

[illegible]

	at building community and exploring our faith.		
<b>People who may be affected:</b>	<ul style="list-style-type: none"> <li>• Society members and participants</li> <li>• Members of the public</li> <li>• Staff</li> </ul>		

Identify Hazards	Estimate the risk				Evaluate the risk				Evaluate residual risk
Hazard	How may harm result?	Likelihood	Severity	Rating	Risk control measures	Likelihood	Severity	Rating	<b>Further action required?</b> <i>Only fill out if additional control measures are needed to be implemented or reviewed</i>  Include timescales and who is responsible for implementation
Slips, trips, and falls during events	People setting up equipment People moving around the setup equipment	2	2	4	Making sure members and guests know where they are going by having welcomers to our events When equipment is set make sure cables are tidy and out of the way of any walkways or areas where people may congregate Making sure the room is set in a way that is easy to navigate	1	2	2	
Lifting or moving equipment	People setting up or setting down an event	2	1	2	Ensure people use proper lifting techniques and are comfortable with the weight of the objects they are moving Make sure no one is overworked	1	1	1	
Burns	People preparing tea	2	2	4	Make sure our equipment is not broken or difficult to use	1	2	2	

	and coffee				Use an appropriate amount of water Ensure people accessing hot water containers have a clear path Ensure people fill the hot water containers in an appropriate way				
Allergies and intolerances	People offered snacks People eating food at our weekend away	2	3	6	Make sure snacks are appropriately labelled Require people to fill out a form providing space for allergies and intolerances to be listed before being able to attend our weekend away Ensure everyone providing food is aware of the risks and the required precautions	1	3	3	
Electrical	People setting up events People playing instruments connected to the equipment People using other equipment	1	2	2	Keeping cables and other electrical equipment in a separate area from people who are unaware of the hazard. Informing anyone working in the area of the hazard. Ensuring cables cannot be tampered with. Making sure all electrical equipment is safe and there are no visible wires before use.	1	2	2	
Drugs and Alcohol	People attending our weekend away or events	2	1	1	Our weekend away is a dry site and neither drugs nor alcohol are permitted We don't serve alcohol at our events and we discourage bringing it along	1	1	1	