

Risk Assessment Record

Location:	Church	Activity:	Serving coffee at back of church	Assessors:	Margaret Fish/ Jenny Jones/ Rob King/ David Robertson	Date:	27/09/2015
Hazards	Existing Controls	a Severity (1-5)	b likelihood (1-5)	a x b	Additional controls required		
Injury caused by carrying heavy percolator filled with water	Advise helpers about how to avoid risk of back injury. Place percolator on trolley to move it. Restrict the amount in percolator until in situ.	3	2	6			
Hot percolator - risk of scalding from hot water	Place on separate table away from those being served. Only move when cool. Advise helpers about general safety matters when serving drinks	3	2	6			
Hot kettle for tea- risk of scalding from hot water	Place on separate table away from those being served. Only move when cool. Advise helpers about general safety matters when serving drinks	3	2	6			
Electric cables causing tripping of staff or congregation	Keep on table and not dragging on floor. Any wires in the circulation area to be covered by a wire protector. Set table adjacent to floor sockets to reduce trailing leads	3	1	3			
Hot drinks being served – scalding caused by spillage	Ensure people move away from table once served. An announcement to be made during the service about safety matters – and put in the weekly notices.	2	1	2			
Elderly frail folk holding hot drinks – spillage causing scalding	Provide small tables and chairs for frail elderly and / or encourage them to sit down in a pew. An announcement to be made during the service about safety matters – and put in the weekly notices.	2	3	6			
Risk of young children knocking into someone causing scalding.	An announcement about safety for children to be made during service	2	3	6			

Hazard severity

1. Trivial (e.g. discomfort, scratch, slight bruising)
2. Minor (e.g. small cut, abrasion, basic first aid needed)
3. Moderate (e.g. strain, sprain, incapacity more than 3 days)
4. Serious (e.g. fracture, amputation, hospitalised more than 24 hrs)
5. Fatal

Rating bands (a x b):

- Low risk (1-8): Continue activity but review periodically to ensure controls remain effective
- Medium Risk (9-12): Continue activity, but implement additional reasonably practicable controls where possible and monitor regularly
- High Risk (15-25): STOP THE ACTIVITY. Identify new controls to reduce risks to medium or low

Likelihood of occurrence

1. Remote (almost never)
2. Unlikely (occurs rarely)
3. Possible (could occur, but uncommon)
4. Likely (recurrent but not frequent)
5. Very likely (occurs frequently)

