

Risk Assessment

Name and address of Place of Worship	St Margaret's Church, Topsham
Name(s) of person or people who did the assessment	Christopher Walledge (Churchwarden)
Date of assessment	February 2012
Review date <i>(This is usually after 12 months)</i>	February 2013
Assessment Scope <i>Specify what the assessment covers (e.g. a Building, Room, Location, Job, Task, Event or Activity)</i>	Church Building, Church Rooms & Churchyard,

1. Activity <i>What could cause harm to people? List the significant hazards that you have identified.</i> <i>State the likelihood of an accident occurring: Low (L) Medium (M) or High (H).</i>	2. People <i>What people (or groups of people) are at risk? Don't forget specific groups of people such as new or expectant mothers, the elderly, children or people with disabilities</i>			3. Risk <i>How can this hazard affect the people at risk: what is the most likely severity of any accident?</i>			4. Controls <i>What is being done already to reduce the risk or limit the harm (the preventative and protective control measures)?</i> Clearly identify any further control measures that are necessary or desirable
	L	M	H	L	M	H	
Fire (arson & accidental)	X			All Children & less mobile particularly vulnerable			X Regular electrical safety checks Candles not left burning unattended No flammable liquids in buildings Fire exits kept unobstructed at all times Fire extinguishers & blankets checked annually
Electric shock	X			All Workmen / contractors particularly vulnerable			X Regular electrical safety checks – wiring and appliances Prohibition on unqualified persons undertaking electrical work (except changing bulbs) Immediate action on any concerns RCD device for any power tools / lawnmower
Falling masonry	X			All			X Quinquennial inspection Immediate action on any concerns

1. Hazards				2. People		3. Risk			4. Controls	
	L	M	H			L	M	H		
Slips / Falls <ul style="list-style-type: none"> Fall up / down steps Slip on wet floor Icy weather Fall off staging Uneven ground 						X	All Children & elderly particularly vulnerable		X	Handrails to steps Steps & floors kept clear of obstacles Floors kept clean & dry Salt front path & steps in icy weather Close rear (south west) steps in icy weather Person present at chancel steps to assist at communion
Swinging doors <ul style="list-style-type: none"> Collision going through door Hit by swinging door Fingers trapped in door 						X	All Children & elderly particularly vulnerable	X		<ul style="list-style-type: none"> Secure in open position before and after services and when children return at communion investigate slow closing mechanisms and /or vision panels consider replacing doors with single direction opening doors
Trips <ul style="list-style-type: none"> Fall up / down steps Trip on uneven surface Trip over trailing wire Trip over obstacle 						X	All Children, elderly & partially sighted particularly vulnerable		X	Handrails to steps Steps kept clear of obstacles Floors kept clean & dry Carpets checked regularly to ensure no edges curling up Avoid trailing wires – if necessary, tape down Person present at chancel steps to assist at communion <ul style="list-style-type: none"> colour contrast strip desirable on chancel steps and edges of temporary staging
Working at heights <ul style="list-style-type: none"> Falls Items dropped on person below 					X		Workmen / contractor Cleaning candelabra Lighting candelabra Changing light bulbs Access to vestry loft		X	No unauthorised person to use ladders or steps Steps to be used in preference to ladders wherever possible Two people to be present <u>at all times</u> Contractors to be used for high level light bulbs and other high level maintenance / works

1. Hazards				2. People		3. Risk			4. Controls		
	L	M	H			L	M	H			
After dark <ul style="list-style-type: none"> • Higher risk of trip / slip • More likely to be icy (winter) 				X			All	X			Avoid visiting church / church rooms alone after dark unless someone knows where you are and what time you should be back Always turn external lights on Carry a torch
Car parking (church yard) <ul style="list-style-type: none"> • Conflict with pedestrians • Collision with property 				X			All Children particularly vulnerable			X	Discourage non-essential parking in church grounds Offer “stewarding” assistance to anyone needing help to reverse or manoeuvre
Child Protection (Safeguarding) <ul style="list-style-type: none"> • Emotional /physical & sexual 				X			Children & vulnerable adults			X	Child protection policy Child protection officer CRB checks for all adults seeking to work with children
Childrens church & Seekers group				See separate risk assessment							
Lone working <ul style="list-style-type: none"> • Get locked in • Get into difficulties with task • Accident • Sudden illness • Assault / unwanted attention 						X	Anyone with responsibilities that involve attending outside normal service times	X			Avoid working alone unless someone knows where you are and what time you should be back Carry a mobile phone
Manual handling <ul style="list-style-type: none"> • Injure back / arms / legs • Drop heavy item on self / another • Over-exertion 					X		Anyone involved in lifting or carrying – particularly working parties, moving furniture, events	X			Always emphasise need to take special care At least two people to carry tables, move piano etc Avoid large / heavy single loads – split into 2+ Discourage anyone with known history of back, joint or muscle weakness / pain

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Moveable Staging <ul style="list-style-type: none"> • Trip up / down or fall off • Furniture / chairs placed too near edge • Manual handling risks 		X		Anyone using, in particular anyone involved in lifting or carrying staging blocks		X		NO-ONE TO MOVE STAGING BLOCKS WHEN ALONE IN BUILDING No unauthorised person to move blocks (including external bookings) unless disclaimer signed At least two people to carry larger blocks <ul style="list-style-type: none"> • Request people moving blocks wear stout shoes with toe protection (no sandals or flip flops) • No furniture / chairs within 6" (20cm) of edge of staging 	
Social events <ul style="list-style-type: none"> • Poorly cooked / prepared food • Use of other premises with unknown safety record • Travelling alone after dark (winter) 	X			All	X			Follow procedure on food preparation Only use premises known to be safe / have good regard for safety issues <ul style="list-style-type: none"> • Arrange lifts for anyone concerned about making their way home alone 	
Sports & games	X			Participants & spectators	X			An adult to supervise at all times Avoid hard ball games and strenuous contact sports First aid kit to be available <ul style="list-style-type: none"> • Ensure no gross mismatch between size / physical ability of participants in contact sports (eg football) 	
Tower & Ringing	X			Participants & spectators				NO-ONE TO CLIMB TOWER WHEN ALONE IN BUILDING No unauthorised person to climb tower NO-ONE TO RING BELLS WHEN ALONE IN BUILDING No unauthorised person to ring bells	

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Working parties <ul style="list-style-type: none"> • Gardening • Cleaning • Maintenance 	X			All participants	X				Ensure that all participants area aware of H&S policy and relevant procedures Work in teams – no lone working Ensure safe practices when using tools, gardening equipment etc Avoid use of chemicals or hazardous substances	
Choir practice <ul style="list-style-type: none"> • Friday night • Extra practices 	X			All participants	X				Ensure that more than one keyholder available so that no-one has to wait outside in dark / cold / rain Only CRB checked adults permitted to lead children only practices Ensure that all young children are collected by a parent / responsible person and have list of contact numbers in case no-one comes to collect them Take special care after dark and in icy weather	
Hazardous substances	X			All, particularly cleaners & working parties	X				Avoid using hazardous substances (dangerous chemicals etc) unless absolutely necessary Do not keep at church unless used regularly All hazardous chemicals to be kept in locked box in kitchen area • Strong rubber gloves to be available for use if required	
Bodily fluids (<i>vomit/urine/blood/faeces etc</i>) Sharps (<i>needles</i>) & other hazardous waste	X			All				X	DO NOT TOUCH ! Cordon off hazard until protective equipment available to assist safe removal Ensure hazard is cleaned up without delay Apply bleach or disinfectant to any residual stains • Sharps bin needed ?	