

# Task/Activity

# Easter Mass



Parish/Location: .....Church		Date Assessed:			Assessed by:		
		Review Date:			Reference Number:		
Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Entrance into Church & movement around Church	Slips trips & falls	All Attending Service	<ul style="list-style-type: none"> <li>Designated Stewards positioned for access through main door, main routes keep clear and maintained.</li> <li>Ramp/ Platform Lift available at .....door for persons with limited mobility.</li> </ul>				If surfaces are wet notices will be necessary. Ensure that all routes are adequate lit
Fire alarm / alarm / another emergency event	Fire	All Attending Service	<ul style="list-style-type: none"> <li>Church Fire Emergency Plan is in place.</li> <li>Before Mass the fire evacuation policy is announced to the congregation</li> <li>All routes to be kept clear and all exit doors are unlocked</li> <li>Alarm will be raised by the Lead steward by.....</li> <li>Designated Stewards will direct congregation and clergy out of building(s) by nearest safe exit to the Assembly point at .....</li> <li>An Evac Chair available if required.</li> <li>Designated Stewards will escort people in wheelchairs out of church following mobile congregation</li> </ul>				Parish Priest will assist in the event of an emergency alarm being given. Emergency services will be called by lead steward. Emergency lighting tested or temporary lights need recharging and replacing Ensure stewards are competent in use of Evac Chair, if available.
Excessive numbers attending service	Numbers exceeding occupancy capacity	All Attending Service	<ul style="list-style-type: none"> <li>Routine occupancy capacity is ..... persons within the church. Numbers could significantly increase, therefore:                             <ul style="list-style-type: none"> <li>The church hall is used as overspill area</li> <li>Covered areas(gazebos)are in place outside of church</li> <li>Additional masses are undertaken (where possible) to spread the load of attendees at each mass</li> </ul> </li> <li>Sufficient Stewards to be in place, strategically throughout the Church (&amp; Hall) during the mass.</li> <li>Approx. 1 steward to every 50 Parishioners available</li> </ul>				All available fire exit doors to be unlocked and cleared of any obstructions. Stewards are aware of which door they lead people out of in the event of emergency and of other venues in use

			<ul style="list-style-type: none"> <li>Stewards/wardens are refreshed in relation to occupancy and numbers</li> <li>All routes to fire exits to be maintained clear throughout the service.</li> </ul>				
Easter Vigil	Fire	All Attending Service	<ul style="list-style-type: none"> <li>A separate Risk Assessment has been completed for this service (see attached).</li> </ul>				
Candle Safety	Fire	All Attending Service	<ul style="list-style-type: none"> <li>Good quality slow burning candles are used, placed in non-combustible holders such as metal, stone or brick.</li> <li>Kept clear of all inflammable materials and vestments.</li> <li>Fire Extinguisher/blanket available close by.</li> <li>No candles are placed at the base of decorations, flowers or statues</li> <li>Candles given to congregation to hold whilst seated must have correct holders and congregation to be careful of others around them, i.e. hats/hair etc.</li> </ul>				
Seasonal Decorations	Fire	All Attending Service	<ul style="list-style-type: none"> <li>Kept clear of all inflammable materials and vestments.</li> <li>Fire Extinguisher available close by.</li> <li><b>No</b> decorations placed at the base of or close to candles</li> </ul>				
Persons falling ill	Persons taken ill during service requiring attention.	All Attending Service	<ul style="list-style-type: none"> <li>Designated steward to act as lead in the event of illness or first aid emergency.</li> <li>Fully stocked first aid kit, water bottles (and Evac Chair) available.</li> <li>AED available with persons trained in its use</li> <li>Steward equipped with mobile phones to call emergency services.</li> </ul>				Lead steward will co-ordinate call to emergency services if necessary Routes for emergency vehicles kept clear at all times.
Musical Arrangements	Electricity	Musicians / choir/ Attendees	<ul style="list-style-type: none"> <li>All electrical equipment inspected (&amp; PAT) tested.</li> <li>In the event of a power failure Evacuation will be as instructed by Lead steward</li> </ul>				

			<ul style="list-style-type: none"> <li>Adequate room will be left for any procession around church</li> </ul>				
Parking Facilities	Road Traffic Accident	All Attending Service	<ul style="list-style-type: none"> <li>Stewards, in appropriate Hi Vis jackets, will be on hand in the limited Church car park.</li> <li>Stewards to be particularly vigilant and maintain routes kept clear for both vehicles and pedestrians.</li> </ul>				Parking open to limited invited guests only.
Weather related issues	Slips trips and falls	All Attending Service	<ul style="list-style-type: none"> <li>Floor inside church kept clear and dry and warning notices of wet floor displayed.</li> </ul>				

## Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury/damage, lost time business interruption, disablement)
5. Very High (fatality/business closure)

Likelihood
1. Improbable/very unlikely
2. Unlikely
3. Even chance/may happen
4. Likely
5. Almost certain/imminent

RISK/PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible (within 1 month) / or cease activity
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

Easter Mass Risk Assessment Form March 2023