

Parish of All Saints Church

Risk Assessment

Activity: Any activity taking place in the church

Date of first risk assessment: 24th February 2025

Location: All Saints Church

Time/frequency:

Name of leader with responsibility: Rev Beverly Watson

Date to be reviewed: 24th February 2026

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
Entire Building and Surrounds						
For faults and repairs please email the Office Administrator (allsaintschurchgfd@gmail.com)						
Dangerous Surfaces	<p>Uneven surface of car park</p> <p>Slips, trips and falls caused by wet surfaces</p>	<ul style="list-style-type: none"> 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. Flood lighting will come on automatically in the car park when you walk near the front entrance to the church, to report to office administrator if not working (allsaintschurchgfd@gmail.com) 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 		<p>Activity leader</p> <p>Activity leader</p> <p>Premises Vision Group leader</p>		

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	Slips, trips and falls caused by physical damage and corresponding debris	<p>the wall under the bell tower. Use 'wet floor' sign if appropriate.</p> <ul style="list-style-type: none"> Mats at entrances to stay in place to stop rainwater being carried in. ANY accidents to be reported to the church via the accident reporting book stored by the First Aid Box in the Church Foyer. 		<p>Activity leader</p> <p>Activity leader</p>		
Vehicle movement	Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it.	<ul style="list-style-type: none"> For large events, parking to be controlled by Marshalls wearing hi-viz vests. Car park well lit – if not working report in Faults and Repairs book hanging from the noticeboard in the church foyer. <p>Users (especially those with children) to be aware of cars in the car park</p>		<p>Activity leader</p> <p>Activity leader</p> <p>All users</p>		
Electrical equipment	Electric shocks or burns from faulty equipment or installation	<ul style="list-style-type: none"> Safety plugs to be kept in sockets. 		Premises Vision Group leader		

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		<ul style="list-style-type: none"> • Portable equipment owned by the church will be checked following HSE advice. Will show PAT label • Users are responsible for any of their own equipment used on site. • 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. • All unsafe equipment to be removed from the church 		<p>Activity leader</p> <p>Activity leader</p> <p>Premises Vision Group Leader</p>		
Fire	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"> • 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. 		Premises Vision Group Leader		

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		<p>and one to check the church buildings are empty.</p> <ul style="list-style-type: none"> 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 		Fire Marshall or dedicated person		
Specific areas of the building						
Entrance Hall: Steps by the door – front and back	Trip/fall	<ul style="list-style-type: none"> Users to take care when exiting the building. 		All users		
Door well mats	Trip/fall as mats wear and compact	<ul style="list-style-type: none"> Users to report any wear in Faults and Repairs book. Mats to be replaced as required. 		All users Premises Vision Group leader		

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Internal doors into church	Fingers getting trapped	<ul style="list-style-type: none"> Users to hook back door when people are using the church to give clear access if necessary. 		Activity leader		
Lobby by toilet: Gas meter	Gas leak	<ul style="list-style-type: none"> Users to know where the gas main switch is to be able to turn it off in an emergency. 		Activity leader		
Disabled Toilet: Cleaning products	Accessible - poison	<ul style="list-style-type: none"> The Church will store these in cupboard secured with high bolt. Users to ensure doors bolted all the time so no access for children. 		All users		
Loose brooms etc	Fall onto someone	<ul style="list-style-type: none"> Users to keep them clipped to the wall in the cupboard. 		All users		
Grit	Accessible to children	<ul style="list-style-type: none"> Church to keep in container in the cleaning cupboard in the toilet. 		All users		
Hot water from tap	Burns/scalds	<ul style="list-style-type: none"> Temperature is kept tolerable or sign put up if can't control heat. 		All users		
Water leaks	Flooding in the church	<ul style="list-style-type: none"> Leaders to know where the water stop cock is to be able to turn it off in an 		All users		

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		emergency (remove wood from side wall by sink)				
Flower cupboard: Stacked flower stands and steps	Risk of falling over	<ul style="list-style-type: none"> Users to keep the door locked and bolted. No children to have access to cupboard. 		All users		
Vases	Risk of breakage	<ul style="list-style-type: none"> Church to keep them under the sink/drain area. 		All users		
Knife and scissors	Risk of cuts	<ul style="list-style-type: none"> Church to keep up out of reach of children 		All users		
Office: Kettle/lead Coffee Machine	Pulling hot water on yourself – scalds	<ul style="list-style-type: none"> 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. To be used by responsible adults only. 		Church administrator Church administrator		
Electrical equipment:	Electrocution	<ul style="list-style-type: none"> Users to keep water away from electrical equipment 		Church administrator		

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computer, printer, photocopier, shredder, laminator, heater.		<ul style="list-style-type: none"> Church to ensure equipment is Portable Appliance Tested (PAT) annually. 		Church administrator		
Staplers/Scissors	Cuts	<ul style="list-style-type: none"> Users to put out of reach/in drawer 		Church administrator		
Main Church						
Door well mat	Trip/fall as mats wear and compact	<ul style="list-style-type: none"> Users to report major wear and tear on Faults and Repairs booklet Replace when necessary. 		Premises Vision group chair		
Easter candle and Font	Falling over/burns	<ul style="list-style-type: none"> Parents to supervise their children in the baptistry area. 		All users		
MU banner	Falling over	<ul style="list-style-type: none"> Church to ensure clipped firmly. Parents to supervise their children. 		All users		

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Pictures on the wall	Falling/broken glass	<ul style="list-style-type: none"> Church to ensure firmly fixed to wall. Users to clear up any breakages as soon as possible. 		Premises Vision Group Chair All users		
Large cross above altar	Falling on people below	<ul style="list-style-type: none"> Church to check regularly that it is firmly fixed. 		Premises Vision Group Chair		
Moving the piano	Muscular damage/injury	<ul style="list-style-type: none"> Do not move the piano, it is to remain on the piece of carpet that currently holds it in place. 		All users		
Electrical wire to the organ by the choir corner	Trip and electrocution	<ul style="list-style-type: none"> Church to keep wires in casing 		Premises Vision Group Chair		
Lamp by organ	Falling/trip on wires	<ul style="list-style-type: none"> Church to keep lamp by the wall so no trailing wires. 		Premises Vision Group Chair		

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Electrical fire hazard from organ	Fire risk	<ul style="list-style-type: none"> Church to keep maintained and serviced regularly. 		Premises Vision Group Chair		
Drums	Trip hazard	<ul style="list-style-type: none"> Users to store in corner when not in use 		All users		
Use of candles/votives	Burns/fire in church/clothing catching fire	<ul style="list-style-type: none"> No candles to be used without prior permission. 		All users		
Floor grills for heating	Trip hazard/fire risk	<ul style="list-style-type: none"> Users to report in Faults and Repairs book if uneven or damaged. 		All users		
High level light bulbs – risk of falling from height whilst changing	Injury from falling off ladder	<ul style="list-style-type: none"> Users to report any broken lights/lightbulbs in Faults and Repairs booklet When replaced, church to ensure use of long reach pole or if ladder used ensure second person is available to hold ladder. 		All users Premises Vision Group Chair		

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Chairs and chair storage	Risk of chairs falling causing damage and/or injury	<ul style="list-style-type: none"> • Books must be removed from the book tray on back of chair before chairs are stacked • Only store a maximum of 10 chairs without arms on a trolley. • Only store a maximum of 5 chairs with arms, free-standing on the floor (not on the trolleys). • Take care when moving trolleys • When moving chairs take particular care to de-link them from other chairs and pick up no more than two chairs at a time • 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 		<p>All users</p> <p>All users</p> <p>All users</p> <p>All users</p> <p>All users</p> <p>All users</p>		

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	Risk of damage to the floor	<ul style="list-style-type: none"> 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. Spillages should be mopped up immediately and the floor wiped dry, do not leave the floor wet. 		<p>All users</p> <p>All users</p>		
Resource Library – This area has signs of subsidence and access to it has been closed for the time being.						
There is subsidence in this area.	Risk of damage from falling bricks or roofing.	<ul style="list-style-type: none"> The area is to be cordoned off with no access from the main body of the church 		All users		
The Chapel of the Holy Family – This area has signs of subsidence and access to it has been closed for the time being.						
There is subsidence in this area.	Risk of damage from falling bricks or roofing.	<ul style="list-style-type: none"> The area is to be cordoned off with no access from the main body of the church 		All users		
Chair Store Heavy items on shelves	Risk of damage from falling items	<ul style="list-style-type: none"> Users to take care when moving things off shelves. Chair store to be locked. 		All users		

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Reading Room 2nd cupboard – (choir)	Falling papers/shelves	<ul style="list-style-type: none"> Church to maintain so that shelves do not fall out. 		Premises Vision Group Chair		
3rd cupboard – boiler	Explosion/gas	<ul style="list-style-type: none"> Church to ensure good ventilation maintained. Annual Maintenance. No unauthorized access to the boiler cupboard. 		Premises Vision Group Chair Premises Vision Group Chair		
Stacking chairs	Falling	<ul style="list-style-type: none"> Users to ensure not more than 5 high. 		All users		
Gas heater	Burns/explosion	<ul style="list-style-type: none"> Users to keep guard in front and ensure nothing is put on top of it. Turn heater down when no longer in use. Maintenance via annual service 		Premises Vision Group Chair Premises Vision Group Chair		

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Kitchenette	Scalds/electrocution	<ul style="list-style-type: none"> Ensure door is kept closed and children do not enter. To be used by responsible adults. 		All users		
Vestry Hanging rails	Rail breaking, robes falling.	<ul style="list-style-type: none"> Church to ensure not overloaded. 		Sacristan		
Valuable items	Theft	<ul style="list-style-type: none"> Church to ensure safe remains locked and cupboards closed. 		All users		
Kettle	Flex being pulled – scald	<ul style="list-style-type: none"> Church to keep children out of Vestry except for the Crucifer. Care to be taken when reaching for kettle. 		Sacristan		
Cleaning products	Inhalation/swallowing hazardous chemicals	<ul style="list-style-type: none"> Church to ensure they are kept in cupboard in secure room. 		Sacristan		
Communion wine	Underage drinking	<ul style="list-style-type: none"> Church to keep in secure room. 		Sacristan		
Audio Visual Equipment Sound Equipment Portable projector Portable microphones	Electrocution/Trip Hazard	<ul style="list-style-type: none"> Users to use as instructed and store on shelf out of reach. All leads protected with cable covers. 		Premises Vision Group Chair		

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		<ul style="list-style-type: none"> PAT according to HSE guidance. All equipment will carry PAT label. 		Premises Vision Group Chair		
Fuse box	Electrocution	<ul style="list-style-type: none"> No unauthorized access, in secure room. 		Premises Vision Group Chair		
High storage cupboards	Fall/damage to head	<ul style="list-style-type: none"> Church to use proper steps to not overreach and when open to secure properly. Store items carefully. 		All users		
Risks to Fabric Security	Theft	<ul style="list-style-type: none"> Users to ensure that all windows and doors are locked shut before leaving the building. Users to lock the main exits if asked to do so. No extra keys to be cut by hirers. An up-to-date list of key holders is kept by the churchwardens. 		Church Wardens Church Wardens Church Wardens		

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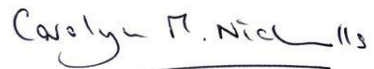
What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Use of contractors: Unsafe contractors – ie not competent or properly resourced to conduct work safely	Harm to Users and premises	<ul style="list-style-type: none"> Church to verify they are appropriately insured ie public and employer's liability. Church to confirm any work with our insurance company. Contractor to provide risk assessment before work commenced. 		<p>Incumbent</p> <p>Incumbent</p> <p>Incumbent</p>		

Risk assessment approved by: Beverly Watson, Incumbent



Date of approval: 24.2.25

Risk assessment approved by: Carolyn Nicholls Church Warden



Date of approval: 25.2.25