

CROMER PARISH CHURCH - RISK ASSESSMENT

Activity: Christmas Services

Ref: RA 13

First stage

Second stage

Control Measures

Identify Hazard	Risk Involved	Risk	Minimise Risk by	Residual
The nature of the building	The Parish Church has some hazards associated with the building that cannot be removed, including trip hazards; areas difficult to access; limited entry and exit points; heavy wooden doors and steep stone steps and staircases.	Medium	The wardens will brief people on a 'need to know' basis about the building and make them aware of these risks. Those helping must take note of any guidance or instructions given to them. Steps and other tripping hazards to be marked with warning tape to draw attention to them.	Low
Limited seating	Seating capacity in the pews this year is 250.	Low	The wardens will admit ticket holders first, then let those who arrive on the day to top up the attendance to a maximum of 250. Everyone in the building is included in the capacity number. No standing is permitted and the aisles must be kept clear at all times.	Low
Covid	Transmitting Covid	High	Applying Zoono in the Parish Church Follow updated Government guidance for people to wear masks when in the Parish Church along with the use of hand sanitizer liberally available near entrance. Restrict our capacity down to 250	Medium

First stage

Second stage

Control Measures

Identify Hazard	Risk Involved	Risk	Minimise Risk by	Residual
<p>Limited entry and exit points (emergency exits)</p>	<p>The building was not designed with modern entry and exit/escape requirements in mind.</p>	<p>Medium</p>	<p>The main South door and the South porch gates must remain unlocked at all times and must not be obstructed in any way at any time.</p> <p>Access through the Chancel and the Meeting Room to the North (external) door of the Meeting Room must be kept clear at all times. The key must be placed ready in the lock of the external door.</p> <p>The internal door of the Meeting Room must remain unlocked and open at all times during the service.</p> <p>The interior doors to the Lounge and Vestry must be kept unlocked at all times during the service and access to the West door kept clear with the key placed ready in the lock along with the high-level sliding bolt lock on the west door opened.</p> <p>The wardens will brief those on duty and instruct one person per each exit door so that they can manage the exits in the event of an emergency requiring evacuation.</p>	<p>Low</p>
<p>Limited provision for accommodating and 'parking' wheelchairs and mobility scooters.</p>	<p>Wheelchairs and mobility scooters block the aisles</p>	<p>Medium</p>	<p>The designated area for parking wheel chairs and mobility scooters if they are not needed by their users during the service is in the church lounge ensuring the corridor through the lounge to the old vestry is clear for emergency exit</p> <p>If people choose to stay in their wheelchair or mobility scooter for the service then they need to sit in the area behind the pews in the nave on the north side.</p> <p>Wheelchairs and mobility scooters must not be parked in the aisles.</p>	<p>Low</p>

First stage

Second stage

Control Measures

Identify Hazard	Risk Involved	Risk	Minimise Risk by	Residual
Adequacy of and access to toilet accommodation	The toilets are accessed through a lobby that is used for storage of cleaning equipment.	Medium	<p>Wardens will check that the lobby through to the toilets is as clutter free as possible on arrival at the church before the congregation arrives and check again during the service that it is still clutter free.</p> <p>Allow space for people to queue for toilets in front of the brown cupboard to ease congestion in the lobby.</p> <p>Wardens will check the cleanliness of the toilets as the service starts and again after it has finished.</p>	Low
The use of naked flames	People will be burned. Candles falling over and catching alight combustible material	High	<p>Candles must be set on a firm base wherever possible and not near flammable materials including items of clothing.</p> <p>Limit the times when naked flames are carried round the building and always with appropriate distancing from other people and items of clothing.</p> <p>Move away from using candles at the Christingle services and replace them with glow sticks.</p> <p>Have highlighted buckets of water placed at key locations (not near electrical equipment and sockets) in the church in addition to fire extinguishers.</p>	High

For 'Risk' and 'Residual' use 'High', 'Medium' or 'Low'

Date Reviewed: December 2021 - Jackie Austin and Ivan Kimble - churchwardens next review due: December 2022