



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

Activity: Visitor welcome (Guardians)

Location: Church building, Holy Week to end September/mid-October

Name of leader with responsibility: Rosemary Bohr

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 |
|--|-------------------------------------|---|---|-------------------------------|--|-------------|
| Terrorist or other attack or untoward incident | All | Panic button to emergency services installed 2 guardians in narthex | 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). This is important. | Council | Soon (by start of visitor welcome season at Easter) | Ongoing |
| Potential allegation of abuse | All | Safeguarding training for all guardians Safeguarding policy on narthex notice-board with contact numbers 2 guardians in narthex | Observe Monitor Listen | All concerned | Ongoing | Ongoing |
| Fire | All | Ensure guardians know: (i) location of fire extinguishers; (ii) how to evacuate the church; (iii) to unplug appliances on leaving. | Telephone as for first item above Fire drill at pre-season meeting | Council All concerned | Soon (by start of visitor welcome season at Easter) | Ongoing |
| Unsafe environment, injuries/accidents | All | Ensure safe working environment Report hazards to church council (e.g. loose floor tiles) First aid box in sink room cupboard | Council Remind council to deal with hazards Update/restock first aid box | Council Council Council | Ongoing Soon (by start of visitor welcome season at Easter) | Ongoing |
| Thefts | - | 2 guardians in narthex | Observe | Guardians | Ongoing | Ongoing |
| Coronavirus | All and the public | Delay start of season until danger from coronavirus is over Alcohol-based handwash dispensers in place | When season starts, if care is still needed: (i) do not give out information sheets; (ii) carry out instructions from Council, e.g. to wash down door handles. | Guardians | Ongoing | Ongoing |