

RISK ASSESSMENT FOR:	LCE Events, Sunday and Midweek Service including She, Thrive, Team Nights, Events	
Establishment: LIFE Church / Life Centre Events	Assessment by: J. Reed	Date: 19.8.2020 Updated: 15.3.2022 (v1); 04.04.2023 (v1.1); 01.06.2024 (v.2)
	Manager Approval: R Hutcheson	Date: 15.06.2024

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Are Normal Control Measures Y/N/NA	
				In Place	Adequate
Use of external companies / contractors Poor practices Lack of competency	Staff Students Visitors Volunteers	Electrical shock/burns Property damage/fire Cuts / abrasions, muscular skeletal and other physical injuries Slips, trips and falls		Y	Y
Fire	Staff Students Visitors Volunteers	Burns, serious injury and death	<ul style="list-style-type: none"> Refer to 'Fire Risk Assessment'. 	Y	Y
Safeguarding	Staff Students Visitors Volunteers	Harm Abuse	<ul style="list-style-type: none"> Staff have enhanced DBS disclosure. All staff trained annually. Life Church has Child Protection Policy. Parental consent required if filming/photography is taking place. 	Y	Y

Overcrowding Inadequate space / exits Blocked exit routes	Staff Students Visitors Volunteers	Fire evacuation hindered/unsafe access/egress	<ul style="list-style-type: none"> · Maximum number of attendees established. · Adequate space, circulation routes and emergency exits. · Designated entrance and exit points. · Adequate numbers of staff supervising · Agreed emergency procedures in place 	Y	Y
Use of specialist equipment (separate risk assessment may be needed e.g. bouncy castle, vehicles etc)	Staff Students Visitors Volunteers	Electrical shock/burns Property damage/fire Cuts / abrasions, muscular skeletal and other physical injuries Slips, trips and falls	<ul style="list-style-type: none"> · Supplied / erected by competent persons. · Barriers and adequate supervision to prevent unauthorised use and control access and egress · Limit on numbers using equipment. · Sited in the appropriate location. · Attendants must constantly watch the activities on the equipment · Inspected prior to the first use following supplier/ manufacturers instructions 	Y	Y
Insufficient and/or unsuitable first aid cover	Staff Students Visitors Volunteers	Accident / injury, delayed assistance in emergency	<ul style="list-style-type: none"> · First aid equipment on site and close to use. · Designated qualified first aiders available. · Telephones available in building 	Y	Y

Access / egress Unauthorised access Inadvertent access	Staff Students Visitors Volunteers	Assault, theft, GDPR Breach	<ul style="list-style-type: none"> · CCTV in situ · Staff on reception and in foyer · Clearly defined designated access routes · Lock areas of building not in use · Tape off / mark areas as out of bounds · Adequate supervision 	Y	Y
Inadequate welfare facilities	Staff Students Visitors Volunteers		<ul style="list-style-type: none"> · Toilets supplied with hot & cold running water, soap and hand driers. · Bins & sanitary disposal available. · Good housekeeping regime of daytime cleaning. · Adequate supervision. 	Y	Y
Inadequate lighting of exit routes	Staff Students Visitors Volunteers	Fire evacuation hindered/unsafe access/egress	<ul style="list-style-type: none"> · All escape routes should be sufficiently lit for people to see their way out safety. · Extent of emergency lighting reviewed considering all areas of building used outside of ambient daylight hours / without natural daylight · Ensure that all escape routes are adequately lit in event of a power failure. 	Y	Y

			<ul style="list-style-type: none"> Where ambient light is not sufficient torches may be acceptable for trained staff to use. 		
Vehicular access Ineffective pedestrian vehicle segregation	Staff Students Visitors Volunteers	Cuts / abrasions, muscular skeletal and other physical injuries Broken bones Significant head / multiple injuries	<ul style="list-style-type: none"> Limited access, visitors advised accordingly. (entrance and exit managed by car park team) Vehicle movements restricted. Pedestrian walkways maintained. Clear route maintained for emergency services. Car Park team to monitor car park movements for large events. 	Y	Y

<p>General lifting and carrying –</p> <p>Set up and Set Down of auditorium seating.</p> <p>Moving of equipment.</p>	<p>Venue</p> <p>Team/Host</p> <p>Team</p> <p>Staff</p> <p>Students</p> <p>Visitors</p> <p>Volunteers</p>	<p>Cuts / abrasions, muscular skeletal and other physical injuries</p>	<ul style="list-style-type: none"> · Manual handling minimised as far as possible, broken down into smaller loads / assistance sought. · Appropriate footwear worn. · Mechanical lifting aids available (trolleys etc.) · Good housekeeping and workplace layout. · Heavy items stored at waist level. · Floor surfaces unobstructed and slip free. 	<p>Y</p>	<p>Y</p>
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<p>Electrical equipment & sockets</p> <p>Using poorly maintained equipment</p> <p>Overloading</p> <p>Power leads present a tripping hazard</p>	<p>Staff</p> <p>Students</p> <p>Visitors</p> <p>Volunteers</p>	<p>Electrical shock</p> <p>Burns</p> <p>Fire</p> <p>Cuts / abrasions, muscular skeletal and other physical injuries</p>	<ul style="list-style-type: none"> · Pre-use check conducted by users · Electrical equipment subject to regular safety inspection and test ('PAT testing') · Five-year electrical testing certificate. · Sufficient outlets to support the range of equipment normally used. Use extension leads only where necessary. · Cable covers to be used. · Ensure good housekeeping is maintained. · Mains powered portable equipment to be protected by RCD in higher risk situations, e.g., equipment used outside or in wet conditions, and for equipment where there is a risk of cables being severed. · System for reporting faults and taking equipment out of service in place · Event leader responsible for checking condition of equipment and any cables in advance of event 	<p>Y</p>	<p>Y</p>
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Surface of Car park / internal areas Slips, Trips and Falls	Staff Students Visitors Volunteers	Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> · Immediate cleaning up of spillages · Ensure arrangements are in place for clearing up and safely disposing of any litter left after the event · Regular premises inspections. · Any holes are filled in. · If weather poses serious danger, the event is cancelled/ relocated. · Adequate external lighting available 	Y	Y
Fire / hot activities	Staff Students Visitors Volunteers	Burns scalds Property damage / loss	<ul style="list-style-type: none"> · All staff and volunteers advised of emergency procedures · Smoking not permitted on site. · Area is kept clear of rubbish and trip hazards. · Appropriate fire extinguishers available. · Barriers to keep public away from hot / hazardous areas i.e. tables or barriers. · Only designated persons allowed in immediate area 	Y	Y

Supplying Food and Drink Poor standards of hygiene Physical contamination Incorrect storage of food Poor temperature control	Staff Students Visitors Volunteers	Salmonella Listeria Allergies Anaphylaxis Scalds from urns and kettles Scalds from hot drinks	<ul style="list-style-type: none"> Follow advice given in Food Hygiene Advice for Staff Students Visitors and Volunteers <p>Personal hygiene</p> <ul style="list-style-type: none"> Exclusion for food handlers following illness (48hrs). Tie back long hair. Staff and volunteers to wash hands before handling food and after visits to the toilet etc. Ensure that warm water, soap and towels (disposable) are available. Cuts etc. are covered with waterproof adhesive dressings <p>Transport / Storage</p> <ul style="list-style-type: none"> Food that requires refrigeration must not be supplied unless adequate facilities for taking to church and keeping in a chilled state exist. Buffets, sandwich fillings etc. kept out of fridge for shortest time possible. Keep food covered wherever possible outdoors. Volunteers encouraged transport food in sealable containers / covered. 	Y	Y
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			<p>Food from reputable suppliers</p> <p>The church must not accept food from visitors, volunteers or staff where they are suspicious about the hygiene in preparation or storage prior to arrival at church</p> <p>Food handling</p> <ul style="list-style-type: none"> · Minimise handling of ready to eat foods, use tools (cutlery, tongs scoop etc) where possible to handle food rather than hands. · High risk / raw foods kept apart at all times · Limit preparation of food in advance if displayed at ambient temperatures. · Make sure that cheesecakes and any cakes or desserts containing cream are out of the fridge for the shortest time possible. · Ensure food appropriately signed to prevent allergies and anaphylaxis · Ensure urns and kettles sit on firm level surfaces, not over filled. <p>BBQ</p> <ul style="list-style-type: none"> · Frozen food properly thawed before cooking · Meat kept in cool box / fridge until needed 		
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			<ul style="list-style-type: none">· Small portions cooked, evenly / thoroughly· Access to hand washing facilities / antiseptic wipes· Keep cooked food separate from raw meat – use separate utensils		
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Noise	Staff and public assumed to be at risk	Staff and public might suffer permanent or temporary hearing damage from long term exposure to loud music.	<ul style="list-style-type: none"> • Noise limiter fitted to sound system and Production team informed. • Regular check of sound systems to ensure balance/proper control. • Quiet areas provided. • Staff rotation between quiet and noisy areas. • Staff considered to be particularly at risk identified and provided with ear plugs. • Health surveillance, including hearing tests, for 'at risk' staff. 	Y	Y
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<p>Contraction of COVID:</p> <p>As of March 2022, the government formally removed all restrictions in England.</p>	<p>Staff Students Volunteers Visitors</p>	<p>Mild symptoms of flu Breathing difficulties Severe symptoms of flu Death</p>	<ul style="list-style-type: none"> • As the government formally removed all restrictions around facemask wearing, it is the individuals personal choice should they wish to wear a mask when visiting LIFE Church or a LIFE Centre Event. We ask all visitors to be considerate of their peers. • As the government formally removed all restrictions around social distancing, it is the individual's personal choice to be aware of their personal space when visiting LIFE Church or a LIFE Centre Event. We ask all visitors to be considerate of their peers. • Areas such as bathrooms, food areas, kitchens and high volume traffic areas of the campus are subject to regular cleaning before, after and during activities and events. And regular deep cleaning. schedules of those areas are also in place. • Sanitising stations are available at various points around the building. • Where visitors may require additional assistance whilst visiting, please speak to our LCE team at info@lifecentreevents.com; or the LIFE Church team at: info@lifechurchhome.com, who will be happy to answer any questions prior to your visit. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>N/A</p>	<p>Y</p>
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Additional Control Measures <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(record the actual date of completion for each action listed)</i>	Residual Risk Rating
DATE OF REVIEW: 15.03.2022	COMMENTS: <i>Risk Assessment reviewed and some additional control measures put in place. No amendments required. Control measures in place are adequate.</i>			
DATE OF REVIEW: 04.04.2023	COMMENTS: <i>No amendments required. Control measures in place are adequate.</i>			
DATE OF REVIEW: 01.06.2024	COMMENTS: <i>LCE request to include the COVID measures. Although formal government guidance was removed in March 2022, our continued control measures from the COVID Assessment are included. Control measures are adequate.</i>			

RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from the Operations Manager.
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.