

## Chaplaincy Risk Assessment

Office Use Only

Title of Event

Date of assessment

Society Name

Date review due

Description of Task/Process

Assessment carried out by

### Describe the event

This risk assessment applies to use of the Chaplaincy and Islamic Prayer Halls and all Chaplaincy bookings (central space, Buddhist Room and Multi Faith Prayer Rooms).

Primarily events are organised and led by Chaplains or Student Faith societies.

The limits on the space are as follows:

- Chaplaincy central Space 100 people
- Total in Chaplaincy building 120 people, including 100 in Central Space
- Total in Buddhist Room 10 people
- Total in Islamic Prayer Halls 220 people

This risk assessment should be read in conjunction with the Chaplaincy Safe Operating Procedure.

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	<u>Who may be at Risk?</u>	<u>Hazards and how they may cause harm</u>	<u>Current Risk Level</u> (VL,L,M,H,VH)	Where current risk is <b>M, H</b> or <b>VH</b> , what additional <u>Control Measures</u> are required?	Action required by whom & by when?	<u>Final Risk Level</u>
<i>Delete/edit content in parentheses as appropriate, and add additional hazards if required</i>						
<p><b>Transmission of illness.</b></p> <p><b>Covid-19 is still in widespread circulation and infection remains a hazard, although the risk is greatly reduced in vaccinated people.</b></p>	<p>All staff and students in the Chaplaincy</p>	<p>The Chaplaincy encourages ventilation and personal hygiene and those who are unwell in any way will not be involved in the preparation and serving of food.</p> <p>Hand sanitiser is provided in the Chaplaincy and Islamic Prayer Halls.</p> <p>At least 1 window should be open in each of these areas:</p> <ul style="list-style-type: none"> <li>• Chaplaincy – sofa area, in the student library / study area and Central space.</li> <li>• Jewish rooms when in use</li> <li>• Islamic Prayer Halls – Brother’s prayer Hall, Sister’s prayer Hall, Kitchen, Library, Toilets and ablution areas</li> </ul> <p>Organisers of events (including the Islamic Society in Islamic Prayer Halls) will manage the flow of people to ensure that the maximum numbers of attendees do not exceed the numbers stated above.</p>	L	<p>[List additional mitigations if risk is M or higher.]</p>		L
<p><b>Fire hazard from activity</b></p>	<p>All staff and students in the Chaplaincy</p>	<p>Fire procedure, exits and assembly points are publicised in all Chaplaincy facilities except those in other buildings e.g. Multi Faith Prayer Rooms and Buddhist Room where the building’s fire procedures will apply and be followed.</p> <p>Whenever there is a Chaplaincy team member available during a fire / fire practice, they will act as the Fire Warden.</p>	L	<p>[List additional mitigations if risk is M or higher.]</p>		L

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		<p>Organisers of events (Islamic Society in Islamic Prayer Halls) will ensure that they are familiar with the fire procedure, exits and assembly points and will ensure that this information is shared with all users and attendees at events.</p> <p>Organisers of events are familiar with how to contact the Community Safety Team.</p> <p>Where kitchens are used, the extractor fan should be used and turned off after use.</p> <p>Groups cannot use the Chaplaincy kitchens to cater for events which are not booked in the Central Space or taking place in the Jewish rooms or Islamic Prayer Halls.</p> <p>Only electrical items which have been PAT (Portable Appliance Test) tested, can be used in the Chaplaincy spaces. Societies can arrange for this through the Student Union.</p>				
<b>Injury caused by activities and trips, slips and falls</b>	All staff and students in the Chaplaincy	<p>It is not expected that any use of the Chaplaincy spaces will incur injury as activities of a hazardous nature are not allowed.</p> <p>First aid kits are provided in each Chaplaincy kitchen and there are qualified first aiders in the Chaplaincy, Senate House and the buildings that the Buddhist Room and Multi Faith Prayer Rooms are located in. Additionally, the Community Safety Team can be called 24/7 on 02476 522 222 and are all qualified first aiders. All incidents or near misses should be reported in line with the University's guidance <a href="https://warwick.ac.uk/services/healthsafetywellbeing/incidents/">https://warwick.ac.uk/services/healthsafetywellbeing/incidents/</a> and to the Chaplaincy Co-ordinator at the earliest opportunity.</p>	L	[List additional mitigations if risk is M or higher.]		L

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	<u>Who may be at Risk?</u>	<u>Hazards and how they may cause harm</u>	Current Risk Level (VL,L,M,H,VH)	Where current risk is M, H or VH, what additional Control Measures are required?	Action required by whom & by when?	Final Risk Level
		<p>Organisers of the events (including the Islamic Society in Islamic Prayer Halls) will manage the number of people in the kitchen at any one time to reduce the risk of kitchen accidents and ensure that all those who use the Chaplaincy kitchens preparing / serving food for others have taken and passed the 2 moodles as detailed on the following webpage and that the guidance is adhered to <a href="https://warwick.ac.uk/services/chaplaincy/student_info/faith_societies/kitchens/">https://warwick.ac.uk/services/chaplaincy/student_info/faith_societies/kitchens/</a></p> <p>Organisers of the events (including the Islamic Society in Islamic Prayer Halls) will ensure that all fire routes and exits are kept clear.</p> <p>Knives and sharp objects are used with caution and are stored safely after use.</p> <p>Caution is taken by anyone moving around the buildings with hot food and drinks.</p> <p>Users are advised to avoid overcrowding in the kitchens.</p> <p>The ramp in the Chaplaincy is clearly marked to avoid people tripping on this.</p> <p>Caution is taken when using the steps in the Central Space of the Chaplaincy especially when using the cushions. Exits routes will be left between the cushions when used.</p> <p>Bikes and scooters will not be brought into the Chaplaincy or Islamic Prayer Halls.</p>				
<b>Risks of food poisoning</b>		<p>Organisers of the events (including the Islamic Society in Islamic Prayer Halls) will manage the number of people in the kitchen at any one time to reduce the risk of kitchen accidents and ensure that all those who use the Chaplaincy kitchens to prepare / serve food for others have taken and passed the 2 moodles as detailed on the following webpage</p>	L	[List additional mitigations if risk is M or higher.]		L

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		<a href="https://warwick.ac.uk/services/chaplaincy/student_info/faith_societies/kitchens/">https://warwick.ac.uk/services/chaplaincy/student_info/faith_societies/kitchens/</a> All areas covered in the above Moodle on the preparation, storage and serving of food must be followed.				
<b>Use of real flame candles / paraffin, oil lights and any form of naked flame in Chaplaincy spaces</b>		Candles can only be used in the Chaplaincy spaces under the direct supervision of a Chaplain or when specific permission has been sought from and granted by the Chaplains. If permission is granted, it will always be granted with specific risk mitigations.  Battery operated candles may be used in the Chaplaincy.	L	List additional mitigations if risk is M or higher.]		L

**Work should not be carried out until the assessment is completed and all required control measures are in place.**

<b>Overall Final Risk Rating</b> (Highest level in final column above)	
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<b>Additional Comments from Risk Assessor</b> (e.g. funding or practical implications)	
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Approved By	
Date	

Position	
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Please print a copy, sign it and keep it for your records

	Severity				
Likelihood	Superficial	Minor	Serious	Major	Extreme
Unlikely	Very low	Very low	Low	Low	Moderate
Possible	Very low	Low	Low	Moderate	High
Likely	Low	Low	Moderate	High	Very high
Very likely	Low	Moderate	High	Very high	Very high
Extremely likely	Moderate	High	Very high	Very high	Very high

Risk Level	
Very low	Acceptable risk - no action required
Low	Tolerable risk - further control measures not required, but status must be monitored
Moderate	Further control measures required to reduce risk as far as is reasonably practical
High	Urgent action required to allow activity to continue
Very high	Risk intolerable - activity must cease until the risk has been reduced

See '[Matrix for risk evaluation](#)' for further guidance.