



Cromer Church - Risk Assessment 26 - Holiday Ministry

Date of Risk Assessment: March 2026

Reviewed: March 2027

IDENTIFY HAZARD	RISK INVOLVED	RISK LEVEL	MINIMISE RISK BY	RISK LEVEL
Trips and Slips	People don't see the stone step on entering and/or leaving the bookstall and trip or slip	High	<p>Red and white tape along the wooden edge of the area to clearly demarcate the change of surface levels.</p> <p>All accidents are to be recorded in the accident book with the first aid box in the toilet/kitchen lobby.</p>	Medium
Change of floor level for wheelchair and mobility aid users	People with mobility aids take risks and unbalance themselves trying to access the area	High	Balustrade has been installed to give firm support when stepping up into bookstall area.	Medium
Dealing with money	Someone could try to seize the till or its contents	High	<p>Training of volunteers in advance of them starting to volunteer, pointing out some simple points to action should an incident of this nature happened.</p> <p>Never have the cash register out when working alone in church</p> <p>Keep the drawer locked when not in use</p> <p>Keep the key in a safe place</p> <p>Counting money and float must always be done with another person (can be with the cornerstone cafe volunteer) and must take place in the children's resource room (old vestry)</p> <p>Cash Till to be put away at the end of the day.</p>	Medium

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Lifting heavy items	Volunteers susceptible to injury when lifting heavy things	Medium	<p>Reduce the weight of objects lifted eg by half emptying heavy boxes before lifting</p> <p>Use the trolley on wheels to move heavy items</p> <p>Ask for help from someone else, either doing the lifting between two people, or asking a younger more able person to do the lifting instead</p> <p>If unable to have help as above then the lift is not to take place.</p>	Medium
Theft of stock	Knowing what you do if volunteers witness theft of stock	High	<p>Volunteers asked not to approach anyone they believe to be stealing stock</p> <p>Volunteers to have an emergency number available on the bookstall</p> <p>Once the incident has happened volunteer to immediately seek help and support from other volunteers in church and take appropriate action.</p>	Medium

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Lone working	Vulnerability when volunteering alone	High	Following the Lone Working Policy of Cromer Church available on our church website. Volunteers made aware of following this policy before they start volunteering	Low
			Ideally we need two people on duty, one on the bookstall and one on welcome. However, as long as the cafe is open it is OK to have just someone on the bookstall.	Low
			Bookstall to close if only one volunteer in church.	Low
			Volunteers to familiarise themselves with the exits following start up team meeting when volunteers are briefed on arrangements.	Low
			Volunteers to remove themselves from the church as soon as safe to do so and not engage in conversation with those who are confrontational.	Medium
	Confrontation from the public		Ring 999 immediately if you feel unsafe, or threatened and report the incident to a churchwarden.	Medium
If a volunteer becomes unwell or has to leave in an emergency	A volunteer is then left alone A volunteer has to deal with a medical situation of the person they are on duty with	High	Lock the till and attend to your partner volunteer who is unwell. Access them support and help as needed. If the volunteer is too unwell to continue or a volunteer has to leave in an emergency, close the bookstall and put the till away. Inform a warden	Medium

Reviewed by Ivan Kimble (churchwarden) and Holiday Ministry Team Co-ordinators - March 2026