Crediton Congregational Church

Seeking God, Serving people, Sharing hope

Crediton Congregational Church

Crediton Congregational Coffee Mornings Risk Assessment

Location of first aid kits:

Main Church -Fishtank Bar & servery kitchen

Karis Hall – kitchen boiler cupboard

Manse – Church office 1st floor

Risk Assessment Title:	Coffee Mornings	Reference:	CCC4
Original Author:	Nick Barton	Date of Assessment:	01/06/2026
Checked By:	Caroline Smith	Next Review Date:	01/06/2027

Analysing the risk

To help analyse risk, Crediton Congregational Church uses a matrix scoring system. Numerical scores are given to the severity and likelihood of risks and these scores are multiplied to get a rating for the risk. This means the risk rating is a measure of the likelihood that harm from a particular hazard will occur, considering the possible severity of such an occurrence.

Risk = Severity x Likelihood

For the initial risk evaluation, consider the risks identified as the worst-case scenario before any controls are applied, then evaluate the risk when control measures are implemented.

RISK MATRIX							
LIKELIHOOD (L)=	LIKELY	5	SEVERITY (S) =	MULTIPLE FATAL	5	DEGREE OF RISK (DR) = (LIKELIHOOD X SEVERITY)	RESIDUAL RISK RATING (THE LEVEL OF RISK AFTER CONTROL MEASURES HAVE BEEN INTRODUCED)
	PROBABLE	4		FATAL	4		
	POSSIBLE	3		MAJOR INJURY OR DISEASE	3		1-8 = LOW RISK
	REMOTE	2		MINOR INJURY OR DISEASE	2		9-15 = MEDIUM RISK
	IMPROBABLE	1		VERY MINOR INJURY OR DISEASE	1		16 – 25 = HIGH RISK

Risk Assessment Title:	Coffee Mornings	**Reference:**	CCC4
Original Author:	Nick Barton	**Date of Assessment:**	01/06/2026
Checked By:	Caroline Smith	**Next Review Date:**	01/06/2027

			FREQUENCY (Environment and Safety)				
CONCEQUENCES	**Environment**	**Safety**	**Likely** **5** Occurs repeatedly, Event expected	**Probable** **4** Not surprising, will occur several times	**Possible** **3** Could occur at some time	**Remote** **2** Unlikely to occur, although conceivable	**Improbable** **1** So unlikely that probability is close to zero
	Catastrophic **5** National importance, major breach of legislation	**Multiple Fatal** **5** More than one fatality	25	20	15	10	5
	Very Serious **4** Significant effects, serious breach of legislation	**Fatal** **4** One fatality	20	16	12	8	4
	Major **3** Significant effects, contained within site	**Major Injury** **3** RIDDOR notifiable, major injury or over 7 days absence	15	12	9	6	3
	Moderate **2** Effects contained mainly on site, likely to be short lived	**Minor Injury** **2** Any lost time injury with up to 3 days absence	10	8	6	4	1
	Minor **1** Small to negligible effects	**V. Minor Injury** **1** Any injury without any significant lost time	5	4	3	2	1

RISK MATRIX

LIKELIHOOD (L)=	LIKELY	5	SEVERITY (S) =	**MULTIPLE FATAL**	5	DEGREE OF RISK (DR) = (LIKELIHOOD X SEVERITY)	**RESIDUAL RISK RATING** **(THE LEVEL OF RISK AFTER CONTROL MEASURES HAVE BEEN INTRODUCED)**
	PROBABLE	4		**FATAL**	4		
	POSSIBLE	3		**MAJOR INJURY OR DISEASE**	3		**1-8 = LOW RISK**
	REMOTE	2		**MINOR INJURY OR DISEASE**	2		**9-15 = MEDIUM RISK**
	IMPROBABLE	1		**VERY MINOR INJURY OR DISEASE**	1		**16 – 25 = HIGH RISK**

Risk Assessment Title:	Coffee Mornings	Reference:	CCC4
Original Author:	Nick Barton	Date of Assessment:	01/06/2026
Checked By:	Caroline Smith	Next Review Date:	01/06/2027

Hazard	Risk	Persons at Risk	Risk Level			Control Measures	Residual Risk		
			L	S	DR		L	S	DR
Slips and Trips; · Elderly people being unsteady · Worn or unfixed carpet edges, rugs or doormats · Trailing wires, cables or leads · Poor lighting · Variations in the level of floors (for example, ramps, steps) · Cleaning activity making floors slippery (wet mopping, use of polishes, etc.), · Spillages of food or drink (particularly in kitchen areas), · Walk-in contaminant from adverse weather (for example, mud, rainwater, etc.) · Ice on front steps and on footpaths and car park	**Impalement/cuts;** Catastrophic bleed, Graze, Minor Bleeds **Musculo-skeletal;** Paralysis **Head Injury;** Concussion Skull fracture Hematoma	**Staff, Volunteers, Congregation, Visitors**	4	4	16	• Volunteers to monitor visitors movements as far as reasonably practicable. • Assist Elderly if needed with access to toilet along right hand side of church. • Ensure carpets are in good condition and properly secured once a week or more if increased usage of facility. • Ensure lighting levels are adequate and suitable. • Display a 'wet floor' warning sign during cleaning operations and keep it in place until the floor is dry. • Clean up food spillages in the kitchen immediately. • During cold weather ensure footpaths, car park and steps are gritted	2	2	4

RISK MATRIX

LIKELIHOOD (L)=	LIKELY	5	SEVERITY (S) =	MULTIPLE FATAL	5	DEGREE OF RISK (DR) = (LIKELIHOOD X SEVERITY)	RESIDUAL RISK RATING (THE LEVEL OF RISK AFTER CONTROL MEASURES HAVE BEEN INTRODUCED)
	PROBABLE	4		FATAL	4		1-8 = LOW RISK
	POSSIBLE	3		MAJOR INJURY OR DISEASE	3		9-15 = MEDIUM RISK
	REMOTE	2		MINOR INJURY OR DISEASE	2		16 – 25 = HIGH RISK
	IMPROBABLE	1		VERY MINOR INJURY OR DISEASE	1		

Risk Assessment Title:	Coffee Mornings	Reference:	CCC4
Original Author:	Nick Barton	Date of Assessment:	01/06/2026
Checked By:	Caroline Smith	Next Review Date:	01/06/2027

Hazard	Risk	Persons at Risk	Risk Level			Control Measures	Residual Risk		
			L	S	DR		L	S	DR
Hygiene; · Fridge's lack of appropriate temperature which will cause bacteria on food. · Not washing hands after going to the toilet. · Cross-contamination is the spread of bacteria from one object to another, for example when raw food touches or drips onto cooked foods, utensils or surfaces. · Handling and storage of food poorly	**Spread of Infectious Diseases**: The spread of infectious diseases **Pest Infestations:** Poor cleanliness can attract pests such as rodents and flies. **Allergies and Respiratory Issues:** Dust, mold, and poor air quality due to inadequate cleaning can trigger allergies and respiratory issues. **Reputational;** Poor hygiene can create an unwelcoming atmosphere, negatively affecting the church's image.	**Staff, Volunteers, Congregation, Visitors**	**4**	**3**	**12**	• The cleaner should check the temperature of all fridges weekly and remove products that need to be consumed within a specific number of days after opening. • Display hand wash signs to remind staff and visitors of proper hand hygiene. • Clean and disinfect toys every term, or more frequently if necessary. • Prevent cross-contamination by keeping raw and cooked foods separate at all times. Use designated utensils, cutting boards, and storage containers for raw and cooked foods. Clean and sanitize all surfaces, utensils, and equipment thoroughly after contact with raw foods to prevent the spread of bacteria. Store raw food below cooked food in the refrigerator to prevent dripping. • Follow guidelines outlined by the Food Hygiene Standards Agency. • Dishwasher to regularly sterilize all crockery and cutlery	**1**	**3**	**3**

RISK MATRIX

LIKELIHOOD (L)=	LIKELY	5	SEVERITY (S) =	**MULTIPLE FATAL**	5	DEGREE OF RISK (DR) = (LIKELIHOOD X SEVERITY)	**RESIDUAL RISK RATING (THE LEVEL OF RISK AFTER CONTROL MEASURES HAVE BEEN INTRODUCED)**
	PROBABLE	4		**FATAL**	4		**1-8 = LOW RISK**
	POSSIBLE	3		**MAJOR INJURY OR DISEASE**	3		**9-15 = MEDIUM RISK**
	REMOTE	2		**MINOR INJURY OR DISEASE**	2		**16 – 25 = HIGH RISK**
	IMPROBABLE	1		**VERY MINOR INJURY OR DISEASE**	1		

Risk Assessment Title:	Coffee Mornings	Reference:	CCC4
Original Author:	Nick Barton	Date of Assessment:	01/06/2026
Checked By:	Caroline Smith	Next Review Date:	01/06/2027

Hazard	Risk	Persons at Risk	Risk Level			Control Measures	Residual Risk		
			L	S	DR		L	S	DR
Hot Water; Burns, scalding, from hot taps kettle, water heaters. Spills of hot drinks in Fish Tank and main church	**Burns and Scalds:** One of the most common dangers is burns or scalds from hot water. Even water at 120° F (49° C) can cause a serious burn in a matter of minutes, and at higher temperatures, burns can occur almost instantly.	**Staff, Volunteers, Congregation, Visitors especially toddlers and babies**	4	4	16	**For Hot Taps:** • **Check Water Temperature:** Test the water temperature when heating system is inspected. • **Label Hot Water:** Use clear stickers to warn of potential risks. **For Kettles:** • **Use Kettles with Automatic Shut-Off: K**ettles must have automatic shut-off feature when the water reaches boiling point. • **Keep Out of Reach:** Place kettles out of reach of children or the vulnerable to prevent accidental tipping. • **Be Careful with Steam:** Avoid placing your face or hands over the spout while pouring to prevent steam burns. **For Water Heaters:** • **Regular Maintenance:** Ensure water heater is regularly serviced and maintained to check that it operates safely and efficiently. • **Label Hot Water:** Use clear stickers to warn of potential risks. **Hot Drinks:** • Hot drinks to be kept on tables (not carried around) • Care to be exercised transporting drinks from Fishtank bar. • Parents and volunteers to monitor. • Provision of lidded cups for all adults using the main church during Mainly Music & Fishtank.	1	3	3

RISK MATRIX

LIKELIHOOD (L)=	LIKELY	5	SEVERITY (S) =	MULTIPLE FATAL	5	DEGREE OF RISK (DR) = (LIKELIHOOD X SEVERITY)	RESIDUAL RISK RATING (THE LEVEL OF RISK AFTER CONTROL MEASURES HAVE BEEN INTRODUCED)
	PROBABLE	4		FATAL	4		1-8 = LOW RISK
	POSSIBLE	3		MAJOR INJURY OR DISEASE	3		9-15 = MEDIUM RISK
	REMOTE	2		MINOR INJURY OR DISEASE	2		16 – 25 = HIGH RISK
	IMPROBABLE	1		VERY MINOR INJURY OR DISEASE	1		

Risk Assessment Title:	Coffee Mornings	**Reference:**	CCC4
Original Author:	Nick Barton	**Date of Assessment:**	01/06/2026
Checked By:	Caroline Smith	**Next Review Date:**	01/06/2027

Hazard	Risk	Persons at Risk	Risk Level			Control Measures	Residual Risk		
			L	S	DR		L	S	DR
Heaters and boilers; Burns and fire hazard.	**Fire Risk:** Overheating or malfunctioning heaters can cause fires if they come into contact with flammable materials or are not properly maintained. **Burns:** Direct contact with hot surfaces or heated air can cause burns	**Staff, Volunteers, Congregation, Visitors especially toddlers and babies**	**4**	**4**	**16**	**Fire Risk:** • **Regular Maintenance:** Schedule regular inspections and servicing of heaters to ensure they are functioning correctly and safely. • **Safe Placement:** Low Surface Temperature Radiators fitted. Keep heaters away from flammable materials such as paper, fabrics, and chemicals. Follow manufacturer guidelines for safe placement. • **Install Smoke Detectors:** Ensure smoke detectors are installed and functioning in areas where heaters are used, check once a month. **Burns:** • Low Surface Temperature Radiators fitted **Carbon Monoxide Poisoning:** • **Proper Ventilation:** Ensure gas boilers are properly vented to the outside to prevent the buildup of carbon monoxide. • **Carbon Monoxide Detectors:** Place carbon monoxide detectors in areas where gas heaters are used and test them regularly. • **Regular Checks:** Have gas heaters inspected annually by gas safe engineer to ensure they are properly vented and functioning. **Electric Shock:** **Check Electrical Components:** Regularly PAT inspect electrical heaters annually.	**1**	**3**	**3**

RISK MATRIX

LIKELIHOOD (L)=	LIKELY	5	SEVERITY (S) =	**MULTIPLE FATAL**	5	DEGREE OF RISK (DR) = (LIKELIHOOD X SEVERITY)	**RESIDUAL RISK RATING (THE LEVEL OF RISK AFTER CONTROL MEASURES HAVE BEEN INTRODUCED)**
	PROBABLE	4		**FATAL**	4		**1-8 = LOW RISK**
	POSSIBLE	3		**MAJOR INJURY OR DISEASE**	3		**9-15 = MEDIUM RISK**
	REMOTE	2		**MINOR INJURY OR DISEASE**	2		**16 – 25 = HIGH RISK**
	IMPROBABLE	1		**VERY MINOR INJURY OR DISEASE**	1		

Risk Assessment Title:	Coffee Mornings	Reference:	CCC4
Original Author:	Nick Barton	Date of Assessment:	01/06/2026
Checked By:	Caroline Smith	Next Review Date:	01/06/2027

Hazard	Risk	Persons at Risk	Risk Level			Control Measures	Residual Risk		
			L	S	DR		L	S	DR
Erecting advertisement board onto pavement	**Finger Traps/ Impalement/cuts;** Catastrophic bleed, Graze, Minor Bleeds, Fractures **Strains, sprains**	**Staff, Volunteers, Congregation, Visitors**	**4**	**3**	**12**	• Only those capable of lifting this to do so (no one with issues of physical capacity). • Warning to be given to all carrying board about the mechanism. • 'See Manual Handling' control measures.	**1**	**3**	**3**

Hazard	Risk	Persons at Risk	Risk Level			Control Measures	Residual Risk		
			L	S	DR		L	S	DR
Fire · **Church office – fire hazard from stored paper** · **Hindrance to escape in the event of a fire**	**Burns, Death, Disability, Reputational.**	**Staff, Volunteers, Congregation, Visitors**	**4**	**4**	**16**	• See separate fire risk assessment (completed annually)	**1**	**3**	**3**

Hazard	Risk	Persons at Risk	Risk Level	Control Measures	Residual Risk

RISK MATRIX

LIKELIHOOD (L)=	LIKELY	5	SEVERITY (S) =	MULTIPLE FATAL	5	DEGREE OF RISK (DR) = (LIKELIHOOD X SEVERITY)	RESIDUAL RISK RATING (THE LEVEL OF RISK AFTER CONTROL MEASURES HAVE BEEN INTRODUCED)
	PROBABLE	4		FATAL	4		1-8 = LOW RISK
	POSSIBLE	3		MAJOR INJURY OR DISEASE	3		9-15 = MEDIUM RISK
	REMOTE	2		MINOR INJURY OR DISEASE	2		16 – 25 = HIGH RISK
	IMPROBABLE	1		VERY MINOR INJURY OR DISEASE	1		

Risk Assessment Title:	Coffee Mornings	Reference:	CCC4
Original Author:	Nick Barton	Date of Assessment:	01/06/2026
Checked By:	Caroline Smith	Next Review Date:	01/06/2027

			L	S	DR		L	S	DR
Fingers caught in heavy front doors	**Finger Traps** Graze, Minor Bleeds, Fractures	**Staff, Volunteers, Congregation, Visitors**	**4**	**4**	**12**	• Volunteer to supervise entry and exit at key times • Keep outer doors open with hooks at key times • Parents/carers to be responsible for children's safety **Ensure everyone who uses the building is aware of where the keys are kept**	**1**	**3**	**3**

Hazard	Risk	Persons at Risk	Risk Level			Control Measures	Residual Risk		
			L	S	DR		L	S	DR
Children escaping out of the church	**Death, Disability, Reputational.**	**Staff, Volunteers, Congregation, Visitors**	**4**	**4**	**16**	• Volunteer to supervise entry and exit at key times • Back doors to be kept closed. • Parents/carers to be aware of their responsibility • Retractable safety gates at front and rear exits have been installed so risk is significantly reduced.	**1**	**3**	**3**

RISK MATRIX							
LIKELIHOOD (L)=	LIKELY	5	SEVERITY (S) =	MULTIPLE FATAL	5	DEGREE OF RISK (DR) = (LIKELIHOOD X SEVERITY)	RESIDUAL RISK RATING (THE LEVEL OF RISK AFTER CONTROL MEASURES HAVE BEEN INTRODUCED)
	PROBABLE	4		FATAL	4		
	POSSIBLE	3		MAJOR INJURY OR DISEASE	3		1-8 = LOW RISK
	REMOTE	2		MINOR INJURY OR DISEASE	2		9-15 = MEDIUM RISK
	IMPROBABLE	1		VERY MINOR INJURY OR DISEASE	1		16 – 25 = HIGH RISK

Risk Assessment Title:	Coffee Mornings	**Reference:**	CCC4
Original Author:	Nick Barton	**Date of Assessment:**	01/06/2026
Checked By:	Caroline Smith	**Next Review Date:**	01/06/2027

Hazard	Risk	Persons at Risk	Risk Level			Control Measures	Residual Risk		
			L	S	DR		L	S	DR
Stacked chairs Falling over onto people, catching fire to heaters, trip hazard.	**Impalement/cuts;** Catastrophic bleed, Graze, Minor Bleeds **Musculo-skeletal;** Paralysis, slip disc. **Strains, sprains, Head Injury;** Concussion Skull fracture Hematoma	**Staff, Volunteers, Congregation, Visitors**	**4**	**4**	**16**	• Keep chairs away from heaters • Stack chairs on racking only, lightweight chairs reduce risk	**1**	**3**	**3**

RISK MATRIX							
LIKELIHOOD (L)=	LIKELY	5	SEVERITY (S) =	**MULTIPLE FATAL**	5	DEGREE OF RISK (DR) = (LIKELIHOOD X SEVERITY)	**RESIDUAL RISK RATING** **(THE LEVEL OF RISK AFTER CONTROL MEASURES HAVE BEEN INTRODUCED)**
	PROBABLE	4		**FATAL**	4		
	POSSIBLE	3		**MAJOR INJURY OR DISEASE**	3		**1-8 = LOW RISK**
	REMOTE	2		**MINOR INJURY OR DISEASE**	2		**9-15 = MEDIUM RISK**
	IMPROBABLE	1		**VERY MINOR INJURY OR DISEASE**	1		**16 – 25 = HIGH RISK**

Risk Assessment Title:	Coffee Mornings	Reference:	CCC4
Original Author:	Nick Barton	Date of Assessment:	01/06/2026
Checked By:	Caroline Smith	Next Review Date:	01/06/2027

Hazard	Risk	Persons at Risk	Risk Level			Control Measures	Residual Risk		
			L	S	DR		L	S	DR
Choking Injury Asphyxiation from swallowing items	**Death**	**Staff, Volunteers, Congregation, Visitors**	**4**	**4**	**16**	• Causeway – Vulnerable people are accompanied by their carers, who support them with food choices and eating as necessary • Parents/carers to be aware of children's safety	**1**	**3**	**3**

RISK MATRIX							
LIKELIHOOD (L)=	LIKELY	5	SEVERITY (S) =	**MULTIPLE FATAL**	5	DEGREE OF RISK (DR) = (LIKELIHOOD X SEVERITY)	**RESIDUAL RISK RATING** **(THE LEVEL OF RISK AFTER CONTROL MEASURES HAVE BEEN INTRODUCED)**
	PROBABLE	4		**FATAL**	4		
	POSSIBLE	3		**MAJOR INJURY OR DISEASE**	3		**1-8 = LOW RISK**
	REMOTE	2		**MINOR INJURY OR DISEASE**	2		**9-15 = MEDIUM RISK**
	IMPROBABLE	1		**VERY MINOR INJURY OR DISEASE**	1		**16 – 25 = HIGH RISK**

Risk Assessment Title:	Coffee Mornings	Reference:	CCC4
Original Author:	Nick Barton	Date of Assessment:	01/06/2026
Checked By:	Caroline Smith	Next Review Date:	01/06/2027

Hazard	Risk	Persons at Risk	Risk Level			Control Measures	Residual Risk		
			L	S	DR		L	S	DR
Electricity; Shock, electrocution, burns and fire hazard.	**Shock from Faulty or Damaged Wiring:** Faulty or damaged wiring poses a risk of electric shock or burn. **Faulty or Damaged Portable Equipment:** Using faulty or damaged portable electrical equipment can lead to risk of electric shock or burn. **Faulty Extension Cables or Adapters:** Damaged extension cables or adapters can cause lead to risk of electric shock or burn. **Overloaded Circuits:** Overloading circuits by plugging inadequate maintain or misuse can lead to electrical fires or equipment failure.	**Staff, Volunteers, Congregation, Visitors**	4	4	16	• **Inspection Schedule:** Ensure fixed wiring is inspected and PAT tested every five years by a certified electrician and appliance every year and document. • **Immediate Action:** Promptly address any identified faults or damage to prevent the risk of electric shock or burns. • **Volunteers, Congregation, Visitors, equipment:** Users must visually inspect their own portable equipment before each use to ensure it is in good working condition. • **Faulty Extension Cables or Adapters:** **Regular Inspections:** Perform regular visual checks of extension cables and adapters for signs of damage. Replace any damaged cables or adapters immediately to prevent electric shock or burns. • **Overloaded Circuits:** Avoid overloading circuits by adhering to recommended usage limits and ensuring proper maintenance. **Monitoring:** Regularly assess circuit loads and implement measures to prevent overloading and reduce the risk of electrical fires or equipment failure. • **Stage Equipment, Isolating Switch:** Ensure the stage is equipped with an isolating switch to allow for safe disconnection of power when necessary. **Visual Checks:** Conduct regular visual inspections of stage and sound desk cabling to identify and address any potential issues promptly. • Ensure that no flammable materials are in proximity to electrical equipment. If the appearance of the equipment is a concern, fire-retardant materials can be used, provided they do not obstruct the equipment's cooling mechanisms.	1	3	3

RISK MATRIX

LIKELIHOOD (L)=	LIKELY	5	SEVERITY (S) =	MULTIPLE FATAL	5	DEGREE OF RISK (DR) = (LIKELIHOOD X SEVERITY)	RESIDUAL RISK RATING (THE LEVEL OF RISK AFTER CONTROL MEASURES HAVE BEEN INTRODUCED)
	PROBABLE	4		FATAL	4		1-8 = LOW RISK
	POSSIBLE	3		MAJOR INJURY OR DISEASE	3		9-15 = MEDIUM RISK
	REMOTE	2		MINOR INJURY OR DISEASE	2		16 – 25 = HIGH RISK
	IMPROBABLE	1		VERY MINOR INJURY OR DISEASE	1		

Risk Assessment Title:	Coffee Mornings	Reference:	CCC4
Original Author:	Nick Barton	Date of Assessment:	01/06/2026
Checked By:	Caroline Smith	Next Review Date:	01/06/2027

Hazard	Risk	Persons at Risk	Risk Level			Control Measures	Residual Risk		
			L	S	DR		L	S	DR
Cleaning products; Cleaning products not locked away and coming into contact with children or vulnerable people. .	**Respiratory Issues:** Products potentially exacerbating asthma and allergies **Skin Irritation and Burns:** Direct contact may lead to dermatitis or exacerbate existing skin conditions. **Eye Irritation:** Sprays and aerosols can cause eye irritation or damage if they come into direct contact with the eyes. **Poisoning and Toxic Exposure:** Accidental ingestion of cleaning products, especially by children, can lead to poisoning, which may cause nausea, vomiting, or even more severe health issues. **Inhalation of toxic fumes:** Headaches, dizziness	**Staff, Volunteers, Congregation, Visitors**	4	4	16	• **Eco-Friendly Products:** Where possible use non-toxic, biodegradable cleaning products free from harsh chemicals like bleach and ammonia to minimize health risks. • **Proper Storage:** Store cleaning products securely in a labeled, well-ventilated, and locked area out of reach of children and unauthorised personnel. • **Labeling and COSHH:** Keep products in original containers with intact labels and provide COSHH Data Sheets for all products. Ensure accessibility to staff and volunteers. • **PPE:** Provide and ensure the correct use of PPE, such as gloves, masks, and eye protection, for anyone handling cleaning products. • **Ventilation:** Clean in well-ventilated areas by opening windows or using fans to reduce fumes, especially when using stronger chemicals. • **Emergency Preparedness:** Ensure first aid kits are available, and staff are trained in emergency response for exposure to cleaning products.	1	3	3

RISK MATRIX							
LIKELIHOOD (L)=	LIKELY	5	SEVERITY (S) =	MULTIPLE FATAL	5	DEGREE OF RISK (DR) = (LIKELIHOOD X SEVERITY)	RESIDUAL RISK RATING (THE LEVEL OF RISK AFTER CONTROL MEASURES HAVE BEEN INTRODUCED)
	PROBABLE	4		FATAL	4		1-8 = LOW RISK
	POSSIBLE	3		MAJOR INJURY OR DISEASE	3		9-15 = MEDIUM RISK
	REMOTE	2		MINOR INJURY OR DISEASE	2		16 – 25 = HIGH RISK
	IMPROBABLE	1		VERY MINOR INJURY OR DISEASE	1		

Risk Assessment Title:	Coffee Mornings	Reference:	CCC4
Original Author:	Nick Barton	Date of Assessment:	01/06/2026
Checked By:	Caroline Smith	Next Review Date:	01/06/2027

Hazard	Risk	Persons at Risk	Risk Level			Control Measures	Residual Risk		
			L	S	DR		L	S	DR
Manual Handling Lifting or carrying · Bulky or unwieldy tables and chairs · Office equipment · General rubbish that may include breakages (for example, glass) · Heavy items stored on shelves and cabinets	**Impalement/cuts;** Catastrophic bleed, Graze, Minor Bleeds **Musculo-skeletal;** Paralysis, slip disc. **Strains, sprains, Head Injury;** Concussion Skull fracture Hematoma	**Staff, Volunteers, Congregation, Visitors**	4	4	16	**Consider;** **T – Task**. Consider the manual handling activity itself, i.e. the lifting, lowering, carrying, pushing or pulling, and looking at how it may affect your health and safety. For example, does the task involve repetitive movements, strenuous movements, long distances, or uneven weight distribution? **I – Individual.** The person who will be carrying out the manual handling activity, i.e. you or another colleague. For example, how strong, fit or able is the person? Are they capable of manual handling alone? Do they need assistance? **L – Load.** Consider the object or person that is being moved, and looking at how this may affect health and safety. For example, is the load particularly heavy, bulky, hard to grasp or unstable? **E – Environment.** Consider the area in which the load is being moved, and looking at how this could make the manual handling task unsafe. For example, are there any space constraints? Is the floor slippery or uneven? Is there sufficient lighting? Are there any trip hazards? **Volunteers and staff to watch;** ***T.I.L.E. Manual Handling Risk Assessment (youtube.com)*** **Store heavy items lower down and consider whether we really need them.**	1	3	3

RISK MATRIX

LIKELIHOOD (L)=	LIKELY	5	SEVERITY (S) =	MULTIPLE FATAL	5	DEGREE OF RISK (DR) = (LIKELIHOOD X SEVERITY)	RESIDUAL RISK RATING (THE LEVEL OF RISK AFTER CONTROL MEASURES HAVE BEEN INTRODUCED)
	PROBABLE	4		FATAL	4		1-8 = LOW RISK
	POSSIBLE	3		MAJOR INJURY OR DISEASE	3		9-15 = MEDIUM RISK
	REMOTE	2		MINOR INJURY OR DISEASE	2		16 – 25 = HIGH RISK
	IMPROBABLE	1		VERY MINOR INJURY OR DISEASE	1		

Risk Assessment Title:	Coffee Mornings	**Reference:**	CCC4
Original Author:	Nick Barton	**Date of Assessment:**	01/06/2026
Checked By:	Caroline Smith	**Next Review Date:**	01/06/2027

Hazard	Risk	Persons at Risk	Risk Level			Control Measures	Residual Risk		
			L	S	DR		L	S	DR
Car Park Moving vehicles Pedestrian access Lighting Front steps Unsupervised children Use by general public Ice	**Impalement/cuts;** Catastrophic bleed, Graze, Minor Bleeds **Strains, sprains,** **Head Injury;** Concussion Skull fracture Hematoma	**Staff, Volunteers, Congregation, Visitors**	**4**	**4**	**16**	**Separate Access**: Ensure **pedestrian access** to the courtyard is clearly separated from **vehicle access** to enhance safety. **Use of Raised Planters**: Install **raised planters** to create a physical barrier between vehicles and pedestrians wherever possible. **Clear Markings**: Maintain **clearly marked footpaths** and designated parking spaces to guide both pedestrians and drivers. **Driver Awareness**: Display signs to **remind drivers** to exercise caution around children, especially when reversing. **Winter Safety**: Provide **gritting salt** for use on steps and footpaths to mitigate hazards from ice and snow. Extreme weather - staff or leaders to carry out site specific risk assessment assessing control measures in relation to slips and trips due to weather. **Reverse parking:** Encourage reverse parking with clear signage. **Monitoring:** Car park to be monitored by CCC person at main entry and exit times.	**1**	**3**	**3**

RISK MATRIX

LIKELIHOOD (L)=	LIKELY	5	SEVERITY (S) =	**MULTIPLE FATAL**	5	DEGREE OF RISK (DR) = (LIKELIHOOD X SEVERITY)	**RESIDUAL RISK RATING** **(THE LEVEL OF RISK AFTER CONTROL MEASURES HAVE BEEN INTRODUCED)**
	PROBABLE	4		**FATAL**	4		**1-8 = LOW RISK**
	POSSIBLE	3		**MAJOR INJURY OR DISEASE**	3		**9-15 = MEDIUM RISK**
	REMOTE	2		**MINOR INJURY OR DISEASE**	2		**16 – 25 = HIGH RISK**
	IMPROBABLE	1		**VERY MINOR INJURY OR DISEASE**	1		

Risk Assessment Title:	Coffee Mornings	Reference:	CCC4
Original Author:	Nick Barton	Date of Assessment:	01/06/2026
Checked By:	Caroline Smith	Next Review Date:	01/06/2027

Acknowledgement

I acknowledge this risk assessment presented to me in this document. I am aware of the risks associated with these activity's. I am aware of the consequences of my actions if I fail to follow the procedures set in place.

Name	Signature	Role	Date

RISK MATRIX							
LIKELIHOOD (L)=	LIKELY	5	SEVERITY (S) =	MULTIPLE FATAL	5	DEGREE OF RISK (DR) = (LIKELIHOOD X SEVERITY)	RESIDUAL RISK RATING (THE LEVEL OF RISK AFTER CONTROL MEASURES HAVE BEEN INTRODUCED)
	PROBABLE	4		FATAL	4		
	POSSIBLE	3		MAJOR INJURY OR DISEASE	3		1-8 = LOW RISK
	REMOTE	2		MINOR INJURY OR DISEASE	2		9-15 = MEDIUM RISK
	IMPROBABLE	1		VERY MINOR INJURY OR DISEASE	1		16 – 25 = HIGH RISK