

# Activity Risk Assessment Form

# St John's Church Harpenden

<b>Activity:</b>	<b>Assessed / Written By:</b>
<b>Location:</b>	<b>Date:</b>

<b>What are the Hazards ?</b>	<b>Who Might Be Harmed ?</b>	<b>What action is being done to reduce the risk ?</b>	<b>Who is doing the action ?</b>	<b>When will the action be done ?</b>	<b>Done</b>
<i>Example: Boiling water in the kitchen</i>	<i>Children</i>	<i>Kitchen door to be shut and children not allowed in the kitchen</i>	<i>Volunteers on the coffee rota</i>	<i>At coffee time</i>	

# Guidance Notes

## Purpose of the Form

We want activities at St John's church to be safe, enjoyable and spiritually fulfilling. The purpose of the activity risk assessment form is to guide the activity leader through the risk assessment process and be the record of the actions. The actions should then be communicated to all the relevant people.

## How to use the form

There are 4 parts to the risk assessment process:

1. Hazards:
  - a. What are the hazards that could cause harm to people? (*such as steps, kettles, wet floor, heavy weights etc.*)
  - b. List the significant hazards that you have identified.
  - c. How can this hazard affect the people at risk: what is the most likely harm of an accident? (*such as people could slip on the wet floor and break a limb*)
2. People:
  - a. Who might be harmed ? (*such as volunteers, new or expectant mothers, the elderly, children or disabled people etc.*)
  - b. List the people or groups of people
3. Actions
  - a. What actions should be taken to reduce the risk or limit the harm (*such as keep children out of the kitchen, mop up the wet floor etc.*)
  - b. Who will do the actions
  - c. When the actions will be done
4. Communicate
  - a. Tell all the people you want to do the actions
  - b. Tell the people who may be affected if you think this will help
  - c. Display the form in a prominent place and draw people's attention to it