

RISK ASSESSMENT

Organisation Name: The King's Church Wisbech

Date of risk assessment: 5th October 2023

Venue being assessed: Main Hall Cinema Area - Queen Mary Centre, Queens Road, Wisbech, Cambs, PE13 2PE

Meeting: One Door Cinema Club - EVENT

Location of First Aid box: Inside Church Cupboard in Main Hall

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Slips, trips and falls eg. Slippery surface, cables on floor, objects on floor etc.	Users of the Hall (music group members, sound technicians and congregation) may suffer injuries such as fractures or bruising if they slip or trip, eg. On spillages or trip over objects / cables.	<ul style="list-style-type: none"> • Be sure to clean up any spillages immediately • Bottled water for musicians to have secure lids/tops so that even if bottle falls, it does not spill. • Remove any obstructions from walkways (corridor / isle) if possible, or relocate to a safer position • Ensure electrical and sound cables are kept to a minimum and that they are securely taped down or covered with a carpet. • The building is wheelchair accessible and therefore does not have steps. • Check there are mats provided at entrances to stop rain water being carried in • 'Trip Hazard' sign displayed on door of storage cupboard to remind musicians, sound technicians and multimedia teams of the potential dangers that may exist with cables 	Tape or place carpet over loose cables every week	Any member of sound team / band	Continuously	

		on the floor				
Manual Handling eg. Carrying of heavy amplifiers, drum equipment etc.	Elders, sound technicians, band members, multimedia team and congregation members who help pack up may suffer back pain if they try to lift objects that are too heavy or awkward	<ul style="list-style-type: none"> • When lifting heavy objects, follow correct Manual Handling procedures – advice clearly displayed on large poster on storage cupboard door as well as downloadable HSE document ‘Getting to Grips with Manual Handling’ from church website • ‘Lift Heavy Objects Correctly’ sign displayed on door of storage cupboard to remind musicians, sound technicians and multimedia teams and those who set up the hall of the potential dangers of incorrect lifting methods • Include a safety message about lifting heavy objects carefully and correctly in the weekly church newsletter. 				
Fire	If trapped, any user of the theatre could suffer fatal injuries from smoke inhalation / burns	<ul style="list-style-type: none"> • MC to give brief Fire Safety announcement at start of event – indicating fire exits and where to congregate if alarm rings • Fire exits are clearly indicated by signage courtesy of the Queen Mary Community Centre • Check Fire Exits are accessible (unlockable) each week • The Queen Mary Community Centre has working smoke detectors and a fire alarm in place • Church to provide own fire extinguishing equipment, specifically an ABC Powder extinguisher as these can be used safely on electrical equipment • Locate fire extinguishing equipment provided by the Queen Mary Community Centre 				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
<p>Noise Eg. Volume of sound system being too loud / individual instrument amplifiers being too loud / hearing loop being too loud / feedback etc.</p>	<p>Serious hearing damage (permanent or temporary) or tinnitus can be caused by exposure to high levels of noise. This damage can happen over a period of time.</p>	<ul style="list-style-type: none"> • If noise (volume) level is judged to be too loud by the church Overseers, a discussion will take place with the sound technician to turn the volume down • Hearing protection in the form of disposable foam ear plugs to be available to band members (and congregation members) upon request • Ensure that hearing protection is used properly • Front of house speakers to be raised so more sound can be heard without increasing volume levels too much • HSE advice about Sound and Noise levels available for download from church website 				



<p>Working At Height</p>	<p>Anyone on a very tall ladder trying to access overhead stage lighting. Someone could fall and seriously injure themselves or possibly even die.</p>	<ul style="list-style-type: none"> • Check person working at height is qualified to do so • Ensure ladders used are safe and not damaged • Ensure a second person is on hand to hold and stabilise ladder at base • Make sure correct ladder is used for the purpose – ideally an A-frame ladder. • #take care when moving ladders not to yourself or anyone else in close proximity 				
<p>Food Hygiene and Allergens</p>	<p>Food poisoning can occur to anyone eating food not prepared correctly or hygienically</p> <p>Those allergic to certain foods could develop anaphylactic shock and this could even result in death</p>	<ul style="list-style-type: none"> • Thoroughly clean food serving and eating area before and after use • Everyone involved in food preparation must wash their hands before commencing • Food servers to wear gloves • A list of food allergens present in the meal be clearly displayed in Food eating area • A more detailed sheet showing different components of meal with their specific allergens to be completed and available if asked for by member of public • Everyone to be asked to wash hands before eating food 				

<p>Electricity eg. Exposed wires, equipment that is incorrectly connected etc.</p>	<p>Sound technicians, band members, multimedia team, those using the front of house microphone and those using the urn to boil water risk electric shocks or burns from faulty equipment or installation</p>	<ul style="list-style-type: none"> • Any electrical equipment owned by The King's Church Wisbech to have a current PAT test conducted by a qualified electrician and carries the PAT test sticker, and inspected on an annual basis • All repairs to The King's Church Wisbech electrical equipment to be carried out by qualified electrician • All extension leads to be fully extended when in use • Portable equipment checked for visual signs of damage before use • Do not connect or use incompatible items of equipment • Church volunteers informed of responsibility of the safety of any of their own electrical equipment being used as part of a church event – PAT testing offered by church • Residual current devices (RCD) provided should be used when plugging extension cables into mains. • HSE advice about electrical safety for those in bands available for download from the church website 				
		<p>FIRST AID</p> <ul style="list-style-type: none"> • First Aid box available in Main Hall. • Any accidents to be recorded in the church 'Accident Form' – also found in church cupboard in Main Hall 				

Review Date: N/A as this is a one-off event