

Risk Assessment Considerations

Accidents and First Aid

Provision of First Aid equipment.
Persons with First Aid training.
Procedures to deal with accidents, including reportage.
Transport arrangements to hospital.
Examine existing arrangements and assess what is needed.

Fire safety

Combustible materials, candles, flammable liquids and accumulations of waste.
Heaters, smoking and other sources of heat.
Provision of fire exits, escape routes, signage and emergency lighting.
Provision of fire detection equipment and fire fighting equipment.
Effect of a fire on our neighbours.
Evacuation plans, emergency exits, and training of stewards.

Electrical safety

Condition of fixed electrical installation, including switches and sockets.
Condition and location of portable electrical appliances, including leads and plugs, radiation?
Use of unauthorised electrical appliances and temporary wiring.
Mechanical damage to wiring.
Frequency of inspections.

Gas safety

Condition and maintenance arrangements for fixed gas boilers and heaters.
Condition and arrangements for use, including storage and changing of cylinders for portable
Liquid Petroleum Gas heaters.

Control of hazardous substances

Internal

Cleaning materials.
Types, amounts, storage arrangements.
Provision of personal protective equipment.

External

Pesticides, herbicides, petrol.
Types, amounts, storage arrangements.
Provision of personal protective equipment.

Risk Assessment Considerations

Plant and machinery

Internal

Condition and potential injury arising from font covers, sanctuary lamps, crosses, canopies, hanging/lifting items (pulleys/blocks) and other suspended items.

Ladders, scaffolds and staging, including storage and accessibility.

Display screen and computer equipment.

Bells, clock weights and chiming mechanisms.

Any other equipment including use of uncontrolled personal items, including hand tools.

External

Churchyard maintenance equipment. lawnmowers, strimmers, etc.

Slips, trips and falls

Internal

Loose carpets, rugs, mats and other floor coverings.

Loose and uneven tiles, stone paving and floorboards.

Trailing leads and other obstructions.

Worn, steep and uneven steps and stairs.

Inadequate lighting, lack of handrails.

External

Uneven and poorly maintained paths and steps, boiler room steps and access.

Potholes, tree roots and unprotected drops.

Gravestones, railings and other obstructions

Long grass and undergrowth, poor drainage of paths and growth of algae.

Inadequate lighting and lack of handrails.

Church Health And Safety

Lighting

Internal

Check adequacy of lighting. Pay particular attention to stairs, steps, cellar, boiler room, basement.

External

Paths, steps, drives, car parking, boiler room steps and entrances.

Falls from a height.

Internal

Arrangements for light bulb changing

Use of unsecured ladders or inadequate access means.

Unprotected openings and walkways at high level, loft openings.

Low parapets and balustrades, balconies.

Risk Assessment Considerations

External

Clearing of gutters and valleys

Low parapets and balustrades

Food hygiene

Extent of food preparation

Nature of foods to be prepared and stored

Areas used for food preparation, including food allergy segregation.

Facilities for washing and preparation of foodstuffs

Facilities for storage of foodstuffs

Experience, training and competence of food handlers

Manual handling

Moving and lifting of furniture, staging, pianos and other equipment.

Numbers required and Individuals capabilities.

Specialist equipment needed.

Display screen equipment

List all computer equipment.

Who uses it and for how long.

Check seating, workstation, screen, software.

Hazardous buildings /glazing

Loose stonework, falling masonry, parapets, pinnacles, slates, tiles, gutters, lightning conductors.

Detail any glass in windows below waist height and in doors or beside doors below shoulder height which is not of a safety material or protected against breakage (narrow panes up to 250mm need not be included).

Competent person to check for the presence of asbestos & issue certificate for intrusive work.

Dangerous gravestones, tombs, monuments and railings in the Churchyard.

Vandalism, break-in.

Child protection

Existing child protection procedures.

Implementation of Diocesan guidelines.

Leaders CRB checks.

Parental consent requirements?

Risk Assessment Considerations

Personal safety.

Risk of attack.

Lone working, church sitting.

Handling of cash.

Means of raising an alarm, summoning assistance.

Activities and other hazards

Services, concerts, events, exhibitions, noise, etc.

Transportation (insurance, MOT, driver skills etc.), loading and suitability.

Numbers attending.

Age related hazards (children/elderly).

Activity related hazards (throwing, jumping, skating).

Disability access/provision.

Carnival, social / fund raising / walks / fellowship / outside activities.

Public access areas (footpaths etc.)

Look for and note any other hazard which could cause someone harm which are not included in the above checklist.

Improving safety –

additional control measures

In most cases, it will be obvious what additional measures are necessary to reduce risk. For example, if there is a risk of falling down steps which are badly lit and do not have a handrail, the additional controls needed will be to improve the lighting and fit a handrail.

If you find any hazardous glazing, this will need to be replaced with safety glass, such as toughened or laminated, be covered with a safety film or have a barrier fitted.

If there are risks of falls from a height, you will need to consider the fitting of barriers or the use of safety lathways, eyebolts and the use of harnesses.

In many cases, however, safety can be improved by changing working methods.

It does not always require alterations to the building

For example, there is a considerable risk of accident and injury if bells are left 'up' after ringing.

This hazard can be removed simply by ringing bells 'down' after ringing.

Maintain a record of the work you have done to reduce or remove hazards.

Remember that most changes to the building, even if required for Health & Safety reasons, will still be subject to the usual faculty procedures.