[INSERT CHURCH NAME]

Risk Assessment for [ACTIVITY/EVENT TITLE]

**{JUN 2025: This template is intended as a ‘best practice’ document and does not constitute legal advice. We have made it clear where churches should tailor this document to their specific needs. Please be aware that if you make changes outside of these areas, it may mean the policy is no longer best practice and FIEC cannot be held responsible for your amendments. When customising this document for your own church’s use, please edit all the text in [square brackets] and delete the brackets. Please also delete the instructions in {curly brackets} once you have followed them – including this paragraph – as they should not form part of the final document.}**

## Activity/Event Information

**Activity/Event organised/overseen by:** [INSERT NAME(S) AND/OR ROLE(S)] {This may be a team leader, ministry lead, or supervisor.}

**People involved:** [INSERT ROLE(S) OR CATEGORY OF PERSON(S) TAKING PART / DOING THE WORK] {e.g. those taking part, visitors, those with mobility impairments, etc. Avoid using named individuals in this section, if possible, unlike previous answer where naming an individual helps ensure accountability.}

**Location:** [INSERT DETAILS FOR WHERE THE ACTIVITY/EVENT WILL TAKE PLACE] {Please give as specific a location as possible, such as the address and room(s) being used. If this is not possible, please describe the type of areas where this would take place.}

**Resources required:** [LIST ANY EQUIPMENT AND/OR CONSUMABLES (INC. SUBSTANCES) YOU NEED FOR THIS ACTIVITY] {If possible, link to equipment manuals, specifications, and safety data sheets. If substances are used (e.g. cleaning products), please include the brand name/manufacturer as this can have an impact on the risk. You should also get the safety data sheet for any hazardous substances.}

**Detailed description of activity/event:** [INSERT DESCRIPTION] {Insert as much detail as you can, including any steps or phases of the activity/event. State elements specifically not included in this risk assessment as a note here (e.g. setting-up, travel to and from the event, etc.). If these are covered by separate risk assessments, please link to these.}

## Hazard Identification and Assessment

{As you identify the hazards, consider if these will cause physical injury, illness, impact wellbeing, or increase the vulnerability to other risks. As you do this, consider all the potential groups / individuals that might be impacted, including more vulnerable groups (especially Young People, New or Expectant Mothers, or those with reduced mobility or sensory impairments,).

As you do this, use the template format: detailed description of hazard, potential consequences and who is likely to be affected. For example:

**Hazard:** Slippery Surfaces in Lobby

**Risk level:** **MODERATE RISK**

*The lobby floor can become slippery when wet. This can cause anyone in the area to fall and sustain physical injuries. This is particularly the case for elderly individuals.*

**Using the Risk Level Matrix (see below)**

Once you have described the hazard in detail including the potential consequences and who is likely to be impacted, you can use this information to determine the impact.

When considering the consequences and the impact they have, consider how long it would take to recover from these. If you feel multiple people could be affected, multiply the time you estimate it would take to recover by the number of people likely affected and use this as the total impact duration.

Though it can be difficult to estimate, you may also wish to consider the time needed to investigate an incident and implement any changes or the time to deal with any associated statutory duties.

The same principle can be applied to hazards leading to damaged equipment or property where you should consider the time to reinstate the damage equipment / property, as well as the cost of doing so (using your organisation’s average daily salary is a useful benchmark).

The matrix below should be kept in the final document to help give context to the assigned ratings.}

|  |  |  |  |
| --- | --- | --- | --- |
| **RISK LEVEL MATRIX** (for reference) | **Likelihood** | | |
| **Consequence/impact duration** | **Unlikely**  Impact does not occur regularly | **Possible**  Impact does not occur regularly, but clearly foreseeable | **Expected**  Impact does/could occur regularly |
| **Low** (may require first aid) | **MINOR RISK** | **MINOR RISK** | **MODERATE RISK** |
| **Medium** (may require hospital treatment) | **MINOR RISK** | **MODERATE RISK** | **MAJOR RISK** |
| **Severe injury or illness** | **MODERATE RISK** | **MAJOR RISK** | **CRITICAL RISK** |
| **Fatality or life-altering injury or illness** | **MAJOR RISK** | **CRITICAL RISK** | **CRITICAL RISK** |

**Hazard:** [INSERT HAZARD NAME]

**Risk level:** **MINOR RISK** / **MODERATE RISK** / **MAJOR RISK** / **CRITICAL RISK** {delete as appropriate}

[INSERT DESCRIPTION OF HAZARD, POTENTIAL CONSEQUENCES AND WHO IS LIKELY TO BE AFFECTED]

**Hazard:** [INSERT HAZARD NAME]

**Risk level:** **MINOR RISK** / **MODERATE RISK** / **MAJOR RISK** / **CRITICAL RISK** {delete as appropriate}

[INSERT DESCRIPTION OF HAZARD, POTENTIAL CONSEQUENCES AND WHO IS LIKELY TO BE AFFECTED]

{Duplicate as required, using the Risk Level Matrix to determine the risk for each identified hazard.}

## Control Measures

{Using the Hierarchy of Control (i.e. eliminate, substitute, isolate, transfer, administer, PPE), list the control measures you have, or will, implement. Remember that identifying hazards and controls is an iterative process and that you should include those doing the activity where possible. The amount of effort to control a given hazard will be dependent on the risk level. The higher the risk, the more effort you should be prepared to make to control this.

Controls can be listed together in a separate section (as in this template). Alternatively, they can be itemised with the hazard they mitigate (i.e. in the previous section), but this will likely lead to duplication as some controls often mitigate multiple hazards.

**Further Control Measures (taken into consideration but not implemented)**

This section is there to help you demonstrate the risk assessment is “suitable and sufficient” a term used by the Health and Safety Executive. This is done in part by documenting the controls you have considered and why you did not implement them (e.g. Cost, effort outweighing reduction in risk). You should also note any hazards that you have eliminated or substituted as a way of this being recorded.

**Emergency Plans and Welfare Facilities / Arrangements**

As you consider the controls needed to carry out the activity/event safely, please also consider what would happen in the event of an emergency and ensure you have plans in place to deal with these, factoring in the needs of anyone who may need assistance in the event of an evacuation.

You should also make sure you have adequate welfare facilities in place. See the HSE’s guide to workplace facilities for specific requirements. Your existing plans may be sufficient, though anything beyond these should be documented as part of the controls.}

### Implemented Control Measures

* [LIST GENERAL CONTROL MEASURES]

### Considered Control Measures (not implemented)

* [LIST CONTROL MEASURES CONSIDERED BUT NOT IMPLEMENTED]

{You may wish to update your risk ratings in light of the control measures in place. If so, carefully consider if you are reducing the consequence, likelihood, or both.}

## Action Plan

{If there are any actions that result from this assessment, these can be captured here. This would include any actions needed for newly identified controls or to ensure existing controls are in place before an activity/event starts. If the task can be assigned to a specific named individual, please name them, otherwise use job/functional titles. Timeframes can be dates specific, relative (e.g. “four days before event”), or a frequency (e.g. “every three weeks”). Please include any monitoring or pre-start checks identified elsewhere in this assessment.

Add rows to the table as required.}

|  |  |  |
| --- | --- | --- |
| **Action / Task** | **Assigned to** | **Timeframe** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Document Information and Review

**Risk Assessment prepared by:** [INSERT NAME & ROLE] {This should be the person responsible for the event, with the role being the one in relation to the event or activity.}

**Date:** [INSERT DATE RISK ASSESSMENT COMPLETED]

**With input from:** [INSERT NAMES & ROLES] {List anyone (including their role where relevant) who has played a significant role in preparing the risk assessment.}

**Risk Assessment reviewed by:** [INSERT NAME & ROLE] {This would usually be the Health & Safety Co-ordinator or the Administrator for the church. They should review the document and ensure it is circulated to all those impacted as well as ensuring a review date has been diarised below.}

**Date:** [INSERT DATE RISK ASSESSMENT REVIEWED]

**Next review due by:** [INSERT DATE] or following an incident/significant change in how this activity is undertaken.