



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

Activity: Theatre Group Rehearsals

Location: Crypt

Name of leader with responsibility: Ian Burns

Date of first risk assessment: 29th June 2020

Time/frequency: 4 weeks, twice a year

Date to be reviewed: Annually

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
Kitchen, Crypt, Toilets, Garden	<i>Everyone</i>	<i>Refer to coffee risk assessment</i>				
Slips and Trips <ul style="list-style-type: none"> • Spillages • Falling 	Anyone can trip over objects, lose tiles/slates or slip on spillages and steps.	<ul style="list-style-type: none"> • Good housekeeping – work areas kept tidy, goods stored suitably etc. • Kitchen equipment maintained to prevent leaks onto floor. • Equipment faults leading to leaks quickly reported. • Clean up spillages (including dry spills) immediately using suitable methods and leave the floor dry. • Suitable cleaning materials available. • Good lighting in all areas • No trailing cables or obstruction in walkways. 	<ul style="list-style-type: none"> • Steps and changes in level highlighted. • Signage to clear spillages and rubbish 	Everyone Buildings Committee Coffee Lead	Immediately	



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		<ul style="list-style-type: none"> Make sure all accesses are clear 				
Manual Handling of Chairs and Tables	Anyone may suffer injuries such as strains or bruising from handling heavy/bulky objects.		<ul style="list-style-type: none"> Ensure working in a team to move objects. 	Everyone	Immediately	
Contact with hot surfaces <ul style="list-style-type: none"> Coffee machine Kettle Oven Microwave Hot Pipes Heating System 	Anyone can suffer from scalding or burn injuries		<ul style="list-style-type: none"> Signage to be created and displayed for each device e.g. for hot surfaces/liquids, devices to be switched off when not in use, spillages/rubbish to be cleared. Faulty devices to be reported. First Aid Kit in the downstairs Kitchen. 	Everyone	Immediately	
Sharp Objects <ul style="list-style-type: none"> Knives Props 	Anyone could suffer cuts/injuries		<ul style="list-style-type: none"> First Aid Kit in the downstairs Kitchen. Proper storage of knives 	Everyone	Immediately	
Allergy	Anyone with allergies		<ul style="list-style-type: none"> First Aid Kit in the downstairs Kitchen. 	Everyone	Immediately	
Cleaning Chemicals <ul style="list-style-type: none"> Kitchen 	It can cause skin damage, skin irritation or eye damage from direct	<ul style="list-style-type: none"> All containers clearly labelled 	<ul style="list-style-type: none"> Milder alternatives bought 	Coffee Lead	Immediately	



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<ul style="list-style-type: none"> Toilet 	contact with bleach and other cleaning products. Vapour may cause breathing problems.		<ul style="list-style-type: none"> Proper storage of cleaning chemicals. 	Cleaning Crew		
Electrical Appliances <ul style="list-style-type: none"> Fridge Oven Microwave Coffee Machine Kettles 	Anyone could suffer serious/fatal injuries as a result of electric shock.	<ul style="list-style-type: none"> Equipment checked, tested and maintained Plugs and sockets suitable for kitchen environment 	<ul style="list-style-type: none"> Signage to be created and displayed for each device e.g., devices to be switched off when not in use Faulty devices to be reported. First Aid Kit in the downstairs Kitchen. Access to fuse box kept clear. Know where the fuse box is and how to use it. 	Everyone	Immediately	
Fire	Anyone could suffer serious/fatal injuries from burns/smoke inhalation.	<ul style="list-style-type: none"> Fire exits labelled Unplug appliances before leaving Make sure all accesses are clear Smoke detector 	<ul style="list-style-type: none"> Fire extinguisher downstairs Fire blanket First Aid Kit downstairs Telephone numbers Fire Drill 	Everyone Building Committee	Immediately	
Toilets	<ul style="list-style-type: none"> <i>Refer to Slips and Trips</i> 	<ul style="list-style-type: none"> Disabled Toilets 				



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Sickness and Hygiene (COVID-19)	Anyone	<ul style="list-style-type: none"> Provide hand sanitizers Cleansing Agents Signage to wash hands. 	<ul style="list-style-type: none"> Toilets and all surfaces cleaned each time it is used. Social distancing 	Everyone	Immediately	
Theft <ul style="list-style-type: none"> Safe White Goods 	Anyone	<ul style="list-style-type: none"> Security Cameras Alarms Observe Lock up after use 	<ul style="list-style-type: none"> Telephone/Panic button/phone numbers downstairs Record of all who have access to back entrance 	Everyone	Immediately	
Abuse/ major safeguarding incidents <ul style="list-style-type: none"> Verbal/physical abuse 	Anyone	<ul style="list-style-type: none"> Safeguarding policy downstairs 	<ul style="list-style-type: none"> Telephone numbers/panic button Record and report to safeguarding officer/ chaplain 	Lead Safeguarding Officer Chaplain	Immediately	
Garden <ul style="list-style-type: none"> Church cross falling Water 	<i>Refer to slips and trips</i> Anyone walking in the garden Drowning	<ul style="list-style-type: none"> Sought advice from council/commune 	<ul style="list-style-type: none"> May need to corner it off. First Aid kit downstairs Telephone numbers 	Everyone	Immediately	