

Parish of All Saints Church

Risk Assessment

Activity: Any activity taking place in the hall

Location: All Saints Church

Name of leader with responsibility: Rev Beverly Watson

Date of first risk assessment: 19th March 2026

Time/frequency: various

Date to be reviewed: 19th March 2027

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Entire Building and Surrounds For Faults and Repairs please email the Office Administrator (allsaintschurchgfd@gmail.com)						
Slips, trips and falls caused by uneven surface of car park	Slips, trips and falls caused by uneven surface of car park	Car park surface currently in excellent condition and will be maintained to be as even as possible. Users to report any problems with the car park surface to the churchwardens. Flood lighting will come on automatically in the car park when you walk near the front entrance to the hall, to report please email the Office Administrator (allsaintschurchgfd@gmail.com)		Church Wardens Premises Vision Group Chair		
Rainy weather, wet surfaces	Slips, trips and falls caused by wet surfaces	Hall users to clear up spillages immediately and to use correctly labelled mops from the cupboard in the		All users		

Parish of All Saints Church

Risk Assessment

Activity: Any activity taking place in the hall

Location: All Saints Church

Name of leader with responsibility: Rev Beverly Watson

Date of first risk assessment: 19th March 2026

Time/frequency: various

Date to be reviewed: 19th March 2027

		foyer, or paper towels in kitchen, and safely remove debris. Mats at entrances to stay in place to stop rainwater being carried in. Hall users to ensure mats stay flat in place.				
Miscellaneous debris left in the car park	Slips, trips and falls caused by physical damage and corresponding debris	ANY accidents to be reported to the church via the accident reporting book stored in the First Aid cupboard in the kitchen by the cooker		All users		
Vehicle movement	Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it.	For large events, hall users to ensure parking is controlled by Marshalls wearing hi-viz vests Car park well lit, if not report to Office Administrator (allsaintschurchgfd@gmail.com) Hall users are to warn people (especially those with children) to be aware of cars in the car park. Hall users to park within designated lines		Leaders of activity Premises Vision Group Chair Leader of activity		
Unsafe electrical equipment	Electric shocks or burns from faulty equipment or installation	Portable equipment owned by the church will be regularly PAT tested.		Premises Vision		

Parish of All Saints Church

Risk Assessment

Activity: Any activity taking place in the hall

Location: All Saints Church

Name of leader with responsibility: Rev Beverly Watson

Date of first risk assessment: 19th March 2026

Time/frequency: various

Date to be reviewed: 19th March 2027

		Hall users are responsible for any of their own equipment used on site. Hall users to know where the fuse box is and how to switch off supply in an emergency (in the cupboard in the foyer). Hall users must check portable electrical equipment for visual signs of damage before use and are reminded that any unsafe equipment should reported to the Office Administrator (allsaintschurchgfd@gmail.com)		Group Chair Activity leader Activity leader		
Fire	If trapped, risk of fatal injuries from smoke inhalation/burns	Fire extinguishers will be checked according to regulations annually by the church. Hall users must keep the fire exits clear during any event and know how to get out safely from the building. Hall users to then call emergency services from their own mobile phone, or from a nearby house, keep all people clear of the car park entrance so there is access for emergency vehicles and to		Premises Vision Group Chair Activity leader Activity leader		

Parish of All Saints Church

Risk Assessment

Activity: Any activity taking place in the hall

Location: All Saints Church

Name of leader with responsibility: Rev Beverly Watson

Date of first risk assessment: 19th March 2026

Time/frequency: various

Date to be reviewed: 19th March 2027

		check that everyone is out of the building. Hall users to evacuate to the church field. Church Warden or Bookings Secretary to be informed of incident. Phone numbers on the notice board behind glass visible from outside to left of front door.		Activity leader Activity leader		
Main Hall						
Moving chairs Adult chairs	Injury to anyone wheeling chair trolley into or out of the hall	Care to be taken whilst moving the chair trolley and to take care the cover does not fall and cover the wheels.		All users		
	Chairs falling off rack	Hall users to ensure chairs are stacked correctly on the racks.		All users		
	Collisions with rack protrusions	All users to be aware of the sticking out portions.		All users		
	Collisions or wheeling over feet while moving rack	If moving the racks, hall users to use several people to control the racks.		All users		

Parish of All Saints Church

Risk Assessment

Activity: Any activity taking place in the hall

Location: All Saints Church

Name of leader with responsibility: Rev Beverly Watson

Date of first risk assessment: 19th March 2026

Time/frequency: various

Date to be reviewed: 19th March 2027

Children's chairs	Injury from Falling stack of chairs	Stack no more than 8 High. Stack of chairs to face the wall		All users		
Tables	Injury to anyone wheeling table trolley into or out of the Hall	Care to be taken whilst moving the trolley. Ensure that the cover does not fall and and get stuck under the wheels.		All users		
	Risk of tables falling on people while carrying	Two people to carry large tables.		All users		
	Risk of catching fingers while opening or closing	Hall users to make sure people are strong enough to open/close tables.		All users		
Laptop/projector/trolley/extension leads	Tripping on trailing lead.	Hall users are to ensure electrical leads are out of the way of children and covered with cable protector found in cleaning cupboard in foyer.		All users		
	Electrocution	Hall users to visually check laptop/projector and do not use if faulty.		All users		
Windows	Opening or closing windows	Always use small steps found inside cupboard next to left hand toilets if unable to reach		All users		
Hall Foyer						

Parish of All Saints Church

Risk Assessment

Activity: Any activity taking place in the hall

Location: All Saints Church

Name of leader with responsibility: Rev Beverly Watson

Date of first risk assessment: 19th March 2026

Time/frequency: various

Date to be reviewed: 19th March 2027

Notice board	Minor injury from treading on pins	Hall users who use the pinboard must ensure large enough pins are used so notices stay in the board		All users		
Fire extinguishers	Accidental use leading to risk to eyes	Hall users to supervise children properly so they don't play with the fire extinguishers.		All users		
Cupboards	Falling items	Hall user groups to keep items safely stored in cupboards so items cannot fall out		All users		
Cleaning cupboard	Accessible – poison	Ensure doors kept closed and bolted. Cleaning materials stored on High shelves.		All users		
Radiators	Burns	Cover to be kept on at all times and nothing to be poked into the radiator holes. Cover to remain unobstructed for ventilation.		All users All users		
Storage Box	Trapped fingers in lid	All users to be aware		All users		
Hall Toilets						
Rubbish bins	Falling bins/unsuitable rubbish	Hall users to ensure bins have proper lids and rubbish sacks are properly put in the bins.		All users		
Radiators	Burns	Users to keep children/adults clear.		All users		

Parish of All Saints Church

Risk Assessment

Activity: Any activity taking place in the hall

Location: All Saints Church

Name of leader with responsibility: Rev Beverly Watson

Date of first risk assessment: 19th March 2026

Time/frequency: various

Date to be reviewed: 19th March 2027

Hall Kitchen						
Boiler	Fire/gas escape	Church to ensure hall users know where to turn off the gas supply in the event of an emergency – in marked cupboard in the meeting room adjacent to the gents' toilets. Activity leader must evacuate the building. Activity leader to report immediately any smell of gas to the emergency contact on the list and to call 0800 111 999 to report if gas is leaking.		Activity leader Activity leader Activity leader		
Cooker	Burns/electrocution/fire	Hall users must turn off the cooker at the wall after use and do not leave tea towels lying on top of the cooker.		All users		
Microwave	Burns/radiation	Hall users to visually check microwave before use		All users		
Electric heater above door	Burns/falling heater/fire	Hall users to ensure heater is turned off after use and to visually check for damage before use		All users		
Urn/kettles/coffee maker	Risk of electrocution/scalding	Hall users to visually check urns/kettles/coffee maker before use and to report any damage to the Office		All users		

Parish of All Saints Church

Risk Assessment

Activity: Any activity taking place in the hall

Location: All Saints Church

Name of leader with responsibility: Rev Beverly Watson

Date of first risk assessment: 19th March 2026

Time/frequency: various

Date to be reviewed: 19th March 2027

	Damage to wall cupboards	Administrator (allsaintschurchgfd@gmail.com) Hall users to take care near hot urn/kettle/coffee maker. Hall users to make sure urn is not continuously boiling, so as not to damage the cupboards and is positioned away from the cupboards if possible.		All users All users		
Flood	Damage caused by a flood	Hall users to be aware that the water stop cock is situated in the Sunday School/Children's cupboard located in the meeting room adjacent to the left hand toilets. It is behind the bottom shelf just inside the door.		All users		
Fridge	Contamination of food	Hall users are not to leave leftover food or drink in the fridge		All users		
Knives	Cuts	Hall users to be careful using any sharp knives in the kitchen. ANY accidents to be reported to the church via the accident reporting book stored in the First Aid cupboard in the kitchen by the cooker.		All users All users		

Parish of All Saints Church

Risk Assessment

Activity: Any activity taking place in the hall

Location: All Saints Church

Name of leader with responsibility: Rev Beverly Watson

Date of first risk assessment: 19th March 2026

Time/frequency: various

Date to be reviewed: 19th March 2027

Preparing hot food	Burns/scalds when cooking or carrying food	Care to be taken cooking with the oven to avoid too many people in the kitchen.		All users		
		Oven gloves to be used to move hot food.		All users		
		Check floor to ensure it is not wet before carrying hot food into the hall. If possible serve near to the kitchen to avoid carrying the food far.		All users		
		Food to be cooked thoroughly and heated to kill germs.		All users		
	Food poisoning	Food Hygiene standards to be followed at all times, including advertising allergens in food.		All users		
Serving alcohol	People drinking too much	Care to be taken to not serve too much alcohol and servers to be aware of those drinking. If it is being sold a licence must be obtained from Guildford Borough Council.		Activity leader		
	Underage drinking	No alcohol to be sold to under 18s under any circumstances.		Activity leader		

Parish of All Saints Church

Risk Assessment

Activity: Any activity taking place in the hall

Location: All Saints Church

Name of leader with responsibility: Rev Beverly Watson

Date of first risk assessment: 19th March 2026

Time/frequency: various

Date to be reviewed: 19th March 2027

Risks to Fabric						
Security	Theft	Hall users to ensure that all windows and doors are shut and fire exit to be checked that it is shut before leaving the building.		Activity leader		
		Hall users to lock main exit door on leaving.		Activity leader		
		No extra keys to be cut by hall users.		Activity leader		
		No valuables or cash to be left in cupboards used by regular hall users		Activity leader		
Heaters	Damage from items being put down the heater or from people sitting on them	Hall users to ensure children are supervised so they don't put things down the heaters or sit on them at all		All users		
Projector Screen	Damage to screen from being pulled incorrectly	Only adults to pull down or put up projector screen		All users		
Ceiling tiles/lights	Damage from things being thrown and hitting the ceiling.	Hall users are to ensure that there are NO ball games in the hall, apart from table tennis and nothing to be thrown up towards the ceiling.	.	All users		
Laptop/projector/trolley/extension leads	Damage to equipment from falling onto ground Person tripping on trailing lead.	Hall users to ensure electrical leads are out of the way of children and use cable protector		All users		

Parish of All Saints Church

Risk Assessment

Activity: Any activity taking place in the hall

Location: All Saints Church

Name of leader with responsibility: Rev Beverly Watson

Date of first risk assessment: 19th March 2026

Time/frequency: various

Date to be reviewed: 19th March 2027

Failure to protect children and vulnerable adults	Physical/mental/sexual abuse	Church volunteers to ensure safeguarding policy is read and adhered to. At least 2 adults to be present in any room for any activity involving children and/or vulnerable adults. Adult/child ratios to be maintained.		Activity leader		
		All Hall users to ensure they take appropriate safeguarding measures eg Guides to follow Girl Guiding UK safeguarding		Activity leader		
Walls	Damage to paint work from blutac or sellotape	No blutac or sellotape to be used on walls		Activity leader		
Outside sheds						
Injury when putting in or taking equipment from one of the sheds	Damage to person from equipment from falling down.	Contents to be packed with care		All users		
	Injury whilst moving large items	Two people or more to carry large items at all times		All users		
		No children under the age of 18 to be allowed in the sheds.		All users		
The Field						

Parish of All Saints Church

Risk Assessment

Activity: Any activity taking place in the hall

Date of first risk assessment: 19th March 2026

Location: All Saints Church

Time/frequency: various

Name of leader with responsibility: Rev Beverly Watson

Date to be reviewed: 19th March 2027

Becoming injured whilst walking or playing in the field.	Risk of slips, trips, being stung by nettles, falling out of trees.	All users to take care while on the field, the ground is uneven and when wet the grass can be very slippery.		All users		
		All users of the field to be aware that many dog walkers use this field, so look out for excrement		All users		
		The external steps around the hall are steep and care should be taken on them		All users		
		All children should be supervised and never left without an adult in attendance		All users		
		The field is not secure and has many entrances and paths leading to it. Care to be taken at all times.		All users		
Risk of falling bricks and masonry	Risk of falling bricks and masonry from the area behind the Chapel and Library which is damaged by subsidence	No one to access the area by the Remembrance Garden that is cordoned off and marked as No Access		All users		

Risk assessment approved by: Beverly Watson, Incumbent

Date of approval:

Parish of All Saints Church

Risk Assessment

Activity: Any activity taking place in the hall

Location: All Saints Church

Name of leader with responsibility: Rev Beverly Watson

Date of first risk assessment: 19th March 2026

Time/frequency: various

Date to be reviewed: 19th March 2027

Risk assessment approved by: Robin Holdsworth

Church Warden Date of approval: 19.3.26

R. Holdsworth
1/4/26

Beverly Watson *2/4/26*