



This document provides a template risk assessment, with links to the relevant advice notes. It relates to, as well as offering guidance on best-practice,

A risk assessment is the **process** of looking for hazards that have the potential to harm people, in the objects being used, work environment and / or work processes adopted. Some risks are visible; others are only evident and able to be understood when a work task is observed.

The use of a risk matrix will assist you to better understand the *severity* of risk which in turn enables you to prioritise which hazards to address first. A risk matrix considers:

- The *consequence* of the potential harm.
- The likelihood of the harm occurring.

The risk matrix is at the end of this risk assessment

### Control Measures

Control measures need to make sure that the risks are reduced so far as is '*reasonably practicable*' and ask what more can be done to control the risk. When identifying controls, you need to remember:

- The more effective the control measures, the more lasting the effect of control.
- At times it may be necessary to implement more than one type of control to effectively manage the risk.
- Sometimes a control cannot be actioned straight away due to costs / resources.
- There may be a need to implement immediate (short term) and medium (long term) controls until such time a long-term solution is implemented.
- Controls should be selected in response to the level of risk posed by the hazards, and the practicability of the control.

Version Number	Changes made	Prepared by	Reviewed by	Approved
0		S. Cripps	H. Foley	





Events and Functions / Fetes / Garden Parties Risk Assessment									
Parish / Location					Date Assessed:		Assessed by:		
Task/Activity:					Review Frequency:		Reference Number: GRA -005		
			Risk rating before implementing control measures						Additional Information
Activity/ Task	Hazard/ Risk	Persons at Risk	Severity (1-5)	Likelihood (1-5)	Risk Rating	Controls Measures in Place	Severity (1-5)	Likelihood (1-5)	Risk Rating
Parking of cars.	Slips, trips and falls Pedestrian Flows, Car Park	Clergy, Attendees	5	4	20	Parking of cars must be regulated.  Traffic Marshalls will be issued with Hi- Visibility Jackets  All trips hazards will be covered  Direction signage is in place  Weather forecast is checked in the morning of event, to confirm suitability	5	2	10





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Use of Swimming Pool / large ponds	Drowning	Attendees	5	4	20	<p>If Pool / Pond not in use area will be cordoned off and a steward in place.</p> <p>If Pool / Pond open for use a qualified life saver will be in attendance at all times.</p> <p>Young children must be supervised by an adult</p> <p>Rescue aids are available</p> <p>Alcohol Consumption is prohibited around the pool / pond area.</p>	5	1	5





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Swimming	Cuts and lacerations	swimmers	4	4	16	No glass bottles / drinking glasses are allowed in the pool / pond area.  Warning / Advice Signage placed around pool / pond area	4	1	4	





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Use of Trampoline	Fall from height Fell on to: Poor technique	Attendees	5	5	25	Trampoline area has been cordoned off and access controlled  Trampoline is supervised by a responsible adult.  Edge safety nets must be provided and fitted before use  Older / younger children will not use the equipment at the same time.	5	2	10





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Use of Trampoline	Fall from height Fell on to: Poor technique	Attendees	5	5	25	Shoes will not be worn on trampoline Trained First aid available Signage posted on usage of trampoline	5	2	10





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Use of Bouncy Castle	Anchor points becoming untethered	Attendees	5	5	25	<p>The vendor of the bouncy castle must have at least 5 million pounds of public liability insurance.</p> <p>Equipment has been certified within the last 12 months by an inspector from the RPII (<b>Register of Play Inspectors International</b>). Certificate has been seen and record kept by organiser.</p> <p>The blower area will be cordoned off.</p>	5	2	10





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Use of Bouncy Castle	Anchor points becoming untethered	Attendees	5	5	25	<p>A member of the bouncy castle erection team will be on site through out the duration of the event.</p> <p>The bouncy castle must not be used in winds greater than a wind speed of 24mph and the tether points must be secure.</p> <p>Wind speeds will be checked at frequent intervals.</p>	5	2	10







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Use of Bouncy castle	Weather conditions	Attendees	5	5	25	The bouncy castle must not be used if it rains and will be dried completely before children are allowed on it.  The bouncy castle must not be used in winds greater than a wind speed of 24mph			
						5	2	10	





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Use of Bouncy castle	Fall from Height Collison with other children	Attendees	5	5	25	Crash mats are placed in front of the bouncy castle  2 adults will always supervise the equipment  Training for supervision has been conducted and a record kept.  Children are told to remove shoes and sharp objects before using the equipment	5	2	10





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Use of Bouncy castle	Fall from Height Collison with other children	Attendees	5	4	20	Supervisors must be aware of over boisterous children and overcrowding on the equipment.		5	2	10	
Bouncy Castle End of event	Use with no supervision	Attendees	5	4	20	The bouncy castle must be deflated and packed away immediately after the event has finished.		5	2	10	





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Setting up the event	Slips, Trips and Falls	Volunteers Employees	4	4	16	<p>Work Area kept free of Obstructions</p> <p>Weather forecast checked on the day of event Pay due regard to weather conditions i.e. Wind, Rain</p> <p>Adequate illumination is provided.</p> <p>Safety clothing as determined by the task e.g. Safety Shoes, Hard Hat has been issued and persons have been instructed in its use.</p>	4	1	4





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Erecting and moving equipment, furnishings, and stock.	Injury from lifting, carrying, pushing and pulling loads Spinal injury. Muscle strain & sprain injuries. Sharp edges. Crushing Injuries	Volunteers Employees	4	4	16	Volunteers have read and understood the Diocesan Safe system of work  Lifting aids are available  Manual Handling techniques have been discussed.  Work areas are free of obstructions.  Gloves are available if required	4	2	8





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Installing electrical equipment	Fire Weather Electrocution	Volunteers Employees  General public	5	4	20	Fire Fighting Equipment provided (CO2/Dry Powder)  Weather forecast checked for inclement weather conditions  Installation to be installed by a qualified electrician  RCD – Residual Current Device are fitted  All appliances PAT tested	5	2	10





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Installing electrical equipment	Fire Weather Electrocution Slips, Trips and falls	Volunteers  Employees  General public	5	4	20	Outside equipment & power cabling are weather proofed to appropriate standard  Power cabling has been arranged to avoid trip hazards	5	2	10	





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Preparing Gas appliances and LPG cylinders	Fire, Explosion and Carbon Monoxide	Volunteers  Employees  General public	5	4	20	LPG cylinders are located in the open air away from a source of ignition and physical damage.  LPG cylinders are secured to prevent from falling over.  Appliances & connections have been visually checked to ensure sound condition and connected and used in accordance with manufacturers safety instructions.  Fire fighting equipment is located near LPG cylinders	5	2	10	Get advice or assistance from a "Gas Safe" Engineer regarding appliances connections







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Preparing Gas appliances and LPG cylinders	Fire, Explosion and Carbon Monoxide	Volunteers	5	4	20	No Smoking signage in vicinity of LPG cylinders.	5	2	10	
		Employees				Access is restricted to authorised users only.				
		General public								
Small open Fires	Fire Burns	Volunteers	5	4	20	Open fires will be built on open ground or non-peat soil.	5	2	10	
		Employees				Open fires are kept clear of all other vegetation.				
		General public				Children will be under the supervision of adults. Fire fight equipment is available				





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Barbeque	Fire Burns injury Food Poisoning	Volunteers  Employees  General public	5	4	20	Fire-fighting equipment is provided. Bucket of water or sand for emergencies  Access restricted to authorised users only.  No access to children. Parents are responsible for their children.  BBQ will not be left unattended at any time.	5	2	10





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Barbeque	Fire Burns injury Food Poisoning	Volunteers  Employees  General public	5	4	20	Hot ashes from BBQ are not placed in Wheelie bins.  Utensils must be mixed from raw to cook  Food must be thoroughly cooked.	5	2	10





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Security	Arson Robbery Assault Personal injury	Volunteers  Employees  General public	5	4	20	Cash is frequently removed to secure storage.  Firefighting equipment is provided.  Regular security patrols undertaken (2 x persons)  Telephone / mobile communication for emergency use	5	1	5



## Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost Parish)
4. High (major injury / damage, lost time Parish interruption, disablement)
5. Very High (fatality / Parish closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three working days
1-5	Low	Whenever viable to do so