

## Risk Assessment Template – Events Away From Church Premises

**PLEASE ADAPT WITH INFORMATION ON INDIVIDUAL VENUES AS REQUIRED**

<b>Event</b>	Events away from church premises				
<b>Type of Event</b>	Home groups, eg Bible study and Alpha, pastoral visiting, public spaces and other premises, eg village halls				
<b>Location</b>	Please complete				
<b>Contact Details</b>	Please complete				
<b>Phone</b>	Please complete				
<b>Email</b>					
<b>Date Completed</b>	20 <sup>th</sup> January 2025				
<b>Review Date</b>	January 2026				
<b>Activity</b>	<b>Possible Risk</b>	<b>Prevention</b>	<b>Action to Reduce Risk</b>	<b>Responsibility</b>	<b>Deadline</b>
Arrival – new visitors	Low  People unfamiliar with site layout and emergency/ fire procedures	A designated person will explain the layout of the building and explain what to do in case of emergency.  Information also to be given about rooms that are off limits, and position of toilets.	Arrange for someone at each event to be responsible for explaining the layout and emergency procedures	Event organisers	

Safeguarding	<p>Medium</p> <p>Historical and current Safeguarding issues which might impact on individuals participating in church activities</p>	<p>Remind that the group should stay together at all times and that individuals and couples should not be alone behind closed doors together.</p> <p>Know as much as possible who the adults at risk are, and assess their needs to ensure that activities are appropriate and safe.</p> <p>Put into place any special measures required for people at risk</p> <p>Ensure that Pastoral Team/Safeguarding Co-ordinator are aware of activities so that they can assess potentially unsafe situations based on ongoing and historical Safeguarding situations</p>	<p>Be aware of Safeguarding guidelines through training</p> <p>Understand and regularly review hazards including equipment and resources</p> <p>All volunteers to be trained in safeguarding and DBS checked if likely to come into contact with young people and/or adults at risk.</p> <p>Leaders to be DBS checked and to have carried out Safeguarding training.</p> <p>Safeguarding policy available in Lynton URC hirers handbook</p> <p>Proactive intervention as and when required</p>	Elders, Pastoral Team and Safeguarding Coordinator, event organisers	Ongoing for all church activities and events
Health & Safety	Medium	Health & Safety policy	Attention drawn to all	Events organisers,	

	Tripping or slipping and causing injury	<p>and risk assessment reviewed yearly.</p> <p>Check for possible trip hazards</p> <p>Request bags to be in safe place e.g placed under chairs</p>	participants of its whereabouts (in folder held by organiser)	volunteers	
Risk of Fire	Low	Emergency escape routes to be explained		Event Organisers, volunteers	
Refreshments  If only drinks and biscuits provided	<p>Low</p> <p>Allergies</p> <p>Food poisoning</p>	<p>If a meal is provided then person providing and cooking the meal to be trained in food safety and allergens.</p> <p>Food and ingredients information available</p> <p>Ingredients listed and sell by date checked</p>	<p>The kitchen is maintained to good food hygiene standards</p> <p>No training necessary – employ common sense</p>	<p>Event organisers, anyone involved in the preparation of food</p> <p>All</p>	
During the activities	<p>Low</p> <p>Theft of possessions</p> <p>Someone is taken ill</p>	<p>Ensure that all attendees are responsible for their personal possessions</p> <p>Have understanding of basics of medical emergency – choking,</p>	<p>Have access to a fully equipped first aid box that is checked 6</p>	<p>Event organisers, volunteers, participants</p> <p>As above</p>	

		anaphylactic shock, position of defibrillators	monthly.		
Sanitary	Medium Possibility of infection		Ensure toilets clean and ensure supply of soap and paper towels available at all times	Events organiser, volunteers	