



## All Saints' Church Risk Assessment

### Risk assessment for all users of All Saints Church

#### Brief Description:

All services and events held in the church and for external hire.

**Date risk assessment completed:** 2<sup>nd</sup> July 2020

**Any relevant information further to the table attached** e.g. guidance and procedures followed.

Individual activities should have their own risk assessment to be read in conjunction with this document.

**Assessment prepared by:** *Julie Lodge, Carolyn Nicholls, Henrietta Harding and Evelynne Gunn*

**Position/ Role:** Safeguarding team members

**Date:** 6<sup>th</sup> July 2020

**Risk assessment approved by:** Revd. Beverly Watson

**Position/ Role:** Incumbent

**Date of approval:** 6<sup>th</sup> July 2020

**Risk assessment approved by:**

Carolyn Nicholls, Henrietta Harding

**Position/ Role:** Church Warden

**Date of approval:** 6 July 2020

#### Purpose of form:

This document is designed to assess actual and potential risk to participants who use All Saints Church. The assessment should be undertaken and document completed and approved by the All Saints' PCC or its named representative on an annual basis.

Under no circumstances predate approval. This is an official safeguarding document that will be used in the case of emergencies by All Saints' Church to show what actions are planned to minimise risk.

A copy of the risk assessment is to be kept by an appropriate adult on the activity and one copy filed in the risk assessment folder in the office at All Saints' Church.

#### Risk Ratings:

A risk rating of low, medium or high should be applied to each aspect of the activity.

Approval of a proposed activity will take all controlling measures into account. If the overall risk is considered to be insufficiently controlled the activity will not be approved.

## All Saints' Church RISK ASSESSMENT FORM

**Think about:** Supervision; behaviour management; health; safety; first aid; emergency contacts; food preparation; parental permissions; travel; venue/environment; cost and financial implications; insurance; legal aspects; impact on All Saints' Church reputation.

Activity	Risk factors	Risk Level without controls & measures	Controls & measures	Risk Level with controls & measures	Named person responsible
<p><b>Entire Building and Surrounds</b></p> <p>Please note there is a Faults and Repairs notebook hanging in the foyer of the church for the reporting of any faults, wear and tear, or anything that needs fixing.</p>					
<b>Dangerous surfaces</b>	Uneven surface of car park	medium	<ul style="list-style-type: none"> <li>Car park surface currently in excellent condition and will be maintained to be as even as possible. Users to report any problems with the car park surface to the churchwardens.</li> </ul>	low	Activity leader
	Slips, trips and falls caused by wet surfaces	medium	<ul style="list-style-type: none"> <li>Flood lighting will come on automatically in the car park when you walk near the front entrance to the church, to report in Faults booklet if it is not working.</li> </ul>	low	Activity leader
	Slips, trips and falls caused by physical damage and corresponding debris	medium	<ul style="list-style-type: none"> <li>Users to clear up spillages immediately and safely remove debris. Use correct mops from the cupboard in the disabled toilet, or paper towels from dispenser on the wall under the bell tower. Use 'wet floor' sign if appropriate.</li> </ul>	low	Chair of Premises Vision Group
		medium	<ul style="list-style-type: none"> <li>Mats at entrances to stay in place to stop rain water being carried in.</li> <li>ANY accidents to be reported to the church via the accident reporting</li> </ul>	Low Low	Activity leader Activity leader

Activity	Risk factors	Risk Level without controls & measures	Controls & measures	Risk Level with controls & measures	Named person responsible
			book stored by the First Aid Box in the Church Foyer.		
<b>Vehicle movement</b>	Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it.	high	<ul style="list-style-type: none"> <li>For large events, parking to be controlled by Marshalls wearing hi-viz vests.</li> <li>Car park well lit – if not working report in Faults and Repairs book hanging from the noticeboard in the church foyer.</li> <li>Users (especially those with children) to be aware of cars in the car park.</li> </ul>	low	<p>Activity leader</p> <p>In an emergency consult Church Handbook for contact numbers</p>
<b>Electrical equipment</b>	Electric shocks or burns from faulty equipment or installation	high	<ul style="list-style-type: none"> <li>Safety plugs to be kept in sockets.</li> <li>Portable equipment owned by the church will be checked following HSE advice. Will show PAT label</li> <li>Users are responsible for any of their own equipment used on site.</li> <li>Users must check portable electrical equipment for visual signs of damage before use and any unsafe equipment should be noted in Faults and Repairs book.</li> <li>All unsafe equipment to be removed from the church</li> </ul>	low	<p>In an emergency consult Church Handbook for contact numbers</p> <p>Chair of Premises Vision Group</p>
<b>Fire</b>	If trapped, risk of fatal injuries from smoke inhalation/burns – elderly, children and others with restricted mobility may be at special risk. Large numbers in church.	high	<ul style="list-style-type: none"> <li>Fire extinguishers are checked according to regulations annually by the church. To be used by a competent person if needed and it is safe to do so.</li> </ul>	low	Activity leader

Activity	Risk factors	Risk Level without controls & measures	Controls & measures	Risk Level with controls & measures	Named person responsible
			<ul style="list-style-type: none"> <li>• Users must keep the fire exits clear during any service or event and acquaint themselves with all fire exits.</li> <li>• Follow set procedures –</li> <li>• leader to raise the alarm with the congregation/group (via the PA system if in use) and to get other leaders to open doors and to clear the church and guide people down to the field (to avoid blown out glass.)</li> <li>• Families to be reunited and checked by one of the above to see if anyone is missing.</li> <li>• Celebrant/church wardens/group leader to phone emergency services using own mobile phone or from a nearby house.</li> <li>• One of the above people to go to the entrance to meet the emergency services and one to check the church buildings are empty.</li> <li>• Everyone to remain on the field until the fire is extinguished OR everyone accounted for and allowed to leave by fire marshall. Public should not re-enter the building unless fire marshalls, or fire service personnel give permission</li> </ul>		<p style="text-align: center;">Fire Marshall or dedicated person</p>

Activity	Risk factors	Risk Level without controls & measures	Controls & measures	Risk Level with controls & measures	Named person responsible
<b>Specific areas of the building</b>					
<b>Church porch area</b>					
<b>Entrance Hall:</b> <ul style="list-style-type: none"> <li>• Steps by the door – front and back</li> <li>• Door well mats</li> <li>• Internal doors into church</li> </ul>	Trip/fall  Trip/fall as mats wear and compact  Fingers getting trapped	medium  medium  medium	<ul style="list-style-type: none"> <li>• Users to take care when exiting the building.</li> <li>• Users to report any wear in Faults and Repairs book.</li> <li>• Mats to be replaced as required.</li> <li>• Users to hook back door when people are using the church to give clear access if necessary.</li> </ul>	low  low  low	Activity leader  Activity leader  Premises committee or Chair Activity leader
<b>Lobby by toilet:</b> Gas meter	Gas leak	medium	<ul style="list-style-type: none"> <li>• Users to know where the gas main switch is to be able to turn it off in an emergency.</li> </ul>	low	Activity leader
<b>Disabled Toilet:</b> <ul style="list-style-type: none"> <li>• Cleaning products</li> <li>• Loose brooms etc</li> <li>• Grit</li> </ul>	Accessible - poison  Fall onto someone  Accessible to children	medium  medium  medium	<ul style="list-style-type: none"> <li>• The Church will store these in cupboard secured with high bolt. Users to ensure doors bolted all the time so no access for children.</li> <li>• Users to keep them clipped to the wall in the cupboard.</li> <li>• Church to keep in container.</li> </ul>	low  low  low	All users  All users  All users

Activity	Risk factors	Risk Level without controls & measures	Controls & measures	Risk Level with controls & measures	Named person responsible
<ul style="list-style-type: none"> <li>Hot water from tap</li> </ul>	Burns/scalds	medium	<ul style="list-style-type: none"> <li>Temperature is kept tolerable or sign put up if can't control heat.</li> </ul>	low	All users
<ul style="list-style-type: none"> <li>Water leaks</li> </ul>	Flooding in the church	medium	<ul style="list-style-type: none"> <li>Leaders to know where the water stop cock is to be able to turn it off in an emergency (remove wood from side wall by sink)</li> </ul>	low	Activity leader
<b>Flower cupboard:</b> Stacked flower stands and steps	Risk of falling over	medium	<ul style="list-style-type: none"> <li>Users to keep the door locked and bolted. No children to have access to cupboard.</li> </ul>	low	All users
<ul style="list-style-type: none"> <li>Vases</li> </ul>	Risk of breakage	medium	<ul style="list-style-type: none"> <li>Church to keep them under the sink/drain area.</li> </ul>	low	All users
<ul style="list-style-type: none"> <li>Knife and scissors</li> </ul>	Risk of cuts	medium	<ul style="list-style-type: none"> <li>Church to keep up out of reach of children</li> </ul>	low	All users
<b>Office:</b> <ul style="list-style-type: none"> <li>Kettle/lead</li> </ul>	Pulling hot water on yourself – scalds	medium	<ul style="list-style-type: none"> <li>Users to make sure it is emptied after use and stored away from the edge of the worktop. Portable equipment owned by the church will be checked following HSE advice.</li> <li>To be used by responsible adults only.</li> </ul>	low	Church Administrator
<ul style="list-style-type: none"> <li>Electrical equipment – computer, printer, photocopier, shredder, laminator, heater.</li> </ul>	Electrocution	medium	<ul style="list-style-type: none"> <li>Users to keep water away from electrical equipment</li> <li>Church to ensure equipment is Portable Appliance Tested (PAT) annually.</li> </ul>	low	Church Administrator
<ul style="list-style-type: none"> <li>Staplers/Scissors</li> </ul>	Cuts	medium	<ul style="list-style-type: none"> <li>Users to put out of reach/in drawer.</li> </ul>	low	Church Administrator

Activity	Risk factors	Risk Level without controls & measures	Controls & measures	Risk Level with controls & measures	Named person responsible
<b>Main church</b>					
<ul style="list-style-type: none"> <li>Door well mat</li> </ul>	Trip/fall as mats wear and compact	medium	<ul style="list-style-type: none"> <li>Users to report major wear and tear on Faults and Repairs booklet</li> <li>Replace when necessary.</li> </ul>	low	Chair of Premises Vision Group
<ul style="list-style-type: none"> <li>Easter candle and Font</li> </ul>	Falling over/burns	medium	<ul style="list-style-type: none"> <li>Parents to supervise their children in the baptistery area.</li> </ul>	low	All users
<ul style="list-style-type: none"> <li>Churchwarden's staffs and MU banner</li> </ul>	Falling over	medium	<ul style="list-style-type: none"> <li>Church to ensure clipped firmly. Parents to supervise their children.</li> </ul>	low	All users
<ul style="list-style-type: none"> <li>Pictures on the wall</li> </ul>	Falling/broken glass	medium	<ul style="list-style-type: none"> <li>Church to ensure firmly fixed to wall.</li> <li>Users to clear up any breakages as soon as possible.</li> </ul>	low	Chair of Premises Vision Group
<ul style="list-style-type: none"> <li>Large cross above altar</li> </ul>	Falling on people below	low	<ul style="list-style-type: none"> <li>Church to check regularly that it is firmly fixed.</li> </ul>	low	Chair of Premises Vision Group
<ul style="list-style-type: none"> <li>Moving the piano</li> </ul>	Muscular damage/injury	Medium	<ul style="list-style-type: none"> <li><b>Do not move the piano</b>, it is to remain on the piece of carpet that currently holds it in place.</li> </ul>	Low	All users
<ul style="list-style-type: none"> <li>Electrical wire to the organ by the choir corner</li> </ul>	Trip and electrocution	medium	<ul style="list-style-type: none"> <li>Church to keep wires in casing</li> </ul>	low	Chair of Premises Vision Group
<ul style="list-style-type: none"> <li>Lamp by organ</li> </ul>	Falling/trip on wires	medium	<ul style="list-style-type: none"> <li>Church to keep lamp by the wall so no trailing wires.</li> </ul>	low	Chair of Premises Vision Group
<ul style="list-style-type: none"> <li>Electrical fire hazard from organ</li> </ul>	Fire risk	medium	<ul style="list-style-type: none"> <li>Church to keep maintained and serviced regularly.</li> </ul>	low	Chair of Premises Vision Group

Activity	Risk factors	Risk Level without controls & measures	Controls & measures	Risk Level with controls & measures	Named person responsible
<ul style="list-style-type: none"> <li>• Drums and carpet</li> <li>• Step access to library area</li> <li>• Use of candles/votives</li> <li>• Floor grills for heating</li> <li>• High level light bulbs – risk of falling from height whilst changing</li> </ul>	<ul style="list-style-type: none"> <li>Trip hazard</li> <li>Trip hazard</li> <li>Burns/fire in church/clothing catching fire</li> <li>Trip hazard/fire risk</li> <li>Injury from falling off ladder</li> </ul>	<ul style="list-style-type: none"> <li>medium</li> <li>medium</li> <li>medium</li> <li>medium</li> <li>high</li> </ul>	<ul style="list-style-type: none"> <li>• Users to store in corner when not in use</li> <li>• Church to ensure clear access to the library.</li> <li>• No candles to be used without prior permission.</li> <li>• Users to report in Faults and Repairs book if uneven or damaged.</li> <li>• Users to report any broken lights/lightbulbs in Faults and Repairs booklet</li> <li>• When replaced, church to ensure use of long reach pole or if ladder used ensure second person is available to hold ladder.</li> </ul>	<ul style="list-style-type: none"> <li>low</li> <li>low</li> <li>low</li> <li>low</li> <li>Medium</li> </ul>	<ul style="list-style-type: none"> <li>All users</li> <li>All users</li> <li>All users</li> <li>All users</li> <li>All users</li> </ul>
<ul style="list-style-type: none"> <li>• Chairs and chair storage</li> </ul>	<ul style="list-style-type: none"> <li>Risk of chairs falling causing damage and/or injury</li> </ul>	<ul style="list-style-type: none"> <li>High</li> </ul>	<ul style="list-style-type: none"> <li>• Books must be removed from the book tray on back of chair before chairs are stacked</li> <li>• Only store a maximum of 8 chairs without arms on a trolley.</li> <li>• Only store a maximum of 5 chairs with arms, free-standing on the floor (not on the trolleys).</li> <li>• Take care when moving trolleys and store safely in chair store</li> <li>• When moving chairs take particular care to de-link them from other chairs</li> </ul>	<ul style="list-style-type: none"> <li>Low</li> </ul>	<ul style="list-style-type: none"> <li>All users</li> </ul>



Activity	Risk factors	Risk Level without controls & measures	Controls & measures	Risk Level with controls & measures	Named person responsible
	Risk of damage to the floor	High	<p>and pick up no more than two chairs at a time</p> <ul style="list-style-type: none"> <li>• Move the trolleys to the chairs rather than lots of individuals carrying chairs from one side of the church to the other, creating a hazard and a bottleneck</li> <li>• Take care when moving chairs that you do not scuff the floor, but pick up and put down carefully, do not drag across the floor.</li> <li>• Spillages should be mopped up immediately and the floor wiped dry, do not leave the floor wet.</li> </ul>	Low	All Users
<b>Resource Library</b>					
<ul style="list-style-type: none"> <li>• Step to Library</li> </ul>	Trips and falls	Medium	<ul style="list-style-type: none"> <li>• White tape to be maintained at edge at all times</li> <li>• Access Statement published on website to warn people of hazard</li> </ul>	Low	All users
<ul style="list-style-type: none"> <li>• Shelves</li> </ul>	Risk of shelves falling	Medium	<ul style="list-style-type: none"> <li>• Shelves to be secured to wall</li> </ul>	Low	

<b>Lady Chapel</b>					
<ul style="list-style-type: none"> <li>Gas heater</li> </ul>	<p>Danger of gas leak</p> <p>Burns</p>	<p>Medium</p> <p>medium</p>	<ul style="list-style-type: none"> <li>Carbon monoxide monitor in place.</li> <li>Annual maintenance</li> <li>Users to keep children/adults clear.</li> <li>Remember to turn down low when not in room.</li> </ul>	<p>Low</p> <p>Low</p> <p>Low</p>	<p>All users</p> <p>Premises committee</p> <p>All users</p>
<ul style="list-style-type: none"> <li>Glass windows by altar</li> </ul>	<p>Safety/breakage</p>	<p>medium</p>	<ul style="list-style-type: none"> <li>Users are not to lean against the glass.</li> <li>Church to replace when necessary to meet requirements.</li> </ul>	<p>low</p>	<p>All users</p>
<b>Chair Store</b>					
<ul style="list-style-type: none"> <li>Heavy items on shelves</li> </ul>	<p>Risk of damage from falling items</p>	<p>medium</p>	<ul style="list-style-type: none"> <li>Users to take care when moving things off shelves.</li> </ul>	<p>low</p>	<p>All users</p>
<b>Reading Room</b>					
<ul style="list-style-type: none"> <li>2nd cupboard – (choir)</li> </ul>	<p>Falling papers/shelves</p>	<p>medium</p>	<ul style="list-style-type: none"> <li>Church to maintain so that shelves do not fall out.</li> </ul>	<p>low</p>	<p>Choir</p>
<ul style="list-style-type: none"> <li>3rd cupboard – boiler</li> </ul>	<p>Explosion/gas</p>	<p>medium</p>	<ul style="list-style-type: none"> <li>Church to ensure good ventilation maintained.</li> <li>Annual Maintenance.</li> <li>No unauthorized access to the boiler cupboard.</li> </ul>	<p>Low</p> <p>Low</p> <p>Low</p>	<p>All users</p> <p>Premises committee</p> <p>All users</p>
<ul style="list-style-type: none"> <li>Stacking chairs</li> </ul>	<p>Falling</p>	<p>medium</p>	<ul style="list-style-type: none"> <li>Users to ensure not more than 5 high.</li> </ul>	<p>low</p>	<p>All users</p>

<ul style="list-style-type: none"> <li>Gas heater</li> </ul>	Burns/explosion		<ul style="list-style-type: none"> <li>Users to keep guard in front and ensure nothing is put on top of it. Turn heater down when no longer in use.</li> </ul>	low	All users Chair of Premises Vision Group
<ul style="list-style-type: none"> <li>Choir robe store</li> </ul>	Snapping rail – falling rail/robes	medium	<ul style="list-style-type: none"> <li>Maintenance via annual service</li> </ul>	low	Choir
<ul style="list-style-type: none"> <li>Storage on floor cushions on top of choir robes.</li> </ul>	Falling	medium	<ul style="list-style-type: none"> <li>Users to take care when removing/placing items on the rail.</li> </ul>	low	All users
<ul style="list-style-type: none"> <li>Kitchenette</li> </ul>	Scalds/electrocution	medium	<ul style="list-style-type: none"> <li>Store carefully after use.</li> </ul>	low	All users
<b>Vestry</b>					
<ul style="list-style-type: none"> <li>Hanging rails</li> </ul>	Rail breaking, robes falling.	medium	<ul style="list-style-type: none"> <li>Church to ensure not overloaded.</li> </ul>	low	Sacristan
<ul style="list-style-type: none"> <li>Valuable items</li> </ul>	Theft	medium	<ul style="list-style-type: none"> <li>Church to ensure safe remains locked and cupboards closed.</li> </ul>	low	All users
<ul style="list-style-type: none"> <li>Kettle</li> </ul>	Flex being pulled – scald	medium	<ul style="list-style-type: none"> <li>Church to keep children out of Vestry except for the Crucifer.</li> <li>Care to be taken when reaching for kettle.</li> </ul>	low	Sacristan
<ul style="list-style-type: none"> <li>Cleaning products</li> </ul>	Inhalation/swallowing hazardous chemicals	medium	<ul style="list-style-type: none"> <li>Church to ensure they are kept in cupboard in secure room.</li> </ul>	low	Sacristan
<ul style="list-style-type: none"> <li>Communion wine</li> </ul>	Underage drinking	medium	<ul style="list-style-type: none"> <li>Church to keep in secure room.</li> </ul>	low	Sacristan
<ul style="list-style-type: none"> <li>Gas heater</li> </ul>	Burns/Explosion	medium	<ul style="list-style-type: none"> <li>Church to ensure it is not covered and properly ventilated.</li> </ul>	low	Chair of Premises Vision Group

<ul style="list-style-type: none"> <li>• Audio Visual Equipment</li> <li>• Sound Equipment</li> <li>• Portable projector</li> <li>• Portable microphones</li> </ul>	Electrocution/Trip Hazard	medium	<ul style="list-style-type: none"> <li>• Church to arrange for annual servicing to take place.</li> <li>• Users to use as instructed and store on shelf out of reach.</li> <li>• All leads protected with cable covers.</li> <li>• PAT according to HSE guidance. All equipment will carry PAT label.</li> </ul>	low	Chair of Premises Vision Group
<ul style="list-style-type: none"> <li>• Fuse box</li> </ul>	Electrocution	medium	<ul style="list-style-type: none"> <li>• No unauthorized access, in secure room.</li> </ul>	low	Office Administrator  All users
<ul style="list-style-type: none"> <li>• High storage cupboards</li> </ul>	Fall/damage to head	high	<ul style="list-style-type: none"> <li>• Church to use proper steps to not overreach and when open to secure properly. Store items carefully.</li> </ul>	medium	All users
<b>Risks to Fabric</b>					
<ul style="list-style-type: none"> <li>• <b>Security</b></li> </ul>	Theft	medium	<ul style="list-style-type: none"> <li>• Users to ensure that all windows and doors are locked shut before leaving the building.</li> <li>• Users to lock the main exits if asked to do so.</li> <li>• No extra keys to be cut by hirers. An up-to-date list of key holders is kept by the churchwardens.</li> </ul>	low	Church Wardens
<ul style="list-style-type: none"> <li>• <b>Failure to protect children and vulnerable adults</b></li> <li>• Risk of abuse/harm</li> </ul>	Physical/mental/sexual abuse	medium	<ul style="list-style-type: none"> <li>• Church volunteers to ensure safeguarding policy is read and adhered to. At least 2 adults to be present in any room for any activity involving children and/or vulnerable adults. Adult/ child ratios to be maintained</li> <li>• Users to ensure they have appropriate safeguarding measures</li> </ul>	low	Activity Leader  Activity leader

			(eg Guides to follow Girl Guiding UK safeguarding.)		
<b>Fraud:</b> <ul style="list-style-type: none"> <li>Monetary cash on site</li> </ul>	Risk of theft or fraud	medium	<ul style="list-style-type: none"> <li>Users ensure cash is stored in the safe and kept locked and vestry door locked</li> <li>Sides people follow church procedures for managing Sunday collections</li> <li>Cashier and one other adult to follow church procedures for counting and banking cash.</li> </ul>	low	Incumbent
<b>Use of contractors:</b> <ul style="list-style-type: none"> <li>Unsafe contractors – ie not competent or properly resourced to conduct work safely</li> </ul>	Harm to Users and premises	medium	<ul style="list-style-type: none"> <li>Church to obtain written references/confirmation of abilities of contractors.</li> <li>Church to verify they are appropriately insured ie public and employer's liability.</li> <li>Church to confirm any work with our insurance company.</li> <li>Contractor to provide risk assessment before work commenced</li> </ul>	low	Chair of Premises Vision Group
<b>The Field</b>	Risk of slips, trips, being stung by nettles, falling out of trees.	High	<ul style="list-style-type: none"> <li>All users to take care while on the field, the ground is uneven and when wet the grass can be very slippery.</li> <li>All users of the field to be aware that many dog walkers use this field, so look out for excrement</li> <li>The stairs are steep and care should be taken on them</li> <li>All children should be supervised and never left without an adult in attendance</li> </ul>	Low	All users

			<ul style="list-style-type: none"><li>• The field is not secure and has many entrances and paths leading to it. Care to be taken at all times.</li><li>• children should be supervised at all times, discouraged from climbing trees, and never left without an adult in attendance.</li></ul>		
--	--	--	--	--	--

***For all activities associated with All Saints Church this assessment must be accompanied by an All Saints' Church Activity Risk Assessment Form which is signed and submitted for approval. The activity must be approved by an authorised individual before taking place.***