

9. Example - Risk Assessment Night Shelter Event
5pm Monday 11th February – 10am Monday 18th February 2019

This Assessment deals with circumstances other than those of the regular activities in the church building, so should be considered alongside the Health and Safety and Fire policies of the church.

Hazard	Probability/ seriousness	Action	By Whom
Guests not being aware of the building	Low/medium	On arrival, all guests will be shown around the church and be shown emergency exits and fire precautions, along with general arrangements for their stay and agree to policies and requirements. The presence of equipment and working zones for the current lighting installation works will be advised to guests. Guests are only allowed in the servery when a volunteer is also there or nearby. We will explain the arrangements if they need to smoke, i.e. only outside in the agreed area and NEVER inside the building.	JL
Tripping and falling, especially during the night.	Low/medium	Some lighting will be left on in the North Transept, in the rear of the Nave and in the toilet area. To guard against falls, the altar rails will be positioned along the edge of the dais guarding the path from the sleeping area to the steps and the toilet facilities. This arrangement will not block the access to the emergency exits at the south transept nor vestry steps.	JL Those sleeping in the church
Fire Hazard	Low/serious	No smoking, alcohol or drugs will be allowed in church. Everyone must always ensure that there are no naked flames.	All
Electrical dangers	Low/serious	Loop/sound system box in the sleeping area needs shielding to prevent tampering by guests. Use of servery electrical equipment is by volunteers or supervised by them.	JL or delegates
Personal safety / Hygiene-health	Low/serious	Names, addresses and telephone numbers should not be on display. No money should be left out to remove temptation and misunderstanding. Precious objects should be put safely away. Visitors' health to be guarded by reminding everyone to wash their hands after using the toilet and before meals. There will be a separate toilet for volunteers.	JL/all