

St Ursula's Church, Berne Risk Assessment - AGM

Activity Description

Activity:	Annual General Meeting (AGM)
Location:	St Ursula's Church
Dates and Times:	Annually Date to be decided by the church council
Leader:	Chaplain
Participants:	Members of the church's Electoral Roll, Clergy

Assessment / Review Carried Out:

On:	By:	Approved On:
7 March 2022	Tricia Carrick	8 March 2022

Assessment to be reviewed:	March 2025
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Summary

<i>No risks identified where action is needed.</i>

Notes:

1. A review of this assessment will be undertaken every 3 years.

Risks for this Activity

What could cause harm?	Existing precautions in place	Additional precautions required	Responsible
General	n/a		
Location	See general buildings assessment	See general buildings assessment	
Travel	n/a No travel involved		
Food	n/a No food involved		
Activities	n/a The only activities are listening and talking		
Safeguarding Aspects	n/a Everyone taking part is a responsible adult		
Medical	See general medical assessment	See general medical assessment	
Other			
Set up of tables and chairs	None Assume only done by competent people	None	

General Risk Assessments

The general risk assessments for buildings, kitchen, medical etc. can be found in the folder in the Outer Office.

The following contains notes and hints to help you fill in this form. They do not need to be included with the form – so delete the remaining page(s) before sending the form for approval.

Notes - Aspects to Consider

1. *Location - consider the risks of fire, water activities, traffic etc.*
2. *Does the planned activity have an accident risk? If so, what? And what precautions have been taken? Is there a trained first-aider available and known?*
3. *How is the travel organised? Do we have permission forms, where needed?*
4. *Is food on offer? What kind of food? Is allergy information available?*

Safeguarding Aspects to Consider

- a) *Who will be present? Does this include children or other vulnerable people?*
- b) *Are there sufficient adults present?*
 - *in general there should be one adult (with clearance) for each 4 – 5 children, with a minimum of 2 adults*
 - *state if parents are to be responsible for their children*
- c) *Do we have contact details for each participant? And, where needed, a permission form?*

Template updated 2.6.2023 / TC