Parish of Plumpton with East Chiltington cum Novington East Chiltington Church Activity Risk Assessment ALL SAINTS ANNEX

Activity:………………………………………………………………………………………………………………………………………….,,,,.………………………………………………………………

Date and timings:…………………………………………………………………………………………………………………………………………………………………..…………………………….

Assessor:…………………………………………………………………..Leader if different from Assessor………,,,,,,,……………………………………………………………………….

Contact details mobile and email:………………………………….…….………………………………………………………………….…………………….………………..……………….

YOUR EVENT CANNOT TAKE PLACE UNTILTHIS FORM IS SATISFACTORLIY COMPLETED AND RETURNED TO THE HEALTH AND SAFETY OFFICER…BOB DORAN .WE RESERVE THE RIGHT TO CANCEL ANY BOOKED EVENT.

The Annex to All Saints church is a relatively modern building but set adjacent to a churchyard. Care must be taken if walking the churchyard which has concealed monuments and slippery surfaces in wet weather. By completing this Risk Assessment you confirm that you are aware of these hazards and the risks they can be and will make those attending in your party/group aware.

| **What are the Hazards?** | **Who might be harmed and how?** | **What are you doing already?** | **What else do you need to manage the risk?** | **Who needs to do this?** | **When does it need to be done by?** | **Action Completed (with date)** |
| --- | --- | --- | --- | --- | --- | --- |
| Outside hazards:  Trip hazard around church uneven paths. Church yard: hidden trip hazards from monuments |  |  |  |  |  |  |
| Inside hazards:  Stacked chairs.    Heavy tables.  (Always to be secured with locking band to prevent falling) |  |  |  |  |  |  |
| Kitchen area:  Sharp utensils, hot surfaces.  Children not allowed in kitchen |  |  |  |  |  |  |
| Food provision:  Poor hygiene  Use of sharp  implements and hot surfaces.  NOTE: License required if selling alcohol |  |  |  |  |  |  |
| Toilets:  Slippery floor.    Parental supervision as required. |  |  |  |  |  |  |
| Fire.  Organiser to be aware of position of extinguishers and method of use.  Aware of exits and assembly point. |  |  |  |  |  |  |
| Car Parking:  Organiser to manage car park use.  Exit hazard to main road. |  |  |  |  |  |  |
| Organiser to be aware of address for emergency service.  All Saints church Church BN7 3BU |  |  |  |  |  |  |
| **Organiser to ensure:**  Water heater switched off (on wall behind urn) |  |  |  |  |  |  |
| Fridge off (leave door open). |  |  |  |  |  |  |
| Oven heating off but do not turn off at mains. |  |  |  |  |  |  |
| All lights turned off. |  |  |  |  |  |  |
| All waste removed from site into bins adjacent to hall.  blue recycling (loose)  green land fill into black sack. |  |  |  |  |  |  |
| Lock outer door. |  |  |  |  |  |  |
| Return key to churchwarden |  |  |  |  |  |  |