

**Parish of All Saints Church**

**Risk Assessment**

**Activity:** Any activity taking place in the church

**Location:** All Saints Church

**Name of leader with responsibility:** Rev Beverly Watson

**Date of first risk assessment:** 7<sup>th</sup> January 2024

**Time/frequency:**

**Date to be reviewed:** 7<sup>th</sup> January 2024

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
<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>	<p>Uneven surface of car park</p> <p>Slips, trips and falls caused by wet surfaces</p>	<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> <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> <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</li> </ul>				

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	Slips, trips and falls caused by physical damage and corresponding debris	<p>floor' sign if appropriate.</p> <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 book stored by the First Aid Box in the Church Foyer.</li> </ul>				
<b>Vehicle movement</b>	Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it.	<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> </ul> <p>Users (especially those with children) to be aware of cars in the car park</p>				
<b>Electrical equipment</b>	Electric shocks or burns from faulty equipment or installation	<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> </ul>				

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		<ul style="list-style-type: none"> <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>				
<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.	<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> <li>• Users must keep the fire exits clear during any service or event and acquaint themselves with all fire exits.</li> </ul>				

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		<ul style="list-style-type: none"> <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</li> </ul>				

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		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				
<b>Specific areas of the building</b>						
<b>Entrance Hall:</b> Steps by the door – front and back	Trip/fall	<ul style="list-style-type: none"> <li>Users to take care when exiting the building.</li> </ul>				
Door well mats	Trip/fall as mats wear and compact	<ul style="list-style-type: none"> <li>Users to report any wear in Faults and Repairs book.</li> <li>Mats to be replaced as required.</li> </ul>				
Internal doors into church	Fingers getting trapped	<ul style="list-style-type: none"> <li>Users to hook back door when people are using the church to give clear access if necessary.</li> </ul>				

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<b>Lobby by toilet:</b> Gas meter	Gas leak	<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>				
<b>Disabled Toilet:</b> Cleaning products	Accessible - poison	<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. medium</li> </ul>				
Loose brooms etc	Fall onto someone	<ul style="list-style-type: none"> <li>Users to keep them clipped to the wall in the cupboard.</li> </ul>				
Grit	Accessible to children	<ul style="list-style-type: none"> <li>Church to keep in container.</li> </ul>				
Hot water from tap	Burns/scalds	<ul style="list-style-type: none"> <li>Temperature is kept tolerable or sign put up if can't control heat.</li> </ul>				
Water leaks	Flooding in the church	<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>				
<b>Flower cupboard:</b> Stacked flower stands and steps	Risk of falling over	<ul style="list-style-type: none"> <li>Users to keep the door locked and bolted. No children to have access to cupboard.</li> </ul>				

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Vases	Risk of breakage	<ul style="list-style-type: none"> <li>Church to keep them under the sink/drainer area.</li> </ul>				
Knife and scissors guillotine	Risk of cuts	<ul style="list-style-type: none"> <li>Church to keep up out of reach of children</li> </ul>				
<b>Office:</b> Kettle/lead Coffee Machine	Pulling hot water on yourself – scalds	<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>				
Electrical equipment: computer, printer, photocopier, shredder, laminator, heater.	Electrocution	<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>				
Staplers/Scissors	Cuts	<ul style="list-style-type: none"> <li>Users to put out of reach/in drawer</li> </ul>				
<b>Main Church</b>						

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Door well mat	Trip/fall as mats wear and compact	<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>				
Easter candle and Font	Falling over/burns	<ul style="list-style-type: none"> <li>Parents to supervise their children in the baptistery area.</li> </ul>				
Churchwarden's staffs and MU banner	Falling over	<ul style="list-style-type: none"> <li>Church to ensure clipped firmly. Parents to supervise their children.</li> <li></li> </ul>				
Pictures on the wall	Falling/broken glass	<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>				
Large cross above altar	Falling on people below	<ul style="list-style-type: none"> <li>Church to check regularly that it is firmly fixed.</li> </ul>				
Moving the piano	Muscular damage/injury	<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>				



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Electrical wire to the organ by the choir corner	Trip and electrocution	<ul style="list-style-type: none"> <li>Church to keep wires in casing</li> </ul>				
Lamp by organ	Falling/trip on wires	<ul style="list-style-type: none"> <li>Church to keep lamp by the wall so no trailing wires.</li> </ul>				
Electrical fire hazard from organ	Fire risk	<ul style="list-style-type: none"> <li>Church to keep maintained and serviced regularly.</li> </ul>				
Drums and carpet	Trip hazard	<ul style="list-style-type: none"> <li>Users to store in corner when not in use</li> </ul>				
Use of candles/votives	Burns/fire in church/clothing catching fire	<ul style="list-style-type: none"> <li>No candles to be used without prior permission.</li> </ul>				
Floor grills for heating	Trip hazard/fire risk	<ul style="list-style-type: none"> <li>Users to report in Faults and Repairs book if uneven or damaged.</li> </ul>				

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High level light bulbs – risk of falling from height whilst changing	Injury from falling off ladder	<ul style="list-style-type: none"> <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>				
Chairs and chair storage	Risk of chairs falling causing damage and/or injury	<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 and pick up</li> </ul>				

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	Risk of damage to the floor	<ul style="list-style-type: none"> <li>no more than two chairs at a time</li> <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 bottle-neck</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>				
<b>Children's Church</b>	Activity packs to be provided for children attending services. Risk of infection to other children,	<ul style="list-style-type: none"> <li>All packs to be individually named and will be quarantined between services. Only to be used by the named child.</li> </ul>				
<b>Resource Library – This area has signs of subsidence and access to it has been closed for the time being.</b>						
There is subsidence in this area.	Risk of damage from falling bricks or roofing.	<ul style="list-style-type: none"> <li>The area is to be cordoned off with no access from the main body of the church</li> </ul>				

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<b>The Chapel of the Holy Family – This area has signs of subsidence and access to it has been closed for the time being.</b>						
There is subsidence in this area.	Risk of damage from falling bricks or roofing.	<ul style="list-style-type: none"> <li>The area is to be cordoned off with no access from the main body of the church</li> </ul>				
<b>Chair Store</b> Heavy items on shelves	Risk of damage from falling items	<ul style="list-style-type: none"> <li>Users to take care when moving things off shelves</li> </ul>				
<b>Reading Room</b> 2nd cupboard – (choir)	Falling papers/shelves	<ul style="list-style-type: none"> <li>Church to maintain so that shelves do not fall out.</li> </ul>				
3rd cupboard – boiler	Explosion/gas	<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>				
Stacking chairs	Falling	<ul style="list-style-type: none"> <li>Users to ensure not more than 5 high.</li> </ul>				
Gas heater	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</li> </ul>				

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		<ul style="list-style-type: none"> <li>down when no longer in use.</li> <li>Maintenance via annual service</li> </ul>				
Choir robe store	Snapping rail – falling rail/robes	<ul style="list-style-type: none"> <li>Users to take care when removing/placing items on the rail.</li> </ul>				
Storage on floor cushions on top of choir robes.	Falling	<ul style="list-style-type: none"> <li>Store carefully after use.</li> </ul>				
Kitchenette	Scalds/electrocution	<ul style="list-style-type: none"> <li>Ensure door is kept closed and children do not enter. To be used by responsible adults.</li> </ul>				
<b>Vestry</b> Hanging rails	Rail breaking, robes falling.	<ul style="list-style-type: none"> <li>Church to ensure not overloaded.</li> </ul>				
Valuable items	Theft	<ul style="list-style-type: none"> <li>Church to ensure safe remains locked and cupboards closed.</li> </ul>				
Kettle	Flex being pulled – scald	<ul style="list-style-type: none"> <li>Church to keep children out of Vestry except for the Crucifer.</li> </ul>				

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		<ul style="list-style-type: none"> <li>Care to be taken when reaching for kettle.</li> </ul>				
Cleaning products	Inhalation/swallowing hazardous chemicals	<ul style="list-style-type: none"> <li>Church to ensure they are kept in cupboard in secure room.</li> </ul>				
Communion wine	Underage drinking	<ul style="list-style-type: none"> <li>Church to keep in secure room.</li> </ul>				
Gas heater	Burns/Explosion	<ul style="list-style-type: none"> <li>Church to ensure it is not covered and properly ventilated.</li> <li>Church to arrange for annual servicing to take place.</li> </ul>				
Audio Visual Equipment Sound Equipment Portable projector Portable microphones	Electrocution/Trip Hazard	<ul style="list-style-type: none"> <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>				
Fuse box	Electrocution	<ul style="list-style-type: none"> <li>No unauthorized access, in secure room.</li> </ul>				

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High storage cupboards	Fall/damage to head	<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>				
<b>Risks to Fabric Security</b>	Theft	<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>				
<b>Failure to protect children and vulnerable adults</b>  Risk of abuse/harm	Physical/mental/sexual abuse	<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> </ul>				

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		<ul style="list-style-type: none"> <li>Users to ensure they have appropriate safeguarding measures (eg Guides to follow Girl Guiding UK safeguarding.)</li> </ul>				
<b>Fraud:</b> Monetary cash on site	Risk of theft or fraud	<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>				
<b>Use of contractors:</b> Unsafe contractors – ie not competent or properly resourced to conduct work safely	Harm to Users and premises	<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> </ul>				



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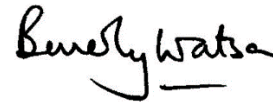
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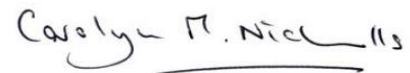
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		<ul style="list-style-type: none"> <li>Church to confirm any work with our insurance company.</li> <li>Contractor to provide risk assessment before work commenced.</li> </ul>				

**Risk assessment approved by:** Beverly Watson, Incumbent



**Date of approval:** 7<sup>th</sup> January 2024

**Risk assessment approved by:** Carolyn Nicholls Church Warden



**Date of approval:** 7<sup>th</sup> January 2024