statements made • Special interest groups/ extremists • Making harmful/ inappropriate comments • Personal abuse/accusations • Racism 	All	<ul style="list-style-type: none"> • Safeguarding training for all Sidespeople • Safeguarding policy on narthex notice- board with contact numbers • 3 Sidespeople in narthex • Panic button to emergency services installed • Ministry Team prepared to offer council (mental health) 	<ul style="list-style-type: none"> • Observe • Monitor • Listen • Record- a record book to be kept in the office • Let Safeguarding officers know as soon as 	Safeguarding Officers and Chaplain	ASAP	Ongoing
Roles and Responsibilities						
Absent Volunteers	Sidespeople Ministry Team	<ul style="list-style-type: none"> • Informing Chaplain and finding a replacement via email • Sidespeople informing the chaplain if there is someone absent on the day itself. 	<ul style="list-style-type: none"> • Inform sidespeople lead as well. 	Rota Coordinator Ministry Team	Ongoing	Ongoing
Volunteer not meeting the requirements of the task	Sidespeople Ministry Team All	<ul style="list-style-type: none"> • Informing Chaplain • Roles and Responsibilities listed on narthex board 	<ul style="list-style-type: none"> • More training needed • Updating sidepeople policy • Supervision 	Sidepeople Lead Chaplain	Ongoing	Ongoing
Volunteer unaware of policies & guidelines set	Sidespeople Ministry Team	<ul style="list-style-type: none"> • Yearly sidespeople meeting in January 	<ul style="list-style-type: none"> • Seek clarification from Sidespeople lead • More training needed 	Sidespeople Lead aided by Chaplain	Ongoing	Ongoing



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Taking collection/ ushering during communion		<ul style="list-style-type: none"> Always 2 sidespeople collecting and ushering Always 1 sidesperson at the back in the narthex and the front door closed 4 sidespeople present during baptisms and special liturgical services 	<ul style="list-style-type: none"> Have more than 1 sidesperson at the back 	Sidespeople Rota Coordinator	Ongoing	Ongoing
Other						
Homeless person blocking entrances/exits	All	<ul style="list-style-type: none"> Kindly invite them in if interested to join in worship If not interested please kindly ask them to move. 	<ul style="list-style-type: none"> Inform ministry team If not cooperative involve police 	Sidespeople Ministry Team	Ongoing	Ongoing