

**Parish of St. Etheldreda and St. Luke**

**Activity risk assessment**

**Activity:** Worship/open church at weekends

**Date of last full review:** 05/06/2023

**Location:** St Luke's Church Interior

**Time/frequency:** Weekly observations, annual full review

**Name of leader with responsibility:** PCC

**Date of next full review:** June 2024

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>Do you need to do anything else to manage this risk?</b>	<b>Action by whom?</b>	<b>Action by when?</b>	<b>Done</b>
Trips: Worn or uneven step. Worn or unfixed carpets or mats Worn or uneven flooring including small step up and down to pews. Step up and down to lectern. Poor lighting.	Anyone visiting the church. Volunteers and staff in the church.	Lighting replaced with brighter light bulbs. Steps and flooring inspected regularly. Move readings to the music stand if the person is unable to safely step up/down to the lectern. Hazard tape added to south transept plinth. Regular verbal reminders to new/vulnerable people about step up to plinths. Physical assistance to those who need help.	Inspect areas every 3 months. Take steps to rectify hazards where possible.	Deputy churchwardens.	Ongoing	
Slips: Polished stone floors. Stone floors can be slippery when wet. Floor can be wet during spills or wet weather.	Anyone visiting the church. Volunteers and staff in the church.	Mops and cleaning equipment for spills/wet floors. Church floor cleaned only when church is closed or manned to warn visitors.	Continue to manage the risk with current actions.	Deputy churchwardens.	Ongoing	

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Electrical faults	Anyone visiting the church. Volunteers and staff in the church.	All electrical work carried out by qualified electricians. Annual electrical testing (last completed 06/02/23). Additional sockets now in place which have reduced the need for extension leads. When extension leads have to be used and cross walkways (for the crib and Easter Garden setting) heavy mat used over the cable to secure the cable to the floor.	Ensure that all wiring check are kept up to date and by qualified electricians. Report any problems to church wardens	Deputy churchwardens.	Ongoing	
Gas: Boilers- potential for leaks or malfunction.	Anyone visiting the church. Volunteers and staff in the church.	Ensure boilers are regularly maintained and checked by qualified professionals. Boiler last serviced 31/05/23	Annual maintenance check by qualified engineer	Deputy churchwardens.	Ongoing	
Glazing: Windows-	Anyone visiting the church. Volunteers and staff in the church.	Repair any broken window and clear any broken glass promptly and carefully. Most Windows are covered with safety Perspex.	Periodic monitoring	Deputy churchwardens.	Ongoing	
Hazardous substances: Cleaning materials	Anyone visiting the church. Volunteers and staff in the church.	All cleaning materials kept out of public view.		Deputy churchwardens.	Ongoing	

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Work equipment: Mops, tools, hoovers, ladders and cleaning equipment kept in small storage spaces.	Anyone visiting the church. Volunteers and staff in the church.	Regular checks on all tools or equipment. Any repairs or replacements carried out. Tools and equipment kept away from public access. Equipment kept as tidily as possible.		Deputy churchwardens.	Ongoing	
Manual Handling ▪ Bulky or unwieldy furniture, General rubbish that may include breakages (for example, glass). Other	Anyone visiting the church. Volunteers and staff in the church.	Using principles of safer manual handling: consider task, individual, load and environment. Instructions on safest way to use all equipment and be safe. More than one person to carry out the task were needed.	Continue to ensure that the individual carrying out the task is fit enough to do so.	Deputy churchwardens, clergy and church leaders	Ongoing	
Working at Height: ▪ When changing lightbulbs ▪ When cleaning or decorating ▪ When putting decorations or displays up ▪	Anyone visiting the church. Volunteers and staff in the church.	Check stepladder is in good condition before use. Stepladder properly stored Users knows how to use it safely. Ensure a minimum of 2 people carry out high level work.	Regularly review competency of persons using ladder especially in terms of physical fitness.	Deputy churchwardens, clergy and church leaders	Ongoing	

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Hot liquid spills and possible scalds during refreshments	Anyone visiting the church plus volunteers and staff in church when refreshments are being served.	Carrying drinks to seated visitors with mobility needs. Avoid carrying boiled kettles through groups of people – use urns in situ. Regular warnings about uneven shelf on pews. Awareness of children on the premises. Warning signs next to urns used at community events.	Verbally remind congregation of uneven shelf on pew seats especially when handed hot drinks.	Deputy churchwardens, clergy and church leaders	Ongoing	
Candles Hand held candles used during special services, altar candles, other church candles, prayer candles	Anyone visiting the church. Volunteers and staff in the church.	Ensure candles are extinguished at the end of services. Replace candles which are burning low. Use collars on hand held candles to avoid hot wax dripping onto hands. New votive tea light candlestand with safer and more secure tea lights. Light one votive candle when church is opened and provide long candle for safe transfer of light to new tea light.		Deputy churchwardens, clergy and church leaders	Ongoing	

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Lone Working	Staff and volunteers	Inside bolt to be used to lock church door whilst working alone. Motion sensitive porch light improves visibility around side door. Lock up during daylight hours.	Consider further measures to ensure lone workers safety	Deputy churchwardens, clergy and church leaders	Ongoing	
Fire safety	Staff, congregation and any visitors to the church	Matches are not left out for votive candles, lit candle in place to light other candles from. Fire extinguisher and blanket on premises. Both West door and side door are unlocked for services. Emergency exit available through the vestry during services where the door is only bolted from the inside and vestry door kept unlocked.	Ensure that piles of combustible materials do not build up – take away and recycle old newsletters and magazines, remove rubbish from premises.	Deputy churchwardens.	Ongoing	