

RISK ASSESSMENT FOR: SS - Chapel



KENT COLLEGE
CANTERBURY

✓	REASON FOR THE RISK ASSESSMENT
	To identify potential risks with the operation and use of the Chapel. Initiate mitigation measures to reduce any risks identified and required training completed to support staff managing those risks.

<p>This risk assessment is for: all those using the chapel</p> <p>Completed by: Alison Walker</p> <p>Position: Chaplain</p> <p>Signed: Alison Walker</p> <p>Date: 24/3/25</p> <p>Next review due date: 23/3/26</p>	<table border="1"> <tr> <td></td> <td style="background-color: #008000; color: white;">4 Allow</td> <td style="background-color: #FFD700;">8 Mitigate</td> <td style="background-color: #FF0000; color: white;">12 Avoid</td> <td style="background-color: #FF0000; color: white;">16 Avoid</td> </tr> <tr> <td></td> <td style="background-color: #D3D3D3;">3 Accept</td> <td style="background-color: #008000; color: white;">6 Allow</td> <td style="background-color: #FFD700;">9 Mitigate</td> <td style="background-color: #FF0000; color: white;">12 Avoid</td> </tr> <tr> <td style="writing-mode: vertical-rl; transform: rotate(180deg);">Likelihood</td> <td style="background-color: #D3D3D3;">2 Accept</td> <td style="background-color: #008000; color: white;">4 Allow</td> <td style="background-color: #008000; color: white;">6 Allow</td> <td style="background-color: #FFD700;">8 Mitigate</td> </tr> <tr> <td></td> <td style="background-color: #D3D3D3;">1 Accept</td> <td style="background-color: #D3D3D3;">2 Accept</td> <td style="background-color: #D3D3D3;">3 Accept</td> <td style="background-color: #008000; color: white;">4 Allow</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="background-color: #D3D3D3;">Severity</td> <td></td> </tr> </table>		4 Allow	8 Mitigate	12 Avoid	16 Avoid		3 Accept	6 Allow	9 Mitigate	12 Avoid	Likelihood	2 Accept	4 Allow	6 Allow	8 Mitigate		1 Accept	2 Accept	3 Accept	4 Allow				Severity		<p>Severity (S) 1-4</p> <p>Likelihood (L) 1-4</p> <p>Risk Rating (S x L)</p>
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Step 1:			Risk Ratings
Specify hazards or risks that may arise	Identify People Potentially at Risk	What Control Measures and Mitigation will be put in place to minimise any Risk	e.g 1 x 2 = 2 LOW RISK
Use of ladders	Staff	Only site staff to use ladders in the chapel and all ladders are inspected 6 monthly.	1 x 3 = 3
Maintenance of stage lighting	Staff & Students	Inspection is due in conjunction with the Great Hall inspections in August. Lighting is currently out of use and should be inspected with a view to disconnecting and removing. Replace with modern equivalent lighting to meet current regulations.	1 x 3 = 3
Use of electrical equipment	Staff, Students & Visitors	PAT testing carried out once a year.	1 x 3 = 3
Fire Management	Staff, Students & Visitors	Fire Extinguishers are in place. signage is clear and correct. Fire warden is allocated. Regular fire drill takes place. Fire exits kept clear.	2 x 3 = 6
Organ	Staff, Students & Visitors	The organ has been unused for many years and none of the electrical systems have been tested. The operating mechanisms are likely to be contaminated with considerable dust and detritus, which could be considered as a significant fire hazard should the equipment be turned on without it being thoroughly cleaned first. The equipment must be disconnected from the mains as a priority so that it is disabled and not able to be used.	2 x 3 = 6
Slips, Trips & Falls	Staff, students and visitors	Non slip flooring now in place. New carpet in the aisles. Appropriate spacing between row and aisles. No trailing cables on floor. When services are taking place, bags can be stored in the back row of seats.	2 x 3 = 6

		When cabling is on floor, cable matting must be used. Costume storage – rails to be added to ensure fire exits aren't being blocked.	
Smoke & Vapour special effects	Staff students and visitors	Utilise the same preventative methods as the Great Hall risk assessment. SS - GH Operations	$2 \times 4 = 8$
Use of projections screen	Staff students and visitors	Remote controlled. Access prevented by height. The projector must be fixed securely and mountings checked as per the Great Hall risk assessment SS - GH Operations Motor checked in line with PUWER.	$2 \times 4 = 8$
Use of strobe lighting	Staff students and visitors	Provided by external contractor for specific events. Contractors to provide an appropriate risk assessment for this activity prior to any event taking place. Relevant warnings to students and audience members to avoid the potential risk of accidental seizures. Photosensitivity and Seizures Epilepsy Foundation	$2 \times 3 = 6$
Falling from height	Staff students and visitors	There is a safety rail at the front of the upper balcony to reduce the risk of accidental falls. The door to the upper balcony to be kept locked to avoid students accessing the area when it is unsupervised. The doors to the balcony to have thumb turns installed on the inside, to avoid the potential for a person to be trapped in the balcony with a door locked. All trip hazards to be eliminated from the floor area, all cables and unrequired equipment removed to a safe space.	$3 \times 3 = 9$
Lone working	Staff students and visitors	If lone working, precautions must be taken to ensure another member of staff knows where you are. School office to be made aware if lone working in the Chapel, or a work place colleague if working outside of normal working hours.	$3 \times 3 = 9$

		Potential lone workers to complete Every Lone working training	
Manual handling	Staff students and visitors	Moving the communion table must be done in pairs and completed in an appropriate and safe manner. Staff involved in this activity to complete manual handling training on Every.	2 x 3 = 6
Storage space	Staff students and visitors	This area is out of bounds to students, unless accompanied by a member of staff. Must be locked when not in use.	1 x 3 = 3

Step 2: Action Needed/Comment	Responsible Person	Date Completed
Lock to be added to storage space	Glen Ridout	September 2025
Training to be added for Chaplain	Charlotte Turrell	September 2025
Locking procedure for gallery to be reviewed	Glen Ridout	September 2025
Costume rails to be added to clear fire exit routes	Glen Ridout/Tracey Amos	Easter 2025
Safe installation of the projector to be inspected annually	Glen Ridout	Annually

Agreed by: L Mayatt

Signed: AE Walker

Title: School chaplain

Date: 25/03/25