

Risk Assessment for Re:new Church activities held in the Refuse Cafe

Re:new Church is a small church that gathers for worship on Sunday evenings in the Refuse Cafe, a community cafe located on Front St., Chester-le-Street. This RA has been developed for the Sunday Night worship event taking into consideration guidance from the HSE website, guidance from Methodist Insurance for small churches, incidents that have occurred over since the church started meeting in the cafe around four years ago, The cafes own risk assessment and input from the Re:new Leadership Team. Re:new church has no employees with worship organised by volunteers but from time to time we do cover travel expenses for visiting speakers. Much of the Methodist Insurance guidance for small churches is directed at churches who own or have overall responsibility for buildings. In the case of Re:new it is the Refuse cafe who have overall responsibility for the building and are therefore responsible for items related to the premises such as lighting and legionella.

Organisation:	Re:new Church	Assessment carried out by:	Alan Irvin			
Date of Assessment:	10/10/2022	Review Date:	31 st October 2023			
Date of next review	Oct 2023 or following a significant change					
Hazard	Who might be harmed and how?	Existing Controls	Additional action required to further reduce level of risk	Who needs to carry out the action	Target completion date	Date of completion
Slips and trips – general	Attendees moving around the cafe	Entry from the high street is level i.e. no steps. The cafe has a solid floor and is well lit. Attendees know to take care when moving around the cafe.	None	N/A	N/A	N/A
Trailing Cables	Anyone moving around the cafe. Band members. Harm from tripping over cables.	Cable running from the AV equipment to the amplifier covered with a mat where it traverses pedestrian route. Band members are aware of instrument cables.	None	N/A	N/A	N/A
Spills	Anyone moving around cafe might slip on spilled liquids especially drinks served before worship.	Any spills are immediately mopped up.	None	N/A	N/A	N/A
Working at height (Hanging screen)	Individuals hanging projector screen might fall.	Small steps used to hand screen on hooks.	Ensure access to small step ladders	AI to check with Cafe	1/11/2022	30 Oct 22
Hot drinks - burns and scolds	Any attendee could spill a drink on themselves or	Attendees know to take care when self-serving hot drinks and taking hot drinks to seats.	None	N/A	N/A	N/A

	another attendee.					
Electric shock and electrical fire	Band members and AV operator could get a shock from equipment. Faulty equipment could cause a fire.	Band are responsible for visually checking this and ensuring its safety. AV operators retains the AV equipment and is responsible for visually checking cables. Damaged equipment is not be used.	None	N/A	N/A	N/A
General	Attendees could face additional hazards in areas not hired by Re:new such as kitchens and warehouse.	Areas beyond the cafe are off limits to attendees. Attendees are not permitted to access the serving area, the kitchen nor any areas beyond the cafe.	None	N/A	N/A	N/A
Personal injury	Attendees could experience a minor injury that requires first aid treatment.	A first aid box is located under the counter next to hand wash sink as is log book, this is maintained by the cafe.	None	N/A	N/A	N/A
Drugs and alcohol	Attendees	Anyone bringing drugs or alcohol onto premises will be asked to leave. (excludes prescription medicine and over the counter medicines). Anyone under the influence of drugs or alcohol and causing distress will be asked leave. Police will be called if necessary.	None	N/A	N/A	N/A
Disruptive behaviour	Any attendee	Any person who behaves in a disruptive or abusive manner will be asked to leave the premises. If necessary the police will be called to assist.	None	N/A	N/A	N/A
Safeguarding	Children and vulnerable adults	Safeguarding policy in place. Follow MC procedures where applicable. Always have one person on site who has completed and is up to date with MC Advanced SG module.	None	N/A	N/A	N/A
Evacuation	Person trapped during an emergency	There are two emergency exits. One being the main entrance and the second an exit at the rear north side of the warehouse. These are well marked.	None	N/A	N/A	N/A