**St James Church Taunton**

**Activity Risk Assessment form**

1. For instructions about using this form, see the “Risk Assessment Policy and Guidance Document” on the website.
2. Please read the Safe Working Reminders and follow the guidance therein.
3. More details are available in the Health and Safety Policy and the Safeguarding Policy.
4. If the activity you are involved in falls outside the scope of the above policies, please complete this risk assessment for the matters not covered by those policies and email it to the Wardens and Parish Safeguarding Officer ([jennywakefield@btinternet.com](mailto:jennywakefield@btinternet.com))
5. If the event is off-site, it must be referred to the PCC before it takes place so it can be minuted and notified to our insurers.

| **Date of Event:** | |  | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Title or description of the event:** | |  | | | | | |
| **Location:** | |  | | | | | |
| **Leaders:** | |  | | | | | |
| **What are the hazards?** | **Who might be harmed and how?** | | **What are you already doing?** | **Do you need to do anything else to manage this risk?** | **Action by whom?** | **Action by when?** | **Done** |
|  |  | |  |  |  |  |  |
|  |  | |  |  |  |  |  |
|  |  | |  |  |  |  |  |
|  |  | |  |  |  |  |  |
|  |  | |  |  |  |  |  |
|  |  | |  |  |  |  |  |

Extend this table as required.