

# St Bartholomews & St Chads

## GENERAL RISK ASSESSMENT – RA 01

Date of Risk Assessment 30/01/2015

Address/Area: - St Chads premises

Risk Assessment reviewed - 30/06/2019

Hazards	Who might be harmed and how?	Existing controls	L	C	R	Further action necessary	L	C	R	Action by whom	Action by when	Done
<b>Slips, trips and falls</b>	Staff, congregation and visitors may suffer sprains or fractures if they trip over trailing cables/rubbish or slip on wet floors or spillages.	Reasonable housekeeping standards maintained. Filing cabinet drawers and doors kept closed when not in use. Trailing cables to be managed. Floors, and doors cleaned on a regular basis. Repairs and maintenance carried out as necessary.	3	2	6	Monthly inspections to be carried out to ensure adequate standards are maintained. Instructions given that any spillages or wet floors should be cleaned up and dried immediately.	2	2	4			
<b>Manual handling</b> Photo copy paper (regular) Office equipment (infrequent)	Staff, church representatives could suffer back pain if they carry heavy/bulky objects from awkward positions	Trolley/truck used to transport boxes of paper, samples etc. Other heavy loads to be assessed if of significant risk. Top shelves used for storage of light boxes only.	3	3	9	Need for manual handling training of staff to be kept under review. Heavy equipment to be moved by named staff only.	2	3	6			
<b>Hygiene and welfare</b>	Staff could experience general discomfort if areas not cleaned regularly	Toilets supplied with hot and cold water, soap and towels. Kitchen area provided with drinking water and a fridge and cleaned regularly on contract or by staff or representatives.	2	2	4	Office manager to monitor cleanliness.	1	2	4			
<b>Computer use</b>	Office staff may suffer from upper limb disorders (RSI) from regular use of PCs/keyboards or suffer headaches if lighting /display is poor.	Adjustable equipment, chair and footrest supplied if required. Free eye test provided if required to all those working regularly with PC's if requested. Blinds provided to control ambient light. All workers to carry out self-assessment within 6 weeks of starting or moving workstation.	2	3	6	Use of DSE to be monitored. Glasses to be provided to anyone working regularly with PCs following eyesight test for DSE use. PC (not where required for general use). Action to be taken on the results of self-assessment within 6 weeks	2	3	6			

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<b>Stress</b>	<i>Staff could be affected by excessive pressure at work - from work demands, lack of job control, too little support from colleagues, not knowing their role, poor relationships, or badly managed change.</i>	<i>Stress Policy in place. Work plans and work objectives are discussed and agreed with staff each year.</i>	2	3	6	<i>Meeting held to discuss local causes of stress and develop some practical improvements. Stress action plan aimed at tackling causes of stress agreed with staff. Plan checked regularly to ensure It is being put into effect.</i>	2	3	6			
<b>Electrical</b>	<i>Staff could incur electrical shocks or burns if they use faulty electrical equipment.</i>	<i>Sufficient sockets provided. Staff trained to report defective plugs or cable. Photocopiers and computer systems maintained on service contract. RCD protected circuits</i>	2	4	8	<i>Visual inspection of electrical equipment to be carried out by Office manager. 2 yearly inspection and testing of portable appliances by contract electrician.</i>	1	4	4			
<b>Environmental comfort factors</b>	<i>Staff may feel too hot/cold or suffer other general discomfort.</i>	<i>Building kept reasonably warm and light, Heating systems in place</i>	2	2	4	<i>No further action required.</i>						
<b>Bleach and strong detergents</b>	<i>Direct skin contact with could lead to the cleaner getting skin irritation. The vapour may cause eye irritation or breathing difficulties.</i>	<i>None</i>	2	4	8	<i>Safer alternative to bleach to be sought. Instructions for use and data sheet available. Users to be made aware of these and what to do in case of splashing or spillage. Protective rubber gloves to be provided.</i>	1	4	4			

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<b>Drugs &amp; Alcohol</b>	<i>All staff who are taking alcohol, prescribed drugs or may be using recreational drugs</i>	<i>None</i>	2	3	6	<i>All drug usage to be reported Employees should not attend site if they are affected by alcohol or drugs. The possession or use of illegal substances constitutes gross misconduct and will be subject to the agreed Disciplinary Procedure.</i>	1	3	3			
<b>Fire</b>	<i>If trapped in the office staff and visitors could suffer from smoke inhalation or burns.</i>	<i>Fire evacuation procedures displayed at each fire alarm point. Fire drills twice yearly. Exits and fire exits clearly marked. Access to exits and extinguishers to be kept clear at all times. Fire alarms maintained and tested by manufacturer. Wastes bins emptied daily. Two exits from office</i>	2	5	10	<i>Fire extinguishers inspection out to contract. The office manager to make regular inspections to ensure that fire rules are followed and housekeeping standards are maintained. Training on use of extinguishers</i>	1	5	5			
<b>Smoking</b>	<i>Passive smoking can damage the health of all staff and visitors.</i>	<i>'No Smoking' policy adopted in the building. Smokers to go outside for a cigarette</i>				<i>Information on smoking posted on notice board</i>						

Reviewed: 30-06-2019

Risk assessment carried out by: **M Studholme**

**Key:** Multiply **Likelihood** by **Consequence** to obtain risk rating

**Likelihood**

- 1. Rare
- 2. Unlikely
- 3. Possible
- 4. Likely
- 5. Certain

**Consequence**

- 1. Insignificant
- 2. Minor (no lost Time)
- 3. Injury (Over 3/7 day)
- 4. Major
- 5. Fatal

**Risk Rating**

- 1 - 4 = Grey, acceptable risk, regular review.
- 5 - 12 = White, manageable risk, action required.
- 13 - 25 = Black serious risk, immediate action required.

		Consequence				
		1	2	3	4	5
Likelihood	5					
	4	Grey				
	3	Grey			White	
	2	Grey	Grey			
	1	Grey	Grey	Grey	Grey	