



Risk Assessment: All Masses/Services (based on Easter Triduum v1)

Introduction

Whilst many of the elements of Easter Triduum services are the same as at other times of the year, there are some factors that elevate the risk of accidents and incidents. For example, overcrowding, larger than usual numbers of visitors unfamiliar with the church and some services incorporating fire and/ or water into the liturgy.

This risk assessment template is designed to assist those organising Easter services to plan, identify the risks and establish what precautions need to be in place to keep everyone involved safe and sound. The template considers the most common risk factors in general terms. Accordingly, the content is not exhaustive. You should seek competent professional advice if you're not sure about any aspect of the risk assessment by contacting the person in your diocese responsible for health and safety.

Links to additional guidance are provided under each risk factor section. This is in addition to general guidance Planning for Easter in the Liturgy section of SafetyToolbox Online Resource. For events other than services refer to guidance in the Events section of SafetyToolbox Online Resources.

This document is a copy of the 'Children's Liturgy of the Word' Risk Factor only. If you wish to have a copy of the complete Risk Assessment: All Masses/Services, please contact the Health & Safety Representative via the following email shjwesthoughtonnewsletter@outlook.com marking your email for the attention of the Finance & Property Committee.



General Information

Risk Assessment: All Masses/Services (based on Easter Triduum v1)

Church address:	Sacred Heart Church, 8 Lord Street, Westhoughton, Bolton BL5 3SE
Service name: <i>For example., Easter Vigil</i>	All church services including week day & weekend masses, weddings, baptisms and services for other events. Children's Liturgy sessions which take place most Sundays throughout the year in the Parish Hall. Whole School Masses which take place at least once a term
Date/ Time:	All year round
Person coordinating the liturgy (name and role):	Father Christopher Dawson – Parish Priest
Date of assessment:	February 2026
Review date (if this is a repeat service):	Annually by Finance & Property Committee

Roles and Responsibilities

Include duty fire marshals, first aiders etc.

Name	Gender	Responsibilities	DBS Check relevant to role and up to date Y/N/ N/a	Contact details Email/ mobile
Stewards		Fire Wardens, First Aiders, Accident & Repairs Reporting, Ushers, Altar Servers	Y	
Senior Steward		Senior Fire Warden in addition to above	Y	
Musicians		Fire Wardens	Y	
Mr & Mr Nightingale		Fire safety with regards to Easter Fire	N	
Children's Liturgy Leader		Safeguarding, Fire Safety, First Aid, Accident & Repairs reporting	Y	
Helpers for Children's Liturgy		Safeguarding, Fire Safety, First Aid, Accident & Repairs reporting	Y	
School staff		Safeguarding, Fire Safety, First Aid, Accident & Repairs reporting	Y	

Risk Assessment

Risk Factors covered in the complete assessment (order is alphabetical not prioritised):

1. Accidents, incidents and first aid
2. Candles and incense
3. Children's Liturgy of The Word
4. Cleaning & Infection Control
5. Communion Hygiene
6. Fire Safety
7. Manual Handling
8. Security (personal and general)
9. Use of the church by third parties
10. The Venue
11. Whole School Masses & Other Services
12. Work at height
13. Other (to be added by person completing the risk assessment where relevant)

NOTE: The risks and control measures outlined in this template risk assessment are not exhaustive. Contact the person in your diocese responsible for health and safety if you are not sure about any aspect of health and safety or fire safety. Risk scores provided in this risk assessment template are guidelines only. You may need to adjust the scores to reflect the circumstances of your service. Refer to the Risk Score Guidance at the end of this document for help with establishing risk scores.

This document is a copy of the 'Children's Liturgy of the Word' Risk Factor only.

3. Children's Liturgy of The Word

Potential risk of harm	Person(s) at risk	Current Risk Control Measures	Risk			Current Control Measures Adequate? Y/N	Additional Control Measures Identified	Residual Risk		
			Likelihood	Severity	Overall Risk Score			Likelihood	Severity	Overall Risk Score
Inadequate response to minor and serious injuries and potentially serious incidents. Inadequate response to persons becoming unwell during event due to existing health conditions.	Children's Liturgy leaders Young children attending CL Persons with existing health conditions Persons vulnerable to infection Separated family groups	- Liturgy Leader is designated person responsible for responding to the need for first aid. - Liturgy Leader has ready access to landline or mobile telephone for summoning emergency services - First aid & accident reporting procedures are set out in the 'First Aid & Accident Reporting Notice' displayed on the noticeboard and shared with leaders & helpers during training. - There is a set of Biohazard kits in the Sacristy to use for safe containment of bodily fluids and two A-frame signs (in the cleaning cupboard) to be used to warn others of the hazard. - Key personnel trained in identifying and responding to	2	4	8	N	- Parent/carer informed immediately if child becomes unwell unexpectedly or requires first aid. - If necessary, appeals made for assistance from qualified/more experienced members of congregation to assist until emergency services arrive.	1	4	4

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Gospel wording, discussion, reflection, music, colouring, props inappropriate	Cleaners	safeguarding concerns and allegations.	1	3	3	Y				
Fire spread from naked flames.		- Age-appropriate Gospel wording, discussion, reflection, music, props used and colouring equipment provided - All equipment regularly checked for damage - Supervision ratios during activities appropriate - Leaders instructed on safe use of equipment	1	4	4	Y				
Burns from contact with naked flames.		Only flameless candles to be used								
Infection from exposure to bacteria & viruses.		- The hall is cleaned regularly, particularly welfare facilities - Volunteers should inform Parish Priest of any health issues likely to impact their own health and/ or the health of others attending.	2	4	8	N	- Stay at home policy for any parish personnel suffering from a highly infectious illness e.g., flu, gastroenteric illness. - Face coverings acceptable if individual worshipers prefer.	1	2	2

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Exposure to substances hazardous to health e.g., cleaning products. Risk of fire starting. Lack of warning in the event of fire. Obstructed emergency escape routes/exits. Inadequate emergency procedures and/or trained persons to assist in the event of fire		- There is a set of Biohazard kits in the Sacristy to use for safe containment of bodily fluids and two A-frame signs (in the cleaning cupboard) to be used to warn others of the hazard. - No hazardous products stored in hall. - Readily combustible materials e.g., visual timelines, props, seasonal decorations, kept well away from sources of heat e.g., electrical equipment - Fire Safety checks are conducted prior to each session in line with 'Emergency Fire Procedures Briefing Sheet – Children's Liturgy'. - Emergency evacuation procedures in place and all	1	4	4	Y				

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		leaders briefed and reminded annually during training. • Leaders to act as fire marshals for duration of session. • Register taken of those attending and readily available if evacuation is necessary • Parents/carers attending with their child/ren will be responsible for their safe evacuation in conjunction with the liturgy leaders & helpers. They will be reminded regularly. • Register taken at assembly point before children handed into care of parents. • Separated parents/carers made aware of evacuation procedures ie to exit and wait at main assembly point. They will be reminded regularly.					• Register to indicate the number of parents who are attending with their child/ren • CLoTW have separate Assembly Point near to the mural on the wall in order to control the reuniting of children to their parent/carer. • Liturgy leader & helpers will manage the reuniting of separated families and record this on the register.	1	5	5

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Overcrowding Abuse of children Allegations of abuse by children		- Number of children in hall limited to safe maximum number. - Safeguarding Policy in place - Policy displayed in church including contact details for Safeguarding Officer - Safeguarding good practice guidance followed - All leaders & helpers are safely recruited and have had DBS checks if eligible - Leaders & helpers have completed the required national safeguarding training modules - Leaders & helpers are aware of policy and good practice and have read the Parish Safeguarding Handbook and Safeguarding Good Practice guidance for children	2	5	10	N	As a minimum session Leader has previous experience of working with children			

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Toileting arrangements		- Leaders & helpers have seen and understand their role description - All leaders & helpers aware of how to respond to an allegation and/or disclosure made by a child - Children should always be accompanied by an adult when using the toilet. If an unaccompanied child needs the toilet during a session they will be returned to their parent/carer in the main body of the church.						2	3	6
Children leaving without parent		- Minimum of 3 adults at all sessions - Attendance Register completed for each session - Leaders & helpers check each child returns to their parents in church after the session.	2	5	10	N	- CLotW have separate Assembly Point near to the mural on the wall in order to control the reuniting of children to their parent/carer. - Liturgy leader & helpers will manage the reuniting of separated families and record this on the register.	2	3	6

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Harassment Theft Intruders Physical attack		- Register taken at assembly point after emergency evacuation before children returned to care of parents. - Escalation protocols in place in the event of inappropriate behaviour. - Emergency response procedures established in the event of threats to personal safety including from gas leaks, suspicious/unattended items, terror threats and bomb threats.	2	4	8	N	- Leaders briefed on de-escalation techniques and escalation protocols. - Leaders aware of other possible threats to personal safety and know how to carry out visual checks. - Leaders briefed on response to potential threats including terror threat protocols, and lockdown procedures.	1	3	3
Slip, trip and fall hazards		Absence of trailing electrical leads/ cables.	2	3	6	N	Leaders & helpers aware of defect/repairs-reporting procedure to ensure potentially dangerous defects are managed appropriately in a timely manner.			

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Poor Planning & communication		- Leaders & helpers familiar with plans & appropriate procedures & protocols - Changes to familiar plans communicated where necessary/appropriate - Leaders & helpers reminded of plans for occasional/annual themed sessions in a timely manner	2	2	4	Y				
Comments/ Notes This section has been written in conjunction with the Children's Liturgy leader. The protocols in the Parishes 'Essential Guide to the Liturgy of the Word with Children' are reflected here with specific arrangements for Fire Safety including evacuation, First Aid, Accident & Repairs Reporting, and Safeguarding. All Risk Factors are referenced within this section but applied specifically to the Children's Liturgy sessions.										
Resources Use this section to reference guidance you have used to help you prepare your risk assessment. We have provided examples below: Guidance from all risk factors may have been referenced										



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Risk Score Guidance

NOTE: Guidance on risk scores can also be found in the Risk Assessment section of SafetyToolbox Online Resources.

Part of the risk assessment process is evaluating the chances of a risk occurring. This requires consideration of how likely the risk is to and how serious the consequences could be. Risk can be represented numerically, assigning a number to the likelihood and severity which when multiplied together gives an overall risk score. This can then be prioritised Low to High to help identify where to concentrate your resources.

This risk assessment has been scored using a 3 x 5 risk scoring matrix as follows:

Likelihood

- 1 = very unlikely
- 2 = possible/ occasional
- 3 = Almost certain/ probable

Consequences/ Severity

- 1 = negligible
- 2 = marginal (minor first aid / minor damage to property)
- 3 = serious (injuries treatable by trained medical personnel/ serious damage to property (area immediately affected by the incident temporarily unusable)
- 4 = critical (casualty could sustain fatal or life changing injuries/ major damage to property (ongoing use of the building impossible until major repairs undertaken)

		Likelihood		
		Remote (1)	Occasional (2)	Probable (3)
C o n s e q u e n c e	Negligible (1)	1	2	3
	Marginal (2)	2	4	6
	Serious (3)	3	6	9
	Critical (4)	4	8	12
	Catastrophic (5)	5	10	15



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5 = Catastrophic (numerous casualties could sustain fatal or life changing injuries)/ catastrophic damage to property (building beyond economic repair)

Overall risk score

- **High Risk** = Score between 10 and 15

High risk scores should cease immediately until further control measures to mitigate the risk are introduced.

- **Moderate Risk** = Score between 5 and 9

Moderate risk scores should only be tolerated for the short term and then only while further control measures to mitigate the risk are being planned and implemented within a defined time period.

- **Low Risk** = Score between 1 and 4

Low risk scores are largely acceptable as it is likely that you are doing all you reasonably can to prevent harm occurring.

Refer the table above to work out the overall risk score for a given risk.