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| **Risk Assessment (Small Church)** |
| **What you are required to do**  If your church is an employer, you must complete health and safety risk assessments. This is to identify the steps you need to take to comply with relevant law. They must consider the risks to your employees while at work and others who may be affected by it (for example, volunteers, members of the congregation, other visitors, etc.). You may also need to complete more specific assessments under other health and safety regulations. One example of this is where your employees manually lift and carry loads.  If you employ five or more employees, they must be recorded detailing any significant findings and those who may be especially at risk.  It is worth remembering that even if you are not an employer but own or control premises, you may still have to complete risk assessments for certain hazards (for example, asbestos, fire, etc.). These will have to meet specific requirements and in some cases you may need specialist assistance with this.  **About risk assessments**  Completing a risk assessment is not about creating huge amounts of paperwork. It is about identifying sensible precautions for your church.  The level of detail required should be proportionate to the risk. This means that for most small churches presenting few or simple hazards, the risk assessment can be based on informed judgement and reference to appropriate guidance. For some hazards (for example, asbestos) you may be required to implement specific precautions. Your assessment should help you identify where this is the case.  Generally, you can ignore insignificant risks or those associated with life in general. However, where the church activity adds to or significantly alters these, you will need to consider them. You are not expected to anticipate unforeseeable risks.  Finally, solely completing an assessment won’t prevent accidents happening. It is important that you take the precautions you identify as being necessary. |
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| **Risk Assessment (Small Church)** |
| **How do we get started?**  Risk assessments sound complicated; the sort of thing only a trained person could undertake. This is not the case. In fact for most churches it can be quite straightforward to complete. Put simply, you need to think about what might cause harm to people. You then need to decide if you are taking reasonable precautions.  As with other tasks we are faced with in everyday life, this can seem daunting at first. It is often difficult to know where to start, how best to go about it, or decide when you have done enough. However, following these simple steps while using this template should guide you easily through the process.  **Step 1: Identifying the hazards in your church** These are the things that can harm people. Walk around the inside and outside of your church to identify them, deciding how likely it is that harm  could occur. Remember to include those hazards that might arise from particular activities, concerts, festivals or other events.  Sometimes, it is much easier if you break this task down into bite-sized pieces, completing one piece at a time. Imagine you are about to decorate your house, you wouldn’t think of attempting to do every room in one go. Normally, you would start in one room and gradually work your way through the house until the task is complete. The same is true of completing risk assessments. In some cases, it may be easier to consider separate areas of your church, one at a time. These could include:   * Areas open to the public (for example, the Nave, aisles, porches, balconies, etc.) * Areas restricted to clergy and volunteers (for example, chancel, vestries, sacristies, serveries, etc.) * Areas only accessed by a small number of people with specific roles (for example, bell and ringing chambers, organ loft, boiler room, etc.) * Areas sometimes accessed by the public (for example, towers and tower roofs) * Outbuildings * Churchyard and parking areas * Church hall.   This approach might not be suitable for many smaller churches though. So in this template we just consider hazards inside and outside the church and in any church hall. |
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| **Risk Assessment (Small Church)** |
| In this template, we have identified some typical hazards that might be present. If they are in your church, you can tick the box where indicated. Remember, this list is not exhaustive and there could be others you may need to consider.  **Step 2: Deciding if your precautions are adequate** Having identified the hazards, you should then consider the adequacy of the precautions you have in place. You should also decide if there is more that you need to do. You can then record your findings on the attached template.  For most churches, it will be sufficient to note the main points about the significant risks and what you concluded. Keep your comments simple, but bear in mind that you may want to show that you made a proper check. This would include showing that you dealt with all the obvious significant hazards, taking into account the number of people who could be harmed and that the precautions are reasonable.  Remember that removing the hazard is always the best form of prevention and many things can be put right straightaway.  Sometimes, understanding what health and safety regulations apply to you and referring to guidance will help you decide if you are doing enough. This is particularly so where there is a significant risk of injury - for example, from working at height or using electrical equipment.  To make this easier, we have provided some simple information to help you understand what is required. This can be accessed through our website. You can refer to this to check the adequacy of existing precautions or identify if there is anything else you can do to keep people safe.  Once you have completed your risk assessments, you should implement the precautions you have identified. |
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| **Step 3: Document and review your assessments** If you employ five or more people, you must record the significant findings of your assessments and any group of employees who may be especially at risk. Completing this template will help you document what you have done to protect people that visit your church.  Remember that if you own or control premises, you may have to complete more specific risk assessments for certain hazards (for example, asbestos, fire, etc.). Our guidance will help you identify where this is necessary.  Any assessment you make must be reviewed (and amended if necessary) where you think it is no longer valid or there has been a significant change. Any review you complete should be recorded. |
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| **Risk Assessment (Small Church)** |
| **Our Church Risk Assessment**  **Name of church: Linton: St Mary**  **Address: Church Lane, Linton, CB21 4NP**  **Date(s) assessment carried out: Date review of assessment required:**  **Signed\*:**  **How we carried out the risk assessment**   1. First of all we looked at information produced by Ecclesiastical Insurance Group to help us understand where hazards could occur in our church. This included their Health and Safety Made Simple Guide, the introduction to this template, and the guidance provided on their website at **www.ecclesiastical.com/healthandsafety**. We also looked at relevant information provided by the Health and Safety Executive at **www.hse.gov.uk** 2. We discussed if anyone could remember if there had ever been any accidents in the past. 3. We then discussed if any other users of the church or anyone who had done work for the church had reported any concerns regarding health and safety. 4. We then walked around the church, the churchyard and any other buildings we are responsible for and noted anything that might cause harm. We considered how accidents might happen and how serious the outcome of those might be. We noted if there were any precautions in place or any additional ones we could take. If it was possible to eliminate the risk entirely we did this as soon as we could. This was based on what we had learned from the information we had reviewed above (note one). 5. We also considered any hazards presented by other activities, such as festivals, concerts or other events including tower tours and fêtes. Where these were to be held, we agreed that we would review health and safety precautions before holding the event. 6. We recorded the findings of our assessment using this template. 7. We communicated the findings to all our employees and volunteers, including anyone new who joins us. 8. We have put the risk assessment into practice, making sure that each identified action is progressed and noting when each one is completed on this template. 9. We will review and update our risk assessments where we suspect they are no longer valid. |
| \*Designated member of the PCC with responsibility for health and safety. |

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| **Risk Assessment (Small Church)** |

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| Ecclesiastical Insurance Office plc (EIO) Reg. No. 24869. Ecclesiastical Insurance Group plc (EIG) Reg. No. 1718196. Ecclesiastical Life Ltd (ELL) Reg. No. 243111. E.I.O. Trustees LtdReg. No. 941199. All companies are registered in England at Beaufort House, Brunswick Road, Gloucester, GL1 1JZ, UK. EIO and ELL are authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.  © Ecclesiastical Insurance Office plc 2017  PD2662 1 0717 (a) | | | | | | | | | | |
| **Area assessed: Interior of Church** | | | | | | | | | | | | |
| **Likelihood (L)** | 1 = Low (seldom) | 2 = Medium (frequently) | 3 = High (certain or near certain) | **Severity (S)** | 1 = Low (minor cuts and bruises) | 2 = Medium (serious injury or incapacitated 3 days or more) | 3 = High (fatality or a number of persons seriously injured) | **Risk R=LxS** | 1-2 = low priority | 3-4 = medium priority | | 6-9 = high priority |
| **Trips:** | **Likelihood (L)** | **Severity (S)** | **Risk R=LxS** | **Risk N/A** | Existing Precautions in place | | Additional Precautions required | Who needs to take action | By When | Tick when completed | | Completion date |
| ▪ Worn or unfixed carpet edges, rugs and doormats | 1 | 2 | 2 | **Low** | Carpet to be inspected regularly for dangerous edges and folds | | To be made flat if necessary | Those using the children's corner | Whenever used | Ongoing | | Ongoing |
| ▪ Trailing wires, cables or leads | 1 | 2 | 2 | **Low** | Use Cable safety mat to cover loose cables and make them visible. Tape any loose wires to the ground with hazard tape. | | Put away out of way of thoroughfare where unwary could trip | Projectionists | Whenever used | Ongoing | | Ongoing |
| ▪ Worn, damaged or uneven steps | 1 | 2 | 2 | **Low** | Steps to be inspected regularly for any damage or irregularity. | | Anything requiring remedial action to be reported to the chair of the fabric committee or churchwardens | Verger, Sidespeople and Churchwardens | Prior to use. | Ongoing | | Ongoing |
| ▪ Worn, damaged or uneven stairs | 1 | 2 | 2 | **Low** | Stairs inspected regularly for wear and damage. | | Use handrail if necessary to access pulpit. | Verger, Sidespeople and Churchwardens | Prior to use. | Ongoing | | Ongoing |
| ▪ Poor lighting | 2 | 2 | 4 | **Medium** | Lightbulbs to be replaced as necessary using low energy bulbs. | | Any faulty light fittings to be reported to the chair of the fabric committee or churchwardens | Visitors, Volunteers, members of the congregation, sidespeople, verger, churchwardens and clergy. | Prior to use. | Ongoing | | Ongoing |
| ▪ Missing or defective handrails | 1 | 2 | 2 | **Low** | Handrails inspected regularly . | | Anything requiring remedial action to be reported to the chair of the fabric committee or churchwardens | verger, Sidespeople and Churchwardens | Prior to use. | Ongoing | | Ongoing |
| ▪ Variations in the level of floors (for example, ramps) | 2 | 2 | 4 | **Medium** | The state of the floor is inspected regularly and deficiencies reported to the chair of the fabric committee or the churchwardens. Ramps are marked to distinguish them clearly from the flooring. | | Areas where the floor is particularly uneven should be taped off. | Verger, Sidespeople and Churchwardens | Prior to use. | Ongoing | | Ongoing |
| ▪ Restricted access including doorway widths | 1 | 1 | 1 | **Low** | All doors unlocked and unbolted during service. Main entrance manned by sidespeople before service or stewards before event. | | Torches should be issued to sidespeople/ stewards before night time services or events to enable visitors to see the exit in event of power cut. | Verger, Sidespeople and Churchwardens | Prior to use. | Ongoing | | Ongoing |
| **Slips:** | **Likelihood (L)** | **Severity (S)** | **Risk R=LxS** | **Risk N/A** | Existing Precautions in place | | Additional Precautions required | Who needs to take action | By When | Tick when completed | | Completion date |
| ▪ Smooth floor surfaces | 1 | 2 | 2 | **Low** | The flooring of the church is ceramic pamments which are unglazed and rough. | | N/A | N/A | N/A | N/A | | N/A |
| ▪ Cleaning activity making floors slippery (for example, wet mopping, use of polishes, etc.) | 1 | 2 | 2 | **Low** | Any surfaces mady slippery by normal cleaning activities should have adequate warning notices displayed until such times as they are dry and no longer a risk. | |  | Volunteer cleaners | Whenever appropriate. | Ongoing | | Ongoing |
| ▪ Wet or contaminated floors from poor maintenance (for example, leaking roofs) | 1 | 2 | 2 | **Low** | Roof is watertight. Where areas of damp are noticed from water ingress these should be reported to the chair of the fabric committee or churchwardens for remedial action. Some parts of the floor become wet when the water table is high. These should have warning signs displayed to prevent slipping until such time as they have dried out. | |  | Visitors, Volunteers, members of the congregation, sidespeople, verger, churchwardens and clergy. |  | Ongoing | | Ongoing |
| ▪ Spillages of food or drink (particularly in kitchen areas) | 1 | 1 | 1 | **Low** | Any spills should be reported to those on duty and cleared up as soon as possible. | |  | Visitors, Volunteers, those running the event. | As soon as possible | Ongoing | | Ongoing |
| ▪ Walk-in contaminant from adverse weather (for example, mud, rainwater, etc.) | 1 | 2 | 2 | **Low** | Shoes and boots can become slippery in adverse weather. Care needs to be taken on the chancel stage when this is the case. Other areas of the church floor are not a risk. | | Elderly may need accompanying over the step. | Sidespeople, or those running an event. | In services. | Ongoing | | Ongoing |
| **Falls From Height:** | **Likelihood (L)** | **Severity (S)** | **Risk R=LxS** | **Risk N/A** | Existing Precautions in place | | Additional Precautions required | Who needs to take action | By When | Tick when completed | | Completion date |
| ▪ When changing lightbulbs | 1 | 3 | 3 | **Medium** |  |  |  |  |  |  | |  |
| ▪ When cleaning or decorating | 1 | 3 | 3 | **Medium** |  |  |  |  |  |  | |  |
| ▪ When putting decorations or displays up | 1 | 3 | 3 | **Medium** |  |  |  |  |  |  | |  |
| ▪ Inadequately guarded balconies or other areas at height | N/A | N/A | N/A | **N/A** |  |  |  |  |  |  | |  |
| ▪ Fragile ceiling material where work or access is required | N/A | N/A | N/A | **N/A** |  |  |  |  |  |  | |  |
| ▪ Trap doors in bell ringing chambers |  |  | 0 |  |  |  |  |  |  |  | |  |
| ▪ Damaged ladders, stepladders or other access equipment | 1 | 3 | 3 | **Medium** |  |  |  |  |  |  | |  |
| **Fire:** | **Likelihood (L)** | **Severity (S)** | **Risk R=LxS** | **Risk N/A** | Existing Precautions in place | | Additional Precautions required | Who needs to take action | By When | Tick when completed | | Completion date |
| ▪ Accumulations of combustible waste | 1 | 2 | 2 | **Low** | Combustible waste should not be allowed to accumulate. It should be removed and placed in the appropriate bin for disposal. | | Oxidising agents and sources of ignition must be kept well away. | Visitors, Volunteers, members of the congregation, sidespeople, verger, churchwardens and clergy. | Ongoing | Ongoing | | Ongoing |
| ▪ Accumulations of flammable materials | 1 | 2 | 2 | **Low** | Flammable materials should not be allowed to accumulate. They should be removed and placed in the appropriate bin for disposal. | | Oxidising agents and sources of ignition must be kept well away. | Visitors, Volunteers, members of the congregation, sidespeople, verger, churchwardens and clergy. | Ongoing | Ongoing | | Ongoing |
| ▪ Blocked or obstructed exit routes | 1 | 3 | 3 | **Medium** | Exit routes should be kept clear of furniture and belongings to facilitate easy access. | | Torches should be issued to sidespeople/ stewards before night time services or events to enable visitors to see the exit in event of power cut. | Verger, Sidespeople and Churchwardens | Ongoing | Ongoing | | Ongoing |
| ▪ Locked escape doors | 1 | 3 | 3 | **Medium** | All doors unlocked and unbolted during use. | | Both south and north aisle doors require sidespeople/ stewards at large services/ events | Verger, Sidespeople and Churchwardens | Ongoing | Ongoing | | Ongoing |
| ▪ Portable heaters | 1 | 2 | 2 | **Low** | PAT tested Portable heaters to only plugged in and used when necessary. The heater should be close to the socket to minimise the cable run. | | If necessary a cable mat may need to be used to make it safe. | Verger, Sidespeople, Churchwardens, Clergy and those using the appliances | Ongoing | Ongoing | | Ongoing |
| ▪ Votive candles | 1 | 1 | 1 | **Low** | Candles in metal stand. | | Keep well away from flammable material. Check at end of the day. | Those locking up | Everyday | Ongoing | | Ongoing |
| ▪ Matches | 1 | 2 | 2 | **Low** | Matches and lighters are kept securely except for that on the votive candle stand. The box of matches should be kept closed when not in use. | | Combustible and flammable materials (excepting votive candles) to be kept away. | Verger, Sidespeople, Churchwardens, Clergy and those using the votive candles | Ongoing | Ongoing | | Ongoing |
| **Electricity:** | **Likelihood (L)** | **Severity (S)** | **Risk R=LxS** | **Risk N/A** | Existing Precautions in place | | Additional Precautions required | Who needs to take action | By When | Tick when completed | | Completion date |
| ▪ Faulty or damaged fixed wiring | 1 | 3 | 3 | **Medium** | Wiring is inspected regularly by an outside contractor and sockets and exposed wiring should be inspected on each occasion of use | | If faulty to be removed from use. Appliances PAT tested annually. | Verger, Sidespeople and Churchwardens, those using the sockets/ wiring. | Prior to use | Ongoing | | Ongoing |
| ▪ Faulty, damaged or unauthorised portable electrical equipment | 1 | 3 | 3 | **Medium** | Equipment to be inspected before use. PAT test done regularly and items tested should display a dated sticker. | | If no PAT test sticker then the item should not to be used. | Verger, Sidespeople and Churchwardens, those using the appliances | Everytime | Ongoing | | Ongoing |
| ▪ Faulty or damaged extension cables or adaptors | 1 | 3 | 3 | **Medium** | Wiring to be inspected on each occasion of use | | If faulty to be removed from use. Appliances PAT tested annually. | Verger, Sidespeople and Churchwardens, those using the appliances | Everytime | Ongoing | | Ongoing |
| **Gas:** | **Likelihood (L)** | **Severity (S)** | **Risk R=LxS** | **Risk N/A** | Existing Precautions in place | | Additional Precautions required | Who needs to take action | By When | Tick when completed | | Completion date |
| ▪ Defective or poorly maintained gas boilers or pipework | 1 | 3 | 3 | **Medium** | Boilers inspected annually by outside contractors. | | Any faults with boilers to be reported to the chair of the fabric committee or churchwardens. If gas is smelt it should be immediately reported to the national grid on 0800 111 999 | Visitors, Volunteers, members of the congregation, sidespeople, verger, churchwardens and clergy. | On every appropriate occasion | Ongoing | | Ongoing |
| **Work Equipment:** | **Likelihood (L)** | **Severity (S)** | **Risk R=LxS** | **Risk N/A** | Existing Precautions in place | | Additional Precautions required | Who needs to take action | By When | Tick when completed | | Completion date |
| ▪ Defective or poorly maintained power tools (for example, vacuum cleaners, floor polishers etc.) | 1 | 3 | 3 | **Medium** | Appliances should be inspected before use checking the wiring and PAT test date. Anything requiring remedial action should be reported to the verger or churchwardens | | Appliance may need to be put beyond use if dangerous. | Verger, Sidespeople and Churchwardens, those using the appliances | Prior to use | Ongoing | | Ongoing |
| ▪ Defective or poorly maintained hand tools (for example, scissors, screwdrivers, hammers, etc.) | 1 | 3 | 3 | **Medium** | Tools should be inspected before use checking that there are no lose parts. Anything requiring remedial action should be reported to the verger or churchwardens | | Hand tool may need to be put beyond use if dangerous | Verger, Sidespeople and Churchwardens, those using the tools | Prior to use | Ongoing | | Ongoing |
| **Asbestos:** | **Likelihood (L)** | **Severity (S)** | **Risk R=LxS** | **Risk N/A** | Existing Precautions in place | | Additional Precautions required | Who needs to take action | By When | Tick when completed | | Completion date |
| ▪ In insulation, lagging or fire protection | N/A | N/A | N/A | **N/A** | N/A | | N/A | N/A | N/A | N/A | | N/A |
| ▪ In wall and roof linings ▪ In organ blowers | N/A | N/A | N/A | **N/A** | N/A | | N/A | N/A | N/A | N/A | | N/A |
| ▪ In radiator shelving | 1 | 3 | 3 | **Medium** | Shelves are sealed with paint. These are not to be cut, drilled, sanded or worked on in any way which might release particles of asbestos dust. If the paint cover it flaking it needs to be removed carefully before repainting to seal the surface. | | Instructions issued to contractors if working in the area where asbestos is present. | Visitors, Volunteers, members of the congregation, sidespeople, verger, churchwardens and clergy. | Ongoing | Ongoing | | Ongoing |
| ▪ In motor housings | N/A | N/A | N/A | **N/A** | N/A | | N/A | N/A | N/A | N/A | | N/A |
| **Glazing:** | **Likelihood (L)** | **Severity (S)** | **Risk R=LxS** | **Risk N/A** | Existing Precautions in place | | Additional Precautions required | Who needs to take action | By When | Tick when completed | | Completion date |
| ▪ Non-safety glass in doors, partitions or floors | N/A | N/A | N/A | **N/A** | N/A | | N/A | N/A | N/A | N/A | | N/A |
| **Hazardous Substances:** | **Likelihood (L)** | **Severity (S)** | **Risk R=LxS** | **Risk N/A** | Existing Precautions in place | | Additional Precautions required | Who needs to take action | By When | Tick when completed | | Completion date |
| ▪ Cleaning products (for example polish, drain cleaner, etc.) | 1 | 1 | 1 | **Low** | Products are stored in accordance with the manufacturers directions. Care is taken to ensure that they are not mixed incorrectly. | | Stored out of sight | Visitors, Volunteers, members of the congregation, sidespeople, verger, churchwardens and clergy. | On every appropriate occasion | Ongoing | | Ongoing |
| **Manual Handling (lifting or carrying):** | **Likelihood (L)** | **Severity (S)** | **Risk R=LxS** | **Risk N/A** | Existing Precautions in place | | Additional Precautions required | Who needs to take action | By When | Tick when completed | | Completion date |
| ▪ Bulky or unwieldy furniture | 2 | 2 | 4 | **Medium** | All heavy items to be moved by two people working together. | | Distances should be kept to a minimum. Appropriate aids, trolleys etc should be used in available. | Visitors, Volunteers, members of the congregation, sidespeople, verger, churchwardens and clergy. | On every appropriate occasion | Ongoing | | Ongoing |
| ▪ Heavy audio visual or computer equipment | 1 | 2 | 2 | **Low** | Heavy items are wall mounted and only need moving by qualified contractors | | Computer supplied with carry bag | Projectionists | On every appropriate occasion | Ongoing | | Ongoing |
| ▪ General rubbish that may include breakages (for example, glass) | 1 | 2 | 2 | **Low** | Rubbish needs to be bagged and cleared away after each event and as small bins become filled. Outside users should take their rubbish with them. | | Broken glass needs to be wrapped in paper to reduce risk of cuts. | Visitors, Volunteers, those running the event. | On every appropriate occasion | Ongoing | |  |
| **Area assessed: Churchyard** | | | | | | | | | | | | |
| **Likelihood (L)** | 1 = Low (seldom) | 2 = Medium (frequently) | 3 = High (certain or near certain) | **Severity (S)** | 1 = Low (minor cuts and bruises) | 2 = Medium (serious injury or incapacitated 3 days or more) | 3 = High (fatality or a number of persons seriously injured) | **Risk R=LxS** | 1-2 = low priority | 3-4 = medium priority | | 6-9 = high priority |
| **Trips:** | **Likelihood (L)** | **Severity (S)** | **Risk R=LxS** | **Risk N/A** | Existing Precautions in place | | Additional Precautions required | Who needs to take action | By When | Tick when completed | | Completion date |
| ▪ Uneven footpaths | 1 | 2 | 2 | **Low** | Paths to be inspected regularly for uneveness caused by growth or erosion | | Any damage to be reported to the chair of the fabric committee or churchwardens. | Volunteer Monday Gang, Verger, Churchwardens and Clergy | On every appropriate occasion | Ongoing | | Ongoing |
| ▪ Damaged paving stones and slabs | N/A | N/A | N/A | N/A | N/A | | N/A | N/A | N/A | N/A | | N/A |
| ▪ Worn, damaged or uneven steps | 1 | 2 | 2 | **Low** | Steps to be inspected regularly for any damage or irregularity. | | Any damage to be reported to the chair of the fabric committee or churchwardens. | Volunteer Monday Gang, Verger, Churchwardens and Clergy | On every appropriate occasion | Ongoing | | Ongoing |
| ▪ Gravestones, kerbs or ledger stones causing obstruction | 1 | 1 | 1 | **Low** | Gravestones inspected regularly by Monday gang. | | Any damage to be reported to the chair of the fabric committee or churchwardens. | Volunteer Monday Gang, Verger, Churchwardens and Clergy | On every appropriate occasion | Ongoing | | Ongoing |
| ▪ Protruding tree roots and undergrowth | 1 | 2 | 2 | **Low** | Inspected regularly by the Monday gang | | Anything requiring remedial action to be reported to the chair of the fabric committee or churchwardens. | Volunteer Monday Gang, Verger, Churchwardens and Clergy | On every appropriate occasion | Ongoing | | Ongoing |
| ▪ Poor lighting | 1 | 2 | 2 | **Low** | Outside lighting on PIR inspected regularly. | | Anything requiring remedial action to be reported to the chair of the fabric committee or churchwardens. | Volunteer Monday Gang, Verger, Churchwardens and Clergy | On every appropriate occasion | Ongoing | | Ongoing |
| ▪ Missing or defective handrails | 1 | 2 | 2 | **Low** | Handrails inspected regularly . | | Appropriate paint/varnish used to promote longevity of handrails. | Fabric Committee/ Volunteers | On every appropriate occasion | Ongoing | | Ongoing |
| **Slips:** | **Likelihood (L)** | **Severity (S)** | **Risk R=LxS** | **Risk N/A** | Existing Precautions in place | | Additional Precautions required | Who needs to take action | By When | Tick when completed | | Completion date |
| ▪ Poor drainage of footpaths | 1 | 2 | 2 | **Low** | Camber of footpath sufficient to prevent water collecting and areas becoming slippery. | | Regular inspection of paths to make sure surface still good. | Volunteer Monday Gang, Verger, Churchwardens and Clergy | On every appropriate occasion | Ongoing | | Ongoing |
| ▪ Growth of algae or moss | 1 | 2 | 2 | **Low** | Inspected regularly by the Monday gang | | Algae/ Moss removed as required | Volunteer Monday Gang, Verger, Churchwardens and Clergy | On every appropriate occasion | Ongoing | | Ongoing |
| ▪ Accumulations of wet leaves or loose materials | 2 | 2 | 4 | **Medium** | Paths to be inspected regularly for leaves and other obstructions, especially before services and events | | Loose matter to be removed | Volunteers, members of the congregation, sidespeople, verger, churchwardens and clergy. | On every appropriate occasion | Ongoing | | Ongoing |
| ▪ Inadequate precautions for adverse weather (for example snow, ice, etc.) | 1 | 2 | 2 | **Low** |  | |  |  |  |  | |  |
| ▪ Walk-in contaminant from adverse weather (for example mud, rainwater, etc.) | N/A | N/A | N/A | N/A | N/A | | N/A | N/A | N/A | N/A | | N/A |
| **Headstones, Tombs and Monuments:** | **Likelihood (L)** | **Severity (S)** | **Risk R=LxS** | **Risk N/A** | Existing Precautions in place | | Additional Precautions required | Who needs to take action | By When | Tick when completed | | Completion date |
| ▪ Damaged monuments | 1 | 2 | 2 | **Low** | Monuments inspected regularly by Monday gang | | Anything requiring remedial action to be reported to the chair of the fabric committee or churchwardens | Volunteer Monday Gang, Verger, Churchwardens and Clergy | On every appropriate occasion | Ongoing | | Ongoing |
| ▪ Displaced headstones | 1 | 2 | 2 | **Low** | Headstones inspected regularly by Monday gang | | Anything requiring remedial action to be reported to the chair of the fabric committee or churchwardens | Volunteer Monday Gang, Verger, Churchwardens and Clergy | On every appropriate occasion | Ongoing | | Ongoing |
| **Falls from Height:** | **Likelihood (L)** | **Severity (S)** | **Risk R=LxS** | **Risk N/A** | Existing Precautions in place | | Additional Precautions required | Who needs to take action | By When | Tick when completed | | Completion date |
| ▪ Access requiring the use of ladders, hatches, sloping roofs, etc. | 1 | 3 | 3 | **Medium** |  |  |  |  |  |  | |  |
| ▪ Restricted access widths around spires |  |  | 0 |  |  |  |  |  |  |  | |  |
| ▪ Inadequate protection afforded by parapets | 1 | 3 | 3 | **Medium** | Roof has parapet with 1m to 1.2m height. Do not go on roof in windy or other adverse weather conditions | |  |  |  |  | |  |
| ▪ Unprotected roof lights or other fragile roofing material | N/A | N/A | N/A | **N/A** |  | |  |  |  |  | |  |
| ▪ Low parapeting or castellations along the tops of external walls | 1 | 3 | 3 | **Medium** | Roof has parapet with 1m to 1.2m height. Do not go on roof in windy or other adverse weather conditions | |  |  |  |  | |  |
| ▪ Damaged ladders, stepladders or other access equipment | 1 | 2 | 2 | **Low** | Ladders to clock and bell chamber old and with no handhold. Ladder from bell chamber to roof standard commercial ladder fixed top and bottom. Only experienced users should go up ladders alone. Inexperienced users must be accompanied by experienced users. | |  |  |  |  | |  |
| ▪ Inadequate temporary edge protection (such as guard rails and toe boards) | 1 | 3 | 3 | **Medium** | Roof has parapet with 1m to 1.2m height. Do not go on roof in windy or other adverse weather conditions | |  |  |  |  | |  |
| **Tower Tours:** | **Likelihood (L)** | **Severity (S)** | **Risk R=LxS** | **Risk N/A** | Existing Precautions in place | | Additional Precautions required | Who needs to take action | By When | Tick when completed | | Completion date |
| Tower Tours | **2** | **3** | 6 | **High** | Tower tours not to be undertaken under any circumstances | |  |  |  |  | |  |
| **Trees:** | **Likelihood (L)** | **Severity (S)** | **Risk R=LxS** | **Risk N/A** | Existing Precautions in place | | Additional Precautions required | Who needs to take action | By When | Tick when completed | | Completion date |
| ▪ Damaged or displaced trees | 1 | 2 | 2 | **Low** | Trees inspected regularly. Any damaged or displaced trees reported to the chair of the fabric committee or churchwardens. | |  |  |  |  | |  |
| ▪ Protruding tree roots | 1 | 2 | 2 | **Low** | Trees inspected regularly. Any protruding tree roots reported to the chair of the fabric committee or churchwardens. | |  |  |  |  | |  |
| ▪ Diseased trees | 1 | 2 | 2 | **Low** | Trees inspected regularly. Any diseased trees reported to the chair of the fabric committee or churchwardens. | |  |  |  |  | |  |
| **Car Park:** | **Likelihood (L)** | **Severity (S)** | **Risk R=LxS** | **Risk N/A** | Existing Precautions in place | | Additional Precautions required | Who needs to take action | By When | Tick when completed | | Completion date |
| ▪ Entrance and exits not clearly marked | N/A | N/A | N/A | **N/A** |  |  |  |  |  |  | |  |
| ▪ Poor lighting | N/A | N/A | N/A | **N/A** |  |  |  |  |  |  | |  |
| ▪ Potholes | N/A | N/A | N/A | **N/A** |  |  |  |  |  |  | |  |
| **Electricity:** | **Likelihood (L)** | **Severity (S)** | **Risk R=LxS** | **Risk N/A** | Existing Precautions in place | | Additional Precautions required | Who needs to take action | By When | Tick when completed | | Completion date |
| ▪ Faulty or damaged fixed wiring | N/A | N/A | N/A | **N/A** |  |  |  |  |  |  | |  |
| ▪ Faulty, damaged or unauthorised | N/A | N/A | N/A | **N/A** |  |  |  |  |  |  | |  |
| portable electrical equipment | N/A | N/A | N/A | **N/A** |  |  |  |  |  |  | |  |
| ▪ Faulty or damaged extension cables or adaptors | N/A | N/A | N/A | **N/A** |  |  |  |  |  |  | |  |
| ▪ Other. | N/A | N/A | N/A | **N/A** |  |  |  |  |  |  | |  |
| **Gas:** | **Likelihood (L)** | **Severity (S)** | **Risk R=LxS** | **Risk N/A** | Existing Precautions in place | | Additional Precautions required | Who needs to take action | By When | Tick when completed | | Completion date |
| ▪ Liquefied petroleum gas (LPG) bottles incorrectly sited | N/A | N/A | N/A | **N/A** |  |  |  |  |  |  | |  |
| ▪ Pipework damaged | N/A | N/A | N/A | **N/A** |  |  |  |  |  |  | |  |
| **Work Equipment:** | **Likelihood (L)** | **Severity (S)** | **Risk R=LxS** | **Risk N/A** | Existing Precautions in place | | Additional Precautions required | Who needs to take action | By When | Tick when completed | | Completion date |
| ▪ Defective or poorly maintained power tools (for example, lawnmowers, strimmers, etc.) | 1 | 3 | 3 | **Medium** |  |  |  |  |  |  | |  |
| ▪ Defective or poorly maintained hand tools (for example, garden shears, hammers, etc.) | 1 | 2 | 2 | **Low** |  |  |  |  |  |  | |  |
| **Hazard Substances:** | **Likelihood (L)** | **Severity (S)** | **Risk R=LxS** | **Risk N/A** | Existing Precautions in place | | Additional Precautions required | Who needs to take action | By When | Tick when completed | | Completion date |
| ▪ Maintenance products (for example, petrol, liquefied petroleum gas, etc.) |  |  | 0 |  |  |  |  |  |  |  | |  |
| ▪ Horticultural products (for example, pesticides, weedkillers, fertilisers, etc.) |  |  | 0 |  |  |  |  |  |  |  | |  |
| **Area assessed: Pavilion** | | | | | | | | | | | | |
| **Likelihood (L)** | 1 = Low (seldom) | 2 = Medium (frequently) | 3 = High (certain or near certain) | **Severity (S)** | 1 = Low (minor cuts and bruises) | 2 = Medium (serious injury or incapacitated 3 days or more) | 3 = High (fatality or a number of persons seriously injured) | **Risk R=LxS** | 1-2 = low priority | 3-4 = medium priority | | 6-9 = high priority |
| **Trips:** | **Likelihood (L)** | **Severity (S)** | **Risk R=LxS** | **Risk N/A** | Existing Precautions in place | | Additional Precautions required | Who needs to take action | By When | Tick when completed | | Completion date |
| ▪ Worn or unfixed carpet edges, rugs and doormats | N/A | N/A | N/A | **N/A** |  |  |  |  |  |  | |  |
| ▪ Trailing wires, cables or leads | 1 | 2 | 2 | **Low** | Electrical apparatus should be used close to the socket to minimise cable runs. | | Cables may need taping to the floor to secure as necessary |  |  |  | |  |
| ▪ Worn, damaged or uneven steps | N/A | N/A | N/A | **N/A** |  |  |  |  |  |  | |  |
| ▪ Worn, damaged or uneven stairs | N/A | N/A | N/A | **N/A** |  |  |  |  |  |  | |  |
| ▪ Poor lighting | 1 | 1 | 1 | **Low** | Bulbs replaced as they expire | |  |  |  |  | |  |
| ▪ Missing or defective handrails | N/A | N/A | N/A | **N/A** |  |  |  |  |  |  | |  |
| ▪ Variations in the level of floors (for example, ramps) | N/A | N/A | N/A | **N/A** |  |  |  |  |  |  | |  |
| **Slips:** | **Likelihood (L)** | **Severity (S)** | **Risk R=LxS** | **Risk N/A** | Existing Precautions in place | | Additional Precautions required | Who needs to take action | By When | Tick when completed | | Completion date |
| ▪ On smooth floor surfaces | 1 | 2 | 2 | **Low** | The pavilion floor is made of | |  |  |  |  | |  |
| ▪ Cleaning activity making floors slippery (for example, wet mopping, use of polishes, etc.) | 1 | 2 | 2 | **Low** | Any surfaces mady slippery by normal cleaning activities should have adequate warning displayed until such times as they are dry and no longer a risk. | |  |  |  |  | |  |
| ▪ Wet or contaminated floors from poor maintenance (for example, leaking roofs) | 1 | 2 | 2 | **Low** | Roof is watertight. Where areas of damp are noticed from water ingress these should be reported to the chair of the fabric committee or churchwardens for remedial action. Some parts of the floor become wet when the water table is high. These should have warning signs displayed to prevent slipping until such time as they have dried out. | |  |  |  |  | |  |
| ▪ Spillages of food or drink (particularly in kitchen areas) | 1 | 2 | 2 | **Low** | Any spills should be reported to those on duty and cleared up as soon as possible. | |  |  |  |  | |  |
| ▪ Walk-in contaminant from adverse weather (for example, mud, rainwater, etc.) | 1 | 2 | 2 | **Low** | Shoes and boots can become slippery in adverse weather. Care needs to be taken on the chancel stage when this is the case. Other areas of the church floor are not a risk. | |  |  |  |  | |  |
| **Falls from Height:** | **Likelihood (L)** | **Severity (S)** | **Risk R=LxS** | **Risk N/A** | Existing Precautions in place | | Additional Precautions required | Who needs to take action | By When | Tick when completed | | Completion date |
| ▪ When changing lightbulbs | 1 | 2 | 2 | **Low** |  |  |  |  |  |  | |  |
| ▪ When cleaning or decorating | 1 | 2 | 2 | **Low** |  |  |  |  |  |  | |  |
| ▪ When putting decorations or displays up | 1 | 2 | 2 | **Low** |  |  |  |  |  |  | |  |
| ▪ From balconies and areas at height | N/A | N/A | N/A | **N/A** |  |  |  |  |  |  | |  |
| ▪ Fragile ceiling material where work or access is required | N/A | N/A | N/A | **N/A** |  |  |  |  |  |  | |  |
| ▪ Damaged ladders, stepladders and other access equipment | 1 | 3 | 3 | **Medium** | Ladders should be inspected periodically to ensure that they are in good condition. Anything requiring remedial action should be notified to the chair of the fabric committee or churchwardens and, if necessary the item put out of use. | |  |  |  |  | |  |
| **Fire:** | **Likelihood (L)** | **Severity (S)** | **Risk R=LxS** | **Risk N/A** | Existing Precautions in place | | Additional Precautions required | Who needs to take action | By When | Tick when completed | | Completion date |
| ▪ Accumulations of combustible waste | 1 | 3 | 3 | **Medium** |  |  |  |  |  |  | |  |
| ▪ Accumulations of flammable materials | 1 | 3 | 3 | **Medium** |  |  |  |  |  |  | |  |
| ▪ Blocked or obstructed exit routes | 1 | 3 | 3 | **Medium** | Exit routes should be kept clear of furniture and belongings to facilitate easy access. | |  |  |  |  | |  |
| ▪ Locked escape doors | 1 | 3 | 3 | **Medium** | All doors unlocked and unbolted during use. | |  |  |  |  | |  |
| ▪ Portable heaters | 1 | 2 | 2 | **Low** |  |  |  |  |  |  | |  |
| **Electricity:** | **Likelihood (L)** | **Severity (S)** | **Risk R=LxS** | **Risk N/A** | Existing Precautions in place | | Additional Precautions required | Who needs to take action | By When | Tick when completed | | Completion date |
| ▪ Faulty or damaged fixed wiring | 1 | 3 | 3 | **Medium** | The wiring installation is inspected regularly to ensure that it is safe. Visible wiring to sockets should be inspected before the sockets are used. Any defects should be reported to the chair of the fabric committee or churchwardens and if necessary the sockets put out of use. | |  |  |  |  | |  |
| ▪ Faulty, damaged or unauthorised portable electrical equipment | 1 | 3 | 3 | **Medium** |  |  |  |  |  |  | |  |
| ▪ Faulty or damaged extension cables or adaptors | 1 | 3 | 3 | **Medium** |  |  |  |  |  |  | |  |
| **Food Preparation:** | **Likelihood (L)** | **Severity (S)** | **Risk R=LxS** | **Risk N/A** | Existing Precautions in place | | Additional Precautions required | Who needs to take action | By When | Tick when completed | | Completion date |
| ▪ Defective cooking equipment | 1 | 3 | 3 | **Medium** |  |  |  |  |  |  | |  |
| ▪ Unsecured or poorly postioned hot water boilers | 1 | 3 | 3 | **Medium** |  |  |  |  |  |  | |  |
| ▪ Unclean food preparation areas | 1 | 3 | 3 | **Medium** |  |  |  |  |  |  | |  |
| ▪ Inadequate washing facilities | 1 | 3 | 3 | **Medium** |  |  |  |  |  |  | |  |
| **Asbestos:** | **Likelihood (L)** | **Severity (S)** | **Risk R=LxS** | **Risk N/A** | Existing Precautions in place | | Additional Precautions required | Who needs to take action | By When | Tick when completed | | Completion date |
| ▪ In insulation, lagging or fire protection | N/A | N/A | N/A | **N/A** |  |  |  |  |  |  | |  |
| ▪ In wall and roof linings | N/A | N/A | N/A | **N/A** |  |  |  |  |  |  | |  |
| ▪ In organ blowers | N/A | N/A | N/A | **N/A** |  |  |  |  |  |  | |  |
| ▪ In motor housings | N/A | N/A | N/A | **N/A** |  |  |  |  |  |  | |  |
| **Glazing:** | **Likelihood (L)** | **Severity (S)** | **Risk R=LxS** | **Risk N/A** | Existing Precautions in place | | Additional Precautions required | Who needs to take action | By When | Tick when completed | | Completion date |
| ▪ Non-safety glass in doors, partitions or floors | 1 | 2 | 2 | **Low** |  |  |  |  |  |  | |  |
| **Hazardous Substances:** | **Likelihood (L)** | **Severity (S)** | **Risk R=LxS** | **Risk N/A** | Existing Precautions in place | | Additional Precautions required | Who needs to take action | By When | Tick when completed | | Completion date |
| ▪ Cleaning products (for example, polish, drain cleaner, etc.) | 1 | 2 | 2 | **Low** |  |  |  |  |  |  | |  |
| **Manual Handling (Lifting or Carrying):** | **Likelihood (L)** | **Severity (S)** | **Risk R=LxS** | **Risk N/A** | Existing Precautions in place | | Additional Precautions required | Who needs to take action | By When | Tick when completed | | Completion date |
| ▪ Bulky or unwieldy furniture (for example, chairs) | 1 | 2 | 2 | **Low** |  |  |  |  |  |  | |  |
| ▪ Heavy audiovisual computer equipment | N/A | N/A | N/A | **N/A** |  |  |  |  |  |  | |  |
| ▪ General rubbish that may include breakages (for example, glass) | 1 | 2 | 2 | **Low** |  |  |  |  |  |  | |  |