RISK ASSESSMENT
HEART of ENGLAND SINGERS

Location : St Leonard's Church, Marston Green
Date of assessment : 7th January 2026
Reviewed by : D. Abbott. P. Ellender. Louise Alexander (for St Leonards)
Date of next review : January 2027

Approved by committee: 22nd March 2026

What are the hazards ?	Who might be harmed and how ?	What is being done already ?	Do we need to do anything else to manage this risk ?	Action by whom ?	Action by when ?	Done
Slips, trips & falls	All attending Bruising, cuts, fractures and	External pathway alongside church has been levelled Solar Security lighting in place (hall only) Internal step located behind piano Uneven car park surface	No - maintenance is church resonsibility Some external lighting on church building Note: Church do not grit car park or pathways Temporary ramp located at main church entrance Notify all attending Minimal grit available in grit bin			
Fire Fire Alarm	All attending	Fire exit at main entrance Fire exit at rear of church through kitchen Fire Exit sign on notice board Extinguishers are serviced - locations: One by main door One on wall behind piano One in kitchen by church door Assembly area on the car park marked with a green sign Emergency torches at rear of church No fire Alarm fitted	Church has no emergency lighting Notify all attending			
Kitchen - Risk of spilages resulting in Risk of scalding/burns	All attending All attending	 First aid kit located in kitchen	Mop up spills immediately. Display signs if floor surface is wet			
Portable electrical equipment	All attending	All HOES electrical equipment brought in to have been PAT tested or formal visual inspection (FVI) Cables must not be left across walkways or they must be covered	 PAT responsibility of church for non-HOES equipment			
Manual handling	All attending		Caution to be taken with heavy weights			

			Lifting heavy items to be carried out using mechanical aids where necessary by or by more than one person.			
Defribulator		Defribulator located on outside wall to left of parish hall doorway	Notify all attending Training in use to be provided			
Security	All attending	Valuables should not be brought to rehearsals or concerts	Notify all attending No means of securing valuables is provided HOES responsible for church building unlocking/locking in pairs after rehearsals			

A copy of church personnel contact details has been provided

Safeguarding	*Standard safeguarding policy of HOES (as on website)*
Building capacity	*180 persons*
Car Park	*Cars parked at owners risk*
Toilets	*Access to toilets is to left via kitchen*
Light Switches	*To left of main door, behind door.*
Insurance	*Cover through 'Making Music'*
First Aider *Accident Book*	*Aarn Huissoon / Elaine Morris* *All incidents / injuries to be recorded*
H & S person	*Paul Ellender / Dave Abbott*
Distribution of risk assessment :	*Paul Ellender* *Dave Abbott* *Karen Moulton (for members)* *Louise Alexander, St Leonard's Church* *Website*