

Diocese of London Risk Assessment for Activities and Events

The headings are the core areas to be considered and should be added to for specific / unusual activities. The needs of those who will participate in the planned activities should be born in mind at all times.

RISK ASSESSMENT FORM	
Activity: Normal Sunday Service	Proposed Date: 23 rd July 2025
Location: All Souls Church, Church Hall and Church Hub	
1. Potential hazards: a. Candles and charcoal, especially Candlemas, Carol Service, Easter Vigil. b. Trailing leads. c. Sockets. d. Electrical Plugs and electrical equipment. e. Unsupervised children. f. Tripping or slipping on floor, steps to chapel. g. Chairs and tables – moving, stacking and storing. h. Faulty equipment. i. Storage and hoarding of materials. j. Storage of cleaning equipment. k. Carpark – children playing. l. Intruders. m. Slipping and tripping on external paths and Steps.	
2. Who will be attending? All age groups. Up to 250 people.	
3. Who will be most at risk from the hazards? a. Servers and children. b. Elderly and children. c. Children. d. Everyone, especially those using the equipment. e. The children, especially after Mass. f. The elderly. g. Those using them and moving them and those near them. h. Those using the equipment. i. Those using the cupboards where the hoarding takes place. j. Children. k. Children (and adults), and cars. l. Children and vulnerable adults m. Adults, especially the elderly.	
4. List precautions to be taken to minimise risks (existing and those to be put in place) a. Supervision, raise awareness of dangers of fire, fire alarm system and drill. b. Leads to be covered. c. Sockets to have safety plugs. Children supervised. d. Visual inspection monthly and PAT testing biennially. e. All children to be supervised at all times. f. Spillages cleaned up. Hazards displayed with signs. g. Chairs/tables inspected and stacked in a stable safe way. (See F, H & S guidance on moving equipment). h. Inspection of equipment. Faulty equipment disposed of, and not stored. i. Regular inspection of cupboards and disposal of items broken or not regularly used. j. All cleaning equipment to be locked away (see F, H & S guidance.) k. Carpark not to be used for play or other leisure activities. l. Keep external doors secure; see Lone Working Policy in F, H & S guidance. m. Inspect for trip hazards; clear algae and moss using soda crystals in winter.	
Risk assessment completed by Revd Dr Adam Dobrzynski	
Date: 23 rd July 2025	
Signed: Revd Dr Adam Dobrzynski <i>Fr Adam D.</i>	Risk assessments should be updated: • Before every new event or activity • Whenever circumstances change • At least annually for regular activities • And presented to the PCC for approval if they involve significant changes or parish-wide implications