

St Mary's Church, Peterborough

Health & Safety Policy



Name of church: St Mary's Church, Peterborough

Address: New Road
Peterborough
PE1 1TT

Date policy accepted by PCC: 09/05/2017

Period of Review: 01/05/2018

This document has been prepared in accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the regulations made under it, and is based on the outline Health & Safety Policy provided by our insurers, Ecclesiastical.

The policy is in three sections:

Section A – General statement of policy

Section B – Organisation and responsibilities

Section C – Arrangements

Note

To all employees, voluntary helpers and contractors:

The success of this policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for health and safety.

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A. General Statement of Policy

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, casual labour and voluntary helpers, and to provide such information, training and supervision as they need for this purpose.

We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation, contractors, visitors and others who may visit the church, courtyards and any associated buildings.

The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out below.

The policy will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all meetings of the Parochial Church Council, and relevant sub-committees and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

Signed

Vicar

Date 09/05/2017

Review date 08/05/2018

B. Organisation and responsibilities

Responsibility of the Vicar

Overall responsibility for health and safety lies with **the Vicar, the Revd Michael Moore**, who will ensure that arrangements are in place to satisfy health and safety regulations and appropriate Codes of Practice. Specific responsibilities may be delegated to church personnel; as new projects emerge, the people responsible will be identified and their names added to the list.

Responsibility of the Churchwardens

Responsibility to ensure that the arrangements outlined in this policy are carried out, and that the policy is kept up-to-date: **Chi-Man Mau and Mary Manna**.

Responsibility of the Parochial Church Council

The Parochial Church Council (PCC) has general responsibility to ensure that the health and safety policy is implemented.

Responsibility of the Health and Safety Officer

The following person carries the responsibility for seeing that the policy has been implemented:
Mark Stevens

Those responsible for Health & Safety * will:

1. be familiar with health and safety regulations as far as they concern church premises
2. be familiar with the health and safety policy and arrangements and ensure they are observed
3. ensure so far as is reasonably practicable, that safe systems of work are in place
4. ensure the church and centre are clean and tidy
5. ensure the church grounds and gardens are properly maintained including the safety of all structures and trees
6. ensure that safety equipment and clothing is provided and used by all personnel where this is required
7. ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training
8. ensure that adequate access and egress is maintained
9. ensure adequate firefighting equipment is available and maintained
10. ensure that food hygiene regulations and procedures are observed.

**If renting or hiring a room, the organiser will assume responsibility for above for the duration of its occupation.*

Responsibility of employees and voluntary workers

All employees and voluntary workers have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on church business or premises.

Employees and voluntary workers must therefore:

1. comply with safety rules, operating instructions and working procedures
2. use protective clothing and equipment when it is required
3. report any fault or defect in equipment immediately to the appropriate person
4. report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
5. not misuse anything provided in the interests of health and safety.

Responsible persons

The following are responsible for safety in particular areas:

1. By activity	Name/position
Accident book/Accident reporting (1)	Revd Michael Moore
Fire extinguishers (2.1)	Churches Fire Security Ltd
Emergency evacuation (2.4)	Churchwardens/ Room occupiers
Portable electrical appliances (3.1)	Nick Elks @ nElectric
Fixed electrical system (3.4)	Nick Elks @ nElectric
Gas equipment (4)	RF Blount & Sons
Hazardous substances (5)	Churchwardens / Revd Michael Moore
Lift (6)	Morris Vermaport
Condition of floors and stairs (7)	Peter Slinger, Architect
Light bulb changing (8)	Nick Elks @ nElectric
Working at high levels (9)	Peter Slinger, Architect
Food preparation (10)	Jayne Ellis/Joanne Sennett
Manual handling (11)	Revd Michael Moore
Display screen equipment (12)	Revd Michael Moore
Building defects/glazing (13)	Churchwardens
Child protection/ Vulnerable Adults (14)	Marion Betts
Personal safety (15)	All Church and Centre users & visitors
Fêtes and outings (16.1)	The event organiser
Tower tours (16.2)	Tower Captain
Bell ringing (16.3)	Tower Captain
Contractors (17)	PCC (delegated to Standing Committee)
Choirs/music	Stephen Hession / Marion Betts
Health and safety training	Mark Stevens

C. Arrangements (implementation of the policy)

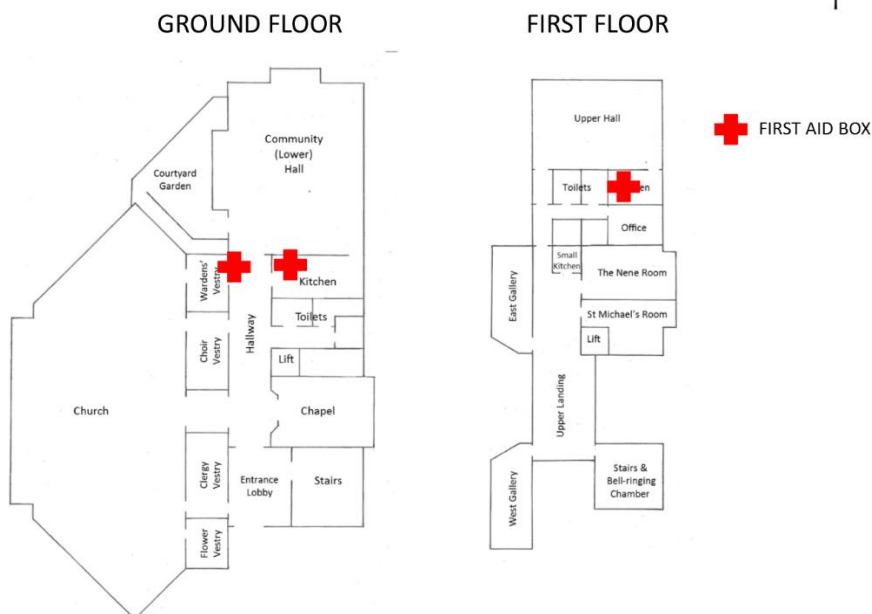
This section sets out our arrangements to minimise as far as is reasonably practicable risks to the health and safety of employees, voluntary workers, members of the congregation, visitors and contractors.

1. Accidents and first aid

First aid boxes are located in:

In the Hallway outside the Wardens' Vestry; In the Lower Kitchen, in the Upper Kitchen

Location of FIRST AID BOXES



Trained/qualified first aiders are:

Health & Safety Officer

For Sunday mornings: Jayne Ellis; Elizabeth Greenwood; Mairwen Peasnell

The accident book(s) is/are located in:

Church Office

All accidents and incidents are reported to the Church Office as soon as possible. The Church Administrator will enter details into the Accident Book and if necessary inform our insurers.

If the church or church hall is let to outside organisations, they are told in writing that in the event of an accident, details must be reported to the Church Administrator. A separate book is kept for this purpose.

The Accident Book will be reviewed as part of the Health & Safety Officers regular inspection.

These accidents will be reported by the responsible person.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) there is a statutory requirement to report certain types of accident, dangerous occurrences and disease to the enforcing authorities. Fatal accidents, major injuries and injuries which involve the injured person being absent from work for more than seven days must be reported to the enforcing authorities. So must diseases and certain dangerous occurrences, as defined by the regulations.

The Health & Safety Office will be responsible for completing any necessary RIDDOR reports.

Legal requirement for recording

Full details of all accidents, disease and dangerous occurrences should be recorded using the Data Protection compliant HSE Accident Book. This is necessary for monitoring purposes and is also a requirement of RIDDOR, as well as the Social Security (Claims and Payments) Regulations 1979 and Social Security Administration Act 1992.

2. Fire safety

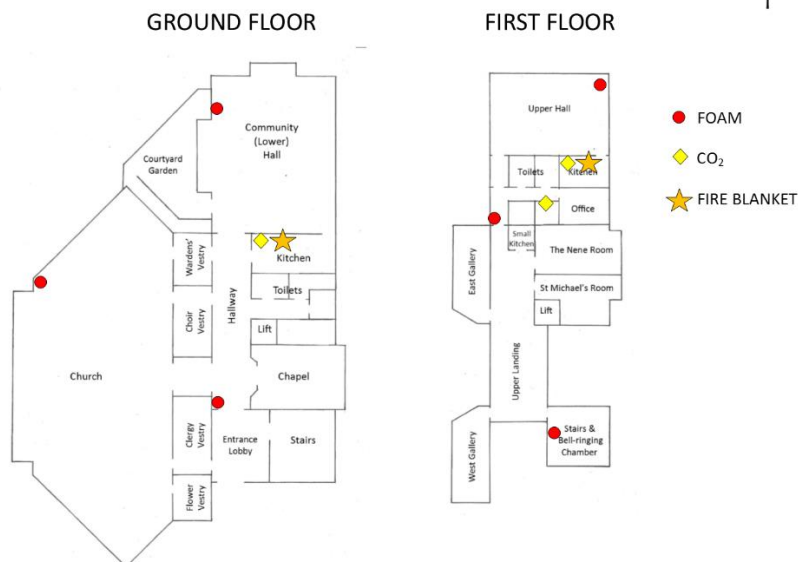
Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, we undertake the following:

- an assessment of the fire risks in the church and associated buildings and the risks to our neighbours. This is carried out either as a specific exercise or as part of our general health and safety risk assessments
- a check that a fire can be detected in a reasonable time and that people can be warned
- a check that people who may be in the building can get out safely including, if necessary, the provision of emergency lighting and fire exit signage
- to provide reasonable firefighting equipment
- a check that those in the building know what to do if there is a fire
- a regular check that our firefighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.

Fire extinguishers:

Location	Type of extinguisher	Capacity
Church	Foam	6 litres
Hallway	Foam	6 litres
Lower Hall	Foam	6 litres
Ground floor Kitchen	CO ₂	2 kg
Ground floor Kitchen	Fire blanket	Size 1.2m x 1.2m
Upper Hall	Foam	6 litres
Upstairs Landing	Foam	6 litres
Passage outside Office	CO ₂	2 kg
Upper Kitchen	CO ₂	2 kg
Upper Kitchen	Fire blanket	Size 1.2m x 1.2m
Tower Landing	Foam	6 litres

Location of FIRE EXTINGUISHERS



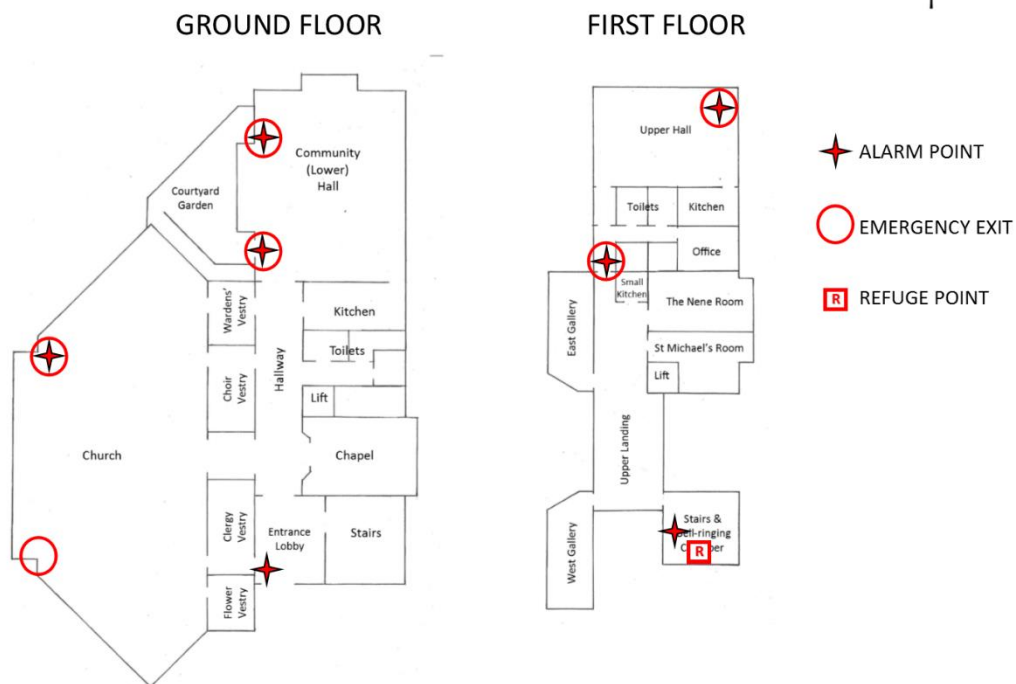
The extinguishers noted are checked every month by the responsible person to ensure that they are still in place and have not been discharged.

The extinguishers noted above are checked annually or as appropriate by Churches Fire Security Ltd.

Fire alarm system

Procedures for checking & maintaining:
Fire alarm system & break glass panels checked and tested as part of monthly fire provision inspection.
Responsible person:
Health & Safety Officer

Location of EMERGENCY EXITS & ALARM POINTS



Other fire protection equipment

Procedures for checking & maintaining:
Fire blankets and fire doors included in monthly check of fire provisions as mentioned above.
Responsible person:
Health & Safety Officer

If you discover a fire (no matter how small)

1. Immediately raise the alarm
2. Telephone the emergency services
3. Check the building for occupants, if it is safe to do so
4. Attack the fire if possible and within your capability using the appliances provided, but without taking personal risk. Use of extinguishers is not advised for those who have not been trained and should be used solely to aid your means of escape.
5. If not possible to attack the fire or if you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you. The general rule is people before property
6. Evacuate to the designated assembly point
7. Ensure clear access for the emergency vehicles

Evacuation procedure

For large services and concerts, where the congregation/audience exceeds 50 people, our procedures for stewarding/evacuation are as follows:

1. All designated fire doors must be clearly marked as fire exits using the 'Running Man' symbol. The plan on page 9 shows their location.
2. A check must be made that there is nothing obstructing designated fire doors, and that all doors can be opened easily.
3. A Churchwarden or steward will be allocated to each door and have responsibility for persons in a specific part of the church.
4. Fire extinguishers should only be used by those trained to do so.
5. Emergency lighting should be available, but additional torches would be a useful precaution.
6. In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building will be made by the Revd Michael Moore or by those responsible for hiring the venue.
7. Do not use the lift.
8. Vulnerable people should remain in the safe refuge areas until they can be helped to leave the building safely.
9. People will assemble in **front car park** at a reasonable distance from the building, unless it is unsafe for them to do so.
10. The emergency services should be contacted immediately by a Churchwarden or the venue hirer, using a personal mobile telephone.
11. If there is no telephone available in the immediate vicinity, a mobile phone will be held by Revd Michael Moore and/or Churchwardens.

Evacuation drills

Fire evacuation drills will be carried out annually.

All Church Centre users and visitors should ensure they are familiar with escape routes and see that these are always kept clear and unobstructed.

Visitors and Room Occupiers must also ensure that escape routes are made familiar to their group.

3. Electrical safety

1. A list of all our portable electrical appliances is maintained by the Churchwardens.
2. Every month the Health & Safety Officer will inspect all plugs, cables and sockets to ensure that there are no loose connections, worn flexes or trailing leads. Anything needing repair will be reported to the Churchwardens who will contact Nick Elks.
3. All portable electrical equipment will be tested annually by an electrician who is a qualified PAT tester. Any unsafe equipment will be disposed of safely.
4. Every quarter the Health & Safety Officer will carry out a visual inspection of the fixed electrical installation. Any defects will be reported to the Churchwardens for action.
5. Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a 'Full Scope' member of the NICEIC, ECA or NAPIT. Any necessary remedial work will be carried out.
6. At intervals of not more than two and a half years our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers.
7. It is our policy not to sell any second-hand electrical goods unless they have been inspected an electrician who is a qualified PAT tester. We advise users of our building to follow this same good practice.
8. Misuse and abuse of electricity is a significant cause of fires and injury.
9. Faulty electrical equipment can kill.
10. All Church and Centre users must observe the following:
 - (i) Visually check all electrical equipment before use
 - (ii) Report all faults immediately to the Churchwardens
 - (iii) Do not attempt to use or repair faulty equipment
 - (iv) No electrical equipment is to be brought onto the premises and used unless it has been PAT tested and recorded as such. All brand-new electrical equipment should be entered on to the PAT testing list at the earliest opportunity
 - (v) Electrical equipment should be switched off and disconnected when not in use for long periods
 - (vi) Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage

4. Gas equipment safety

Our gas boiler is maintained and checked annually by a competent contractor, Blounts, who is registered with the Gas Safe Register. The Churchwardens will contact them immediately over any problems with a safety implication.

5. Hazardous substances

The Churchwardens will maintain a list of all hazardous substances used in the Church and Centre. Where possible, we have eliminated the use of hazardous substances. Where this is not possible, our safety arrangements are as follows:

- All chemicals and cleaning materials must be kept in the cleaning cupboard
- Those which are dangerous (i.e. marked as 'harmful, irritant, corrosive, toxic, very toxic, flammable, highly flammable, extremely flammable, explosive, oxidising or dangerous for the environment') must be locked away in the cabinet provided
- Always follow the manufacturer's instructions carefully
- Do not mix chemicals
- Do not store chemicals in unmarked containers
- Do not store chemicals in unlocked cupboards.

6. Slips, trips and falls – condition of floors, steps and paths

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made every quarter by the Health & Safety Officer:

1. all floors and stairs in the church building, and
2. all paths and steps in the entrance and courtyards. Particular note will be made of moss, algae and leaves on paths.

Any defects will be reported to Churchwardens who will arrange for repairs or remedial measures to be carried out.

7. Safety of plant and machinery

Plant and machinery at St Mary's includes the lift, the boiler, the venting system and the church bells. The procedures for checking and rules for use are as follows:

1. Church Centre users and visitors must not operate plant or machinery that they are not trained and authorised to use
2. Church Centre users and visitors must not ride on any parts of machinery not intended for that use
3. The lift must be used responsibly, and not misused by overloading or interfering with the door-closing mechanism.
4. Machinery must be switched off before any adjustments are made
5. After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used
6. Before using any item of plant or machinery, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects
7. The appropriate personal protective equipment detailed below must be worn when operating any item of plant or machinery
8. Persons under the age of 18 may use hand tools only and are not permitted to operate any power driven item of plant or machinery
9. Ladders may only be used when other equipment such as tower scaffolds or mobile elevated work platforms cannot be used and for work of short duration provided they can be safely secured. This may necessitate the use of ladder ties
10. Any defect and damage found to any item of plant or machinery must be reported to the Churchwardens.
11. All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements.
12. Persons must not work on their own unless they have a means of communication and have notified a colleague of the details of the work being undertaken and agreed a procedure to ensure their safety is checked on
13. The following items of plant and equipment are tested by a competent person in accordance with an inspection programme.

Item	Inspection arrangements
Passenger lift	Morris Vermaport (Quarterly inspection)
Church bells	Health & Safety Officer / Forms part of quarterly inspection.
Boiler and associated pumps	Blounts
Ventilation system	Not in current use

8. Lighting

In order to ensure that the church is adequately lit, a quarterly check will be made by the Health & Safety Officer to ensure that all Church Centre and external lighting is working correctly.

Any bulbs that require replacing will be reported to the Churchwardens who will ensure that they are replaced following appropriate safety procedures.

9. Working at high levels

The agreement of the Churchwardens is required before any Church and Centre user does work requiring the use of a ladder.

Only approved competent contractors may be allowed or expected to work at high levels.

The following procedures must be followed:

- Contractors must follow their own Safe Systems of Work approved by the Churchwardens or Health & Safety Officer.
- Safety harnesses should be used as and where appropriate
- Ladders must be subject to visual checks by user before use
- Any scaffolding used must be properly erected by a competent person and should be made safe for members of the public and congregation.

Only the following work is authorised without special agreement: replacing light bulbs (*excluding use of ladders*).

10. Preparation of food

1. We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs
2. We ensure that the appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures
3. Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected
4. Food stuffs may only be prepared in the kitchen areas
5. Only the following persons who have received the appropriate training may prepare and serve foodstuffs: Jayne Ellis and Joanne Sennett, or people under their supervision.
6. We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.
7. Hirers must agree to abide by these regulations if they wish to use our kitchens.

The only exception to the above guidelines is for food cooked at home for consumption at internal church events.

11. Manual handling – lifting, carrying and moving loads

1. Our policy is to eliminate the need for manual handling as far as is reasonably practicable
2. Where it is not possible to avoid the need to move loads, the responsible person will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible
3. The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling
4. Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

12. Computer equipment

Our policy is to assess the risks to all habitual users of computers and to reduce those risks to the lowest level possible.

The following factors will be considered when carrying out risk assessments:

- stability and legibility of the screen
- contrast and brightness of the screen
- tilt and swivel of the screen
- suitability of keyboards, desks and chairs
- the work station environment
- the user-friendliness of the software.

Daily work routines will involve periods away from the screen. Where necessary, risk assessments will be carried out by the responsible person.

13. Hazardous buildings/glazing

1. Our policy is to ensure that our buildings are safe and without risks to the health, safety and welfare of all who work in and use them. In order to achieve this, the buildings are inspected every quarter by the Health & Safety Officer or responsible person.
2. Any defects noted are immediately reported to Churchwardens and the PCC and the procedures will be put in hand for repairs
3. Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out
4. As far as we are aware our buildings, constructed in 1990, do not contain any asbestos
5. A check is made of all glazing in the buildings to ensure that any glass in windows below waist height and in doors and beside doors below shoulder height is of a safety material or is protected against breakage

14. Protection of Children & Vulnerable Adults

St Mary's has separate Safeguarding Policies based on those provided by Peterborough Diocese. These relate to both children and vulnerable adults. They are reviewed annually by PCC and displayed on the Hallway noticeboard and on our website.

All users of our Church & Centre are expected to comply with these policies.

A permanent record is maintained of all accidents involving children and vulnerable adults.

St Mary's uses the Criminal Records Bureau Disclosure Service to vet those working with children and vulnerable adults in activities run by the church.

15. Personal safety

Our aim is to provide a safe place to worship, work and hold social events. St Mary's is committed to protecting the personal safety and security of all Church & Centre users and visitors, ensuring they are not exposed to unacceptable risk to their health and safety.

Risk assessments are undertaken to assess the risks to persons working alone in the church, travelling to and from church, accepting persons into their homes and handling cash and other valuables.

All Church & Centre users and visitors must take reasonable care of their own health and safety and must not put anybody in danger by their acts or omissions. They must take special care if they are in the building on their own and be aware of the risks to their safety. They should make sure that the front doors are locked, and have access to a mobile phone.

16. Use of the two Galleries

Both of our Galleries are now used principally for storage, but on rare occasions when the church is full they are used as additional seating areas.

No hazardous items must be stored on the Galleries.

Items must be stacked sensibly and safely, allowing room for people to walk the full length of the Gallery without obstruction.

Nothing must be put on the ledges under the railings, stood directly in front of the railings or dropped over them.

Children are not allowed on the Galleries except with the express permission of the Vicar and under the supervision of their parents/carers and in the presence of a member of St Mary's Church. Under no circumstances whatsoever may children stand on the ledges under the railings.

17. Risk assessments/activities

Risk assessments will be carried out on all areas of the church premises when required and all activities that carry a significant risk at regular intervals by a competent person in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999.

Examples of activities for which risk assessment will be deemed necessary are:

- fêtes, including the use of bouncy castles
- tower tours
- change ringing bells
- sponsored walks, visits and outings
- erection of temporary staging.

Any person hiring a room who is planning on hosting any of the above or similar activities must ensure that they have properly assessed the risks involved and informed the church of their plans if/where necessary.

18. Contractors

Anyone entering church premises for the purposes of carrying out work, other than an employee or voluntary worker of the church, will be regarded as a contractor.

All contractors, including the self-employed, must abide by the following:

1. have their own health and safety policy (where required by law) and be able to provide a copy of the same
2. produce evidence that they have appropriate Public and Employers' Liability insurance in place. A record of this evidence will be maintained
3. comply with all the requirements of this health and safety policy and co-operate with the church officials in providing a safe place of work and a safe system of operation
4. where plant and machinery is brought onto the church premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation. Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the church officials. However, responsibility will remain with the contractors
5. all contractors will be given detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake. This 'permit to work' will also specify any safety precautions they must undertake.

19. Information and enforcement

Employment Medical Advisory Service Information:

(The Medical Advisory Service is a part of the Health and Safety Executive and is able to provide guidance on health matters)

HSE Advisory Service
Woodlands
Manton Lane
Manton Lane Industrial Estate
Bedford
Fax: 01234 220633

Health and Safety Executive
Information Line: 0845 345 0055
HSE Books: 01787 881165

Health and Safety Law poster

Copies of the HSE poster 'Health and Safety Law – what you should know' is displayed in the Churchwardens' Vestry and the Cleaning Cupboard.

A summary of this policy is displayed in the entrance lobby.

20. Hiring of church premises to organisations or individuals

St Mary's offer their premises for hire to outside groups and organisations, including concerts, youth clubs and business meetings. We also rent out a room as office space for a small local charity.

The booking agreement

Whenever the premises or part of the premises is hired, a formal booking agreement - that sets out the conditions of hire - will be agreed and signed.

Public liability insurance

The public liability (third party) insurance under our Parishguard policy provides an indemnity to the Churchwardens and PCC as property owners if held legally liable for accidental bodily injury to members of the public, or accidental damage to their property while the premises are being hired.

Hirers are advised that they should have their own insurance arrangements in place to cover their lettings.

Child / Vulnerable Adults protection

All hirers must comply with our Safeguarding Policies as a condition of use, and where needed DBS clearance obtained.

What to remember if hiring a room

St Mary's Church expects those renting or hiring a room in our building to read our Health & Safety Policy Statement (displayed on our main noticeboard in the entrance lobby). This is a summary of this full Health & Safety policy, which is available on line.

Hirers should familiarise themselves with the emergency exits and emergency procedures, and also make sure that everyone attending their event are aware of them.

Health & Safety Guidance Notes

How to carry out a risk assessment

Risk assessment is not difficult, but it does take time. It is sensible, therefore, to spread the load as far as is possible and for people to carry out risk assessments in their own particular area, where they best know about any hazards. For example, the organist should look at the organ loft and choir vestry, the tower captain the ringing chamber and belfry, and so on. The process should be overseen and co-ordinated by the person who has overall responsibility for health and safety.

Systematically look at each area of the church/hall or other building and note all of the hazards and risks, and any existing safety measures. Note also any person who may be specifically at risk. You must then note any additional safety measures or 'controls' which will reduce those risks as far as possible. As well as the interior of buildings, you must also look at the churchyard and other external areas.

In order to help you, a checklist is given overleaf of common hazards that you should look for in each area that is being assessed. The checklist is in the same order as the sections of the health and safety policy. If any of these hazards are present then record them and what you need to do about them. Look for any other hazards that may not be included in the checklist, such as specific activities or pieces of equipment that may cause harm.

If you wish, you can calculate a risk rating to help you prioritise any additional safety measures that may be required. An example of a risk assessment is shown on page 25.

It is not necessary to do this calculation if you don't want to. Just leave the likelihood, severity and risk rating columns blank and note any existing safety measures and any additional ones that you decide to implement.

However, any risk which could result in a fatality must receive priority attention.

Risk assessment calculator

To calculate a risk rating, you need to grade both the likelihood and severity from 1 to 3. The grades are then multiplied together to give a risk rating.

Likelihood

The likelihood of something happening can be graded as:

1 = Low (seldom)

2 = Medium (frequently)

3 = High (certain or near certain)

Severity

The severity of injury if something does happen can be graded as:

1 = Low (minor cuts and bruises)

2 = Medium (serious injury or incapacitated for 3 days or more)

3 = High (fatality or a number of persons seriously injured)

Having assessed both likelihood and severity, a risk rating can be calculated by multiplying the likelihood with the severity. This will give a rating from 1 to 9.

Risk rating matrix

	3	3	6	9
	2	2	4	6
	1	1	2	3
Likelihood		1	2	3
			Severity	

The implementation of additional controls can then be prioritised as follows:

Risk Rating:

1 – 2 = low priority

3 – 4 = medium priority

6 – 9 = high priority

- With low priority no action at all may be required.
- With medium priority additional control measures may be necessary.
- With high priority it may be necessary to stop the particular activity or restrict access to the area until action has been taken.

RISK ASSESSMENT CHECKLIST

Accidents and First aid

- Provision of first aid equipment
- Persons with first aid training
- Procedures to deal with accidents
- Transport arrangements to hospital
- Existing arrangements and assess what is needed

Fire safety

- Combustible materials, flammable liquids and accumulations of waste
- Heaters, smoking and other sources of heat
- Provision of fire exits, escape routes, signage and emergency lighting
- Provision of fire detection equipment and firefighting equipment
- Effect of a fire on our neighbours
- Evacuation plans and training of stewards

Electrical safety

- Condition of fixed electrical installation, including switches and sockets
- Condition of portable electrical appliances, including leads and plugs
- Use of unauthorised electrical appliances and temporary wiring
- Mechanical damage to wiring
- Frequency of inspections

Gas safety

- Condition and maintenance arrangements for fixed gas boilers and heaters
- Condition and arrangements for use, including storage and changing of cylinders for portable Liquid Petroleum Gas heaters

Control of hazardous substances

Internal

- Cleaning materials
- Types, amounts, storage arrangements
- Provision of personal protective equipment

External

- Pesticides, herbicides, petrol
- Types, amounts, storage arrangements
- Provision of personal protective equipment

Plant and machinery

Internal

- Condition and potential injury arising from font covers, sanctuary lamps, crosses, canopies and other suspended items
- Lifts, hoists and other lifting mechanisms
- Ladders, scaffolds and staging, including storage and accessibility
- Display screen and computer equipment
- Bells, clock weights and chiming mechanisms
- Any other equipment

External

- Churchyard maintenance equipment
- Strimmers, pruning saws and hedgecutters, etc.

Slips, trips and falls

Internal

- Loose carpets, rugs, mats and other floor coverings
- Loose and uneven tiles, stone paving and floorboards
- Trailing leads and other obstructions
- Worn, steep and uneven steps and stairs
- Inadequate lighting, lack of handrails

External

- Uneven and poorly maintained paths and steps
- Potholes, tree roots and unprotected drops
- Shrubbery and undergrowth
- Areas designated as wildlife habitats
- Poor drainage of paths and growth of algae
- Inadequate lighting and lack of handrails

Lighting

Internal

- Check adequacy of lighting
- Pay particular attention to stairs, steps

External

- Paths, steps, fire escape steps, courtyards, car parks, and entrances

Falls from a height

Internal

- Arrangements for light bulb changing
- Use of unsecured ladders
- Unprotected openings and walkways at high level
- Gallery railings
- Use of fixed vertical ladders

External

- Clearing of gutters and valleys
- Low parapets and balustrades

Food hygiene

- Extent of food preparation
- Nature of foods to be prepared and stored
- Areas used for food preparation
- Facilities for washing and preparation of foodstuffs
- Facilities for storage of foodstuffs
- Experience, training and competence of food handlers

Manual handling

- Moving and lifting of furniture, staging, pianos and other equipment
- Numbers required
- Specialist equipment needed

Display screen equipment

- List all computer equipment
- Who uses it and for how long
- Check seating, workstation, screen, software

Hazardous buildings /glazing

- Loose stonework, falling masonry, parapets, pinnacles, slates, tiles, gutters, flag poles
- Detail any glass in windows below waist height and in doors or beside doors below shoulder height which is not of a safety material or protected against breakage (narrow panes up to 250mm need not be included)
- Arrange for a competent person to check for the presence of asbestos (*NB We have all the architects' plans for this building and there is no evidence of asbestos on site*)
- State of low walls used in external landscaping

Child protection/Safeguarding

- Existing child protection/Safeguarding procedures
- Implementation of Diocesan guidelines

Personal safety

- Risk of attack
- Lone working, church sitting
- Handling of cash
- Means of raising an alarm, summoning assistance

Activities and other hazards

- Services, concerts, events, exhibitions, etc.
- Numbers attending
- Age-related hazards (children/elderly)
- Disability access/provision
- Fêtes, sponsored walks, fund-raising activities e.g. Bungee jumping, abseiling, parachute jumps etc. *Note: These activities will require separate insurance arrangements by the provider of the facility*
- Look for and note any other hazard which could cause someone harm which are not included in the above checklist.

Improving safety – additional control measures

In most cases, it will be obvious what additional measures are necessary to reduce risk. For example, if there is a risk of falling down steps which are badly lit and do not have a handrail, the additional controls needed will be to improve the lighting and fit a handrail.

If you find any hazardous glazing, this will need to be replaced with safety glass, such as toughened or laminated, be covered with a safety film or have a barrier fitted.

If there are risks of falls from a height, you will need to consider the fitting of barriers or the use of safety lathways, eyebolts and the use of harnesses.

In many cases, however, safety can be improved by changing working methods. It does not always require alterations to the building. For example, there is a considerable risk of accident and injury if bells are left 'up' after ringing. This hazard can be removed simply by ringing bells 'down' after ringing.

Maintain a record of the work you have done to reduce or remove hazards.

Remember that most changes to the building, even if required for health and safety reasons, will still be subject to the usual Faculty procedures.

Your church architect will also need to be involved in designing changes and producing the appropriate plans.

Examples of risk assessments are given below:

Note: the likelihood and severity rating will depend on what existing controls are already in place

Area: Kitchen					
Hazards/Risks	Existing Controls	Likelihood	Severity	Risk Rating	Additional Control
Portable hot water heater – risk of scalds and burns from hot water and steam	None	1 (Low)	2 (Medium)	1 x 2 = 2 (Low priority action)	Strap the water heater to the wall or place it in a cradle to prevent it from being knocked over. Replace with a fixed heater.

Area: Church					
Hazards/Risks	Existing Controls	Likelihood	Severity	Risk Rating	Additional Control
Faulty fixed electrics – risk of electric shock and burns	None	3 (High)	3 (High)	3 x 3 = 9 (High priority action)	Isolate the faulty electrical wiring and arrange for a qualified electrician to carry out remedial work at the earliest opportunity. Ensure the faulty wiring cannot be switched back on until it has been made safe.

Template

Risk Assessment form



SPECIFIC ASSESSMENTS REQUIRED FOLLOWING ASSESSMENT	
NOISE AT WORK	
COSHH	
MANUAL HANDLING	
P.P.E. REGS	
OTHER (SPECIFY)	

INITIAL ASSESSMENT	
REVIEW DATE	

ACTIVITY:		ASSESSORS NAME				TYPE OF ASSESSMENT			
NO.	HAZARDS	SIGNIFICANT OUTCOMES	EXISTING CONTROL MEASURES	POPULATION EXPOSED	LIKELIHOOD (1,2,3,4,5)	SEVERITY (1,2,3,4,5)	RISK RATING (SEVERITY x LIKELIHOOD)	ADDITIONAL CONTROL MEASURES REQUIRED YES/NO	PRIORITY (HIGH) (MODERATE) (TOLERABLE) (MINIMAL)

REF NO:

Further risk assessment forms are available from the Revd Michael Moore