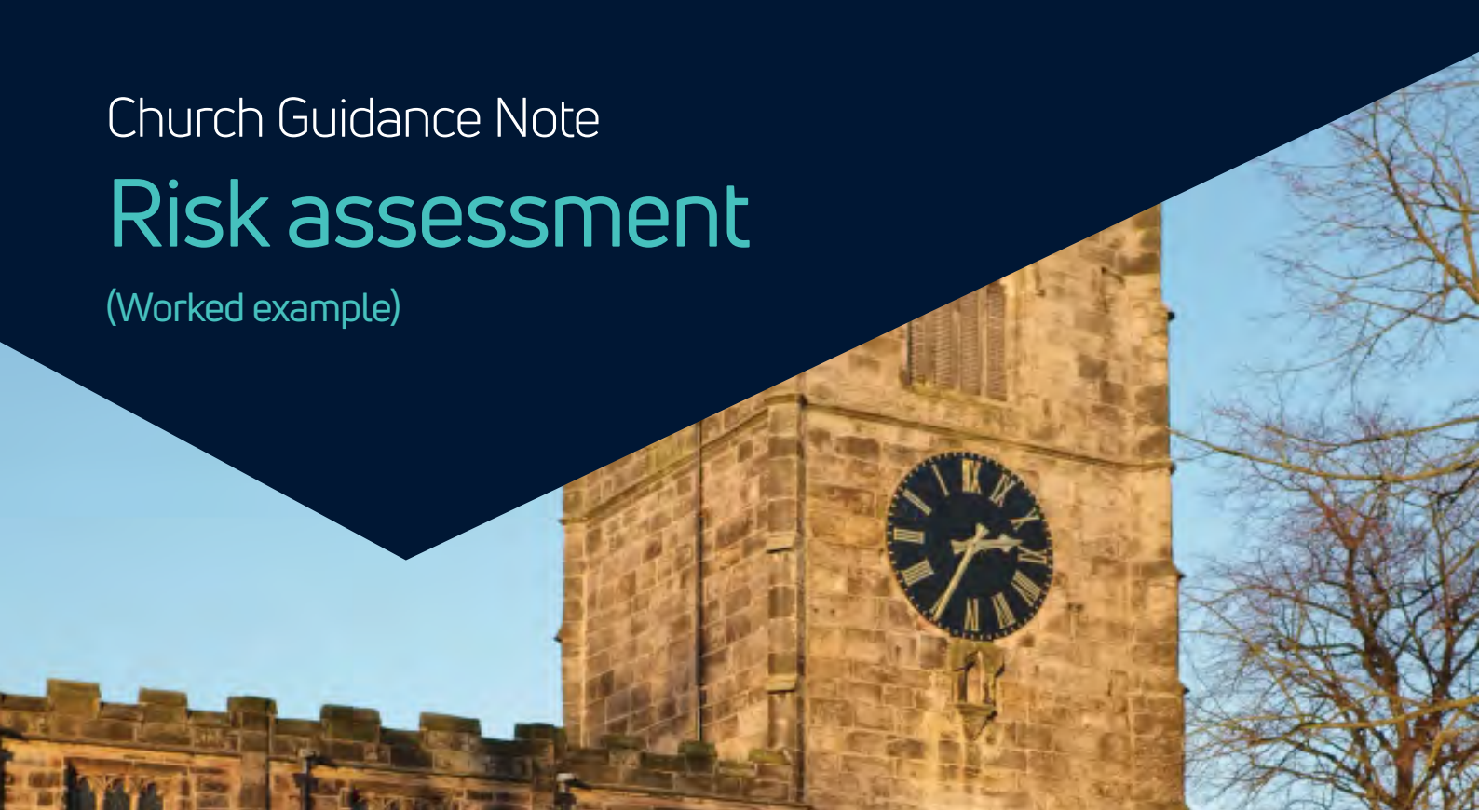


Church Guidance Note

Risk assessment

(Worked example)



Our church risk assessment

Name of church:

St Mary's

Date(s) assessment carried out:

28/06/2017

Address:

St Mary's
Church Street
Church Town

Date review of assessment required:

28/06/2019

Signed*:

A. N. Other

How we carried out the risk assessment

1. First of all, we looked at information produced by The Ecclesiastical Insurance Group to help us understand where hazards could occur in our church. This included their Health and Safety Made Simple Guide, the introduction to this template, and the guidance provided on their website at www.ecclesiastical.com/healthandsafety. We also looked at relevant information provided by the Health and Safety Executive at www.hse.gov.uk
2. We discussed if anyone could remember if there had ever been any accidents in the past.
3. We then discussed if any other users of the church or anyone who had done work for the church had reported any concerns regarding health and safety.
4. We then walked around the church, the grounds and any other buildings we are responsible for and noted anything that might cause harm. We considered how accidents might happen and how serious the outcome of those might be. We noted if there were any precautions in place or any additional ones we could take. If it was possible to eliminate the risk entirely, we did this as soon as we could. This was based on what we had learned from the information we had reviewed above (note one).

5. We also considered any hazards presented by other activities, such as festivals, concerts or other events including tower tours and fetes. Where these were to be held, we agreed that we would review health and safety precautions before holding the event.
6. We recorded the findings of our assessment using this template.
7. We communicated the findings to all our employees and volunteers, including anyone new who joins us.
8. We have put the risk assessment into practice, making sure that each identified action is progressed and noting when each one is completed on this template.
9. We will review and update our risk assessments where we suspect they are no longer valid.

*Designated member of the PCC with responsibility for health and safety.



Area assessed:

1. Inside our church

Internal areas of the Church normally open to the public (for example, nave, aisles, porches, balconies, etc.)

Who might be harmed?

Members of the congregation, employees, volunteers, visitors, clergy, in fact anyone visiting the church

| What could cause harm? | Tick here if risk or N/A | Existing precautions in place | Additional precautions required | Who needs to take action? | When does this need to be completed by? | Tick when completed | Completion date |
|--|---|--|--|---------------------------|---|--------------------------|-----------------|
| <p>Trips:</p> <ul style="list-style-type: none"> Worn or unfixed carpet edges, rugs or doormats Trailing wires, cables or leads Worn, damaged or uneven steps or stairs Poor lighting Missing or defective handrails Variations in the level of floors (for example, ramps) Restricted access including doorway widths Other. | <p>Risk <input checked="" type="checkbox"/></p> <p>N/A <input type="checkbox"/></p> | <p>Carpets in good condition, properly fixed down.</p> <p>No trailing leads or cables noted.</p> <p>All steps/stairs in good condition.</p> <p>Good lighting levels.</p> <p>Regularly maintained.</p> <p>Handrails provided.</p> | <p>Replace worn doormat in porch.</p> <p>Inspect floor coverings periodically.</p> | BA | 30/08/18 | <input type="checkbox"/> | |
| <p>Slips:</p> <ul style="list-style-type: none"> Smooth floor surfaces, Cleaning activity making floors slippery (for wet mopping, use of polishes, etc.), Wet or contaminated floors from poor maintenance (for example, leaking roofs), Spillages of food or drink (particularly in kitchen areas), Walk-in contaminant from adverse weather (for example, mud, rainwater, etc.), Other. | <p>Risk <input checked="" type="checkbox"/></p> <p>N/A <input type="checkbox"/></p> | <p>No smooth floor surfaces noted.</p> <p>No polishes or wet-mop cleaning undertaken.</p> <p>Matting provided in entrance porch (see above). There are no kitchen areas.</p> | | | | <input type="checkbox"/> | |
| <p>Falls From Height:</p> <ul style="list-style-type: none"> When changing lightbulbs When cleaning or decorating When putting up decorations or displays Inadequately guarded balconies or other areas at height Fragile ceiling material where work or access is required Trap doors in bell-ringing chambers Damaged ladders, stepladders or other access equipment Other. | <p>Risk <input checked="" type="checkbox"/></p> <p>N/A <input type="checkbox"/></p> | <p>Adequate, proprietary stepladder available.</p> <p>Stepladder in good condition/checked before use.</p> <p>Stepladder properly stored.</p> <p>Users know how to use it safely.</p> <p>Information on use available.</p> | <p>Make periodic checks of stepladder.</p> <p>Keep records of checks made.</p> | BA | 30/08/18 | <input type="checkbox"/> | |

| What could cause harm? | Tick here if risk or N/A | Existing precautions in place | Additional precautions required | Who needs to take action? | When does this need to be completed by? | Tick when completed | Completion date |
|---|--|--|---|---------------------------|---|--------------------------|-----------------|
| Fire: <ul style="list-style-type: none"> Accumulations of combustible waste Accumulations of flammable materials Blocked or obstructed exit routes Locked escape doors Portable heaters Votive candles Other. | Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/> | Fire risk assessment done. Complies with guidance at www.communities.gov.uk/fire . All actions complete. All checks being completed. Records available. | | | | <input type="checkbox"/> | |
| Electricity: <ul style="list-style-type: none"> Faulty or damaged fixed wiring Faulty, damaged or unauthorised portable electrical equipment Faulty or damaged extension cables or adaptors Other. | Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/> | Fixed wiring inspected/ tested every five years. Completed by a competent electrician. Records of checks made available. Repairs completed by a competent electrician. | Implement formal checks of portable equipment. Checks to be made by competent person. Records of checks to be kept. | | BA | <input type="checkbox"/> | |
| Gas: <ul style="list-style-type: none"> Defective or poorly maintained gas boilers or pipework Other. | Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/> | Gas boiler is checked/ serviced annually. Completed by Gas Safe engineer. Records are available. No portable heaters used. | | | | <input type="checkbox"/> | |
| Work Equipment: <ul style="list-style-type: none"> Defective or poorly maintained power tools (for example, vacuum cleaners, floor polishers etc.) Defective or poorly maintained hand tools (for example, garden shears, hammers, etc.) Other. | Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/> | Equipment seen is in good order. | Implement formal checks (see electricity above). | BA | 30/08/18 | <input type="checkbox"/> | |

| What could cause harm? | Tick here if risk or N/A | Existing precautions in place | Additional precautions required | Who needs to take action? | When does this need to be completed by? | Tick when completed | Completion date |
|--|--|---|---|---------------------------|---|--------------------------|-----------------|
| Asbestos: <ul style="list-style-type: none"> In insulation, lagging or fire protection In wall and roof linings In organ blowers In motor housings Other. | Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/> | | Find out if there is asbestos in the church. Make and keep an up-to-date record of this. Assess the risk from the material. Prepare a plan for managing any risk. Implement the steps needed. Review and monitor arrangements put in place. | BA | 30/08/18 | <input type="checkbox"/> | |
| Glazing: <ul style="list-style-type: none"> Non-safety glass in doors, partitions or floors Other. | Risk <input type="checkbox"/> N/A <input checked="" type="checkbox"/> | | | | | <input type="checkbox"/> | |
| Hazardous Substances: <ul style="list-style-type: none"> Cleaning products (for example polish, drain cleaner, etc.) Other. | Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/> | Only household products used in the church. User knows how to use products safely. All products are safely stored. | | | | <input type="checkbox"/> | |
| Manual Handling (lifting or carrying): <ul style="list-style-type: none"> Bulky or unwieldy furniture Heavy audio visual or computer equipment General rubbish that may include breakages (for example, glass) Other. | Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/> | Trolleys available to move heavy objects. Users know how to use the equipment safely. Equipment is checked periodically. Records are kept of the checks made. | | | | <input type="checkbox"/> | |
| Other: | Risk <input type="checkbox"/> N/A <input type="checkbox"/> | | | | | | |

Area assessed:

2. Outside our church

Outside areas of our church (for example, towers, tower roofs and other high levels, other outbuildings, churchyard, car park, etc.).

Who might be harmed?

Members of the congregation, employees, volunteers, visitors, clergy, in fact anyone visiting the church.

| What could cause harm? | Tick here if risk or N/A | Existing precautions in place | Additional precautions required | Who needs to take action? | When does this need to be completed by? | Tick when completed | Completion date |
|---|--|--|---|---------------------------|---|--------------------------|-----------------|
| <p>Trips:</p> <ul style="list-style-type: none"> • Uneven footpaths • Damaged paving stones and slabs • Worn damaged or uneven steps • Gravestones, kerbs, ledger stones causing obstruction • Protruding tree roots and undergrowth • Poor lighting • Missing or defective handrails • Other. | Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/> | Footpaths in good condition. No obstructions noted. Steps in good condition. Handrail provided on steps. All grassed areas are mown on a regular basis. | Lighting defective, bulb to be replaced. Inspect paths periodically. | BA | 30/08/18 | <input type="checkbox"/> | |
| <p>Slips:</p> <ul style="list-style-type: none"> • Poor drainage of footpaths • Growth of algae or moss • Accumulations of wet leaves or loose materials • Inadequate precautions for adverse weather (for example snow, ice, etc.) • Walk-in contaminant from adverse weather (for example mud, rainwater, etc.) • Other. | Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/> | All drainage gullies are clear. Gritting materials available. | Keep record of checks made. Inspect paths periodically. | BA | 30/08/18 | <input type="checkbox"/> | |
| <p>Headstones, Tombs and Monuments:</p> <ul style="list-style-type: none"> • Damaged monuments • Displaced headstones • Other. | Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/> | All monuments etc. inspected. No defects noted Records are available. | | | | | |

| What could cause harm? | Tick here if risk or N/A | Existing precautions in place | Additional precautions required | Who needs to take action? | When does this need to be completed by? | Tick when completed | Completion date |
|--|--|---|---|---------------------------|---|--------------------------|-----------------|
| Falls From Height: <ul style="list-style-type: none"> • Access requiring the use of ladders, hatches, sloping roofs, etc. • Restricted access widths around spires • Inadequate protection afforded by parapets • Unprotected roof lights or other fragile roofing material • Low parapeting or castellations along the tops of external walls • Damaged ladders, stepladders or access equipment • Inadequate temporary edge protection (such as, guard rails and toe boards) • Other. | Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/> | Adequate, proprietary stepladder available. Stepladder in good condition/ checked before use. Stepladder properly stored. Users know how to use it safely. Information on use available. | Make periodic checks of stepladder. Keep records of checks made. | BA | 30/08/18 | <input type="checkbox"/> | |
| Tower Tours: <ul style="list-style-type: none"> • Overcrowded tours • Inadequate numbers of stewards • Inadequate emergency evacuation procedures • Unauthorised access to areas not on the tour (for example, roofs) • No means of communication between stewards • Inadequate safety briefing for those on the tour • Restricted access (such as, doorway widths, height restrictions or other projections) • Other. | Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/> | Maximum number per tour is fixed at 8. 2 stewards provided per tour. Stewards are physically fit and over 18 years old. Access to other places at height is restricted. Adequate handrails are provided in the tower. | Check means of raising alarm in an emergency. | BA | 30/08/18 | <input type="checkbox"/> | |
| Trees: <ul style="list-style-type: none"> • Damaged or displaced trees • Protruding tree roots • Diseased trees • Other. | Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/> | All trees inspected. No defects noted Records are available. | | | | <input type="checkbox"/> | |
| Car Park: <ul style="list-style-type: none"> • Entrance and exits not clearly marked • Poor lighting • Potholes • Other. | Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/> | Entrance to car park is clearly marked. Lighting is provided and in working order. Lighting is inspected annually. Records of checks made are available. | Make provision for dealing with ice/snow. | BA | 30/08/18 | <input type="checkbox"/> | |

| What could cause harm? | Tick here if risk or N/A | Existing precautions in place | Additional precautions required | Who needs to take action? | When does this need to be completed by? | Tick when completed | Completion date |
|---|--|--|---|---------------------------|---|--------------------------|-----------------|
| Electricity: <ul style="list-style-type: none"> Faulty or damaged fixed wiring Faulty, damaged or unauthorised portable electrical equipment Faulty or damaged extension cables or adaptors Other. | Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/> | | Implement formal checks of portable equipment. Checks to be made by competent person. Records of checks to be kept. | BA | 30/08/18 | <input type="checkbox"/> | |
| Gas: <ul style="list-style-type: none"> Liquefied petroleum gas (LPG) bottles incorrectly sited Pipework damaged Other. | Risk <input type="checkbox"/> N/A <input checked="" type="checkbox"/> | No LPG is used at the church. | | | | <input type="checkbox"/> | |
| Work Equipment: <ul style="list-style-type: none"> Defective or poorly maintained power tools (for example, lawnmowers, strimmers, etc.) Defective or poorly maintained hand tools (for example, garden shears, hammers, etc.) Other. | Risk <input type="checkbox"/> N/A <input checked="" type="checkbox"/> | No garden machinery is provided for use. | | | | <input type="checkbox"/> | |
| Hazardous Substances: <ul style="list-style-type: none"> Maintenance products (for example, petrol, liquefied petroleum gas, etc.), Horticultural products (for example, pesticides, weedkillers, fertilisers, etc.) Other. | Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/> | Only household horticultural products are used. Users know how to use products safely. All products are safely stored. | | | | | |

Want to know more?

Other useful health and safety information is available at

www.ecclesiastical.com/healthandsafety

Note: if you are in Ireland, Northern Ireland, Jersey, Guernsey or the Isle of Man, then regional variations might apply. In this instance, you should check the guidance provided by the Enforcing Agency for your region. This will be freely available on their website.

Policy cover queries

For queries about your policy cover, call our specialist church team on **0345 777 3322** (Monday to Friday 8am – 6pm, excluding bank holidays) or email us at churches@ecclesiastical.com.

Alternatively, please visit www.ecclesiastical.com/church.

This guidance is provided for information purposes and is general and educational in nature. It should not be used as a substitute for taking professional advice on specific issues and should not be taken as providing legal advice on any of the topics addressed.

Risk Advice Line

Should you have any additional questions on this topic or other risk-related matters, as a valued Ecclesiastical customer you can contact us through our Risk Advice Line on **0345 600 7531** (Monday to Friday 9am – 5pm, excluding bank holidays) and one of our in-house risk professionals will be able to assist.

Alternatively, you can email us at risk.advice@ecclesiastical.com and one of our experts will call you back within 24 hours.



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