



## Health & Safety –Risk Assessment (RA)

### Use of Church facilities by/for: Church Services

*For completion by event/group organiser(s)/supervisor(s)*

Risk Assessment No: RA 0138

Identify common hazards associated with: **Sunday Morning Service, Sunday Evening Service, Baptisms, Weddings, Funerals, Christingle, Christmas Day Service, Good Friday Celebrations, Harvest, Mothering Sunday, Fathers Day, Ladies Day & Mens Day et al.** highlighting the risks involved and control measures that must be applied.

Date: June 2023

Assessor(s): Church Stewards, Church Council, GJM, DM

Copies: Church H&S Folder & Electronic

L = Likelihood S = Severity

Using 1 to 5 scale

Residual - 1-4 Acceptable

5-9 Adequate

10-16 Tolerable

17-25 Unacceptable

Consideration Given Towards (List items given consideration)	Potential Effects (What could happen without any form of control)	Potential Risk (L x S)		Risk Control (List controls to reduce the hazard)	Residual Risk (L x S)	
Entrances/Exits	Unable to access or leave premises safely, even in case of emergency.	3	5	Regular inspection of areas to ensure none blocked. Checks made to ensure all fire exits unlocked at beginning of services by steward on duty. Door mats by entrances. Wet floor signs to be used in case of inclement weather. See latest Room Visual Inspection on H&S noticeboard.	1	5
		15			5	
Manual Handling of any objects	Musculo-skeletal injuries.	4	5	Movement or erection of any furniture or equipment, eg. Communion table, chairs, tables, organ, lecterns, OHP, projection screens, display boards, modesty rails, audio/visual equipment, fonts, flowers, props etc. should be done in accordance with the manual handling advice given on H&S noticeboard.	1	5
		20			5	
Movement of stacks of chairs & communion table	Musculo-skeletal injuries.	4	4	Movement and transportation of chairs over a prolonged distance to be moved using the trolley stored in the storage room.	1	4
		16			4	

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<b>Slips/Trips/Falls</b>	Musculo-skeletal injuries including sprains and twists. Falls from height.	4	5	Good lighting in all areas. Trailing cables identified with cable covering where necessary. Users of chancel area in main hall advised to be careful of floor when polished. Steps to stage marked with a yellow grip strip. Door mats in place by entrances/exits. See also working at height risk assessment.	1	5
		<b>20</b>			<b>5</b>	
<b>First Aid</b>	Further injury caused or prevented by not administering first aid.	4	5	First aid box available by kitchen. Advice on health and well-being available on H&S noticeboard including numbers for NHS Direct etc.	1	5
		<b>20</b>			<b>5</b>	
<b>Stacking of Chairs</b>	Chairs falling over due to rotation. Potential to fall onto child or cause injury to other person.	3	4	Chairs stacked safely and in accordance with any limitation imposed on that room/area of the Church. (See notice on H&S noticeboard).	1	4
		<b>12</b>			<b>4</b>	
<b>Young / Vulnerable / Elderly / Disabled Persons</b>	Persons not able to access all parts of building, other routes attempted, risky areas accessed, improper care.	2	4	Church holds a safeguarding certificate held by safeguarding officer. Disabled person assigned carer for duration. Disabled access to church throughout maintained. Designated toilets & entrances / exits identified. Signage in place.	1	4
		<b>8</b>			<b>4</b>	
<b>Use of Kitchen</b>	Improper use of kitchen, unsupervised children, burns, scalds, damage to equipment, injury to persons, unhygienic environment.	4	5	Safe use of kettles notice in kitchen. Children not allowed in Kitchen area, appropriate signage in place. Signage shows designated hand wash sink. Notice on urns and kettles to warn of hot surfaces. See Kitchen RA.	1	4
		<b>15</b>			<b>4</b>	
<b>Use of electrical equipment</b>	Improper use of equipment, electric shocks, burns, damage to equipment.	3	5	Any electrical equipment used on church premises required PAT Test before use. CO <sub>2</sub> extinguisher from chancel area to be positioned by technical area for duration. Electrical Certification maintained.	1	5
		<b>15</b>			<b>5</b>	

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<b>Use of COSHH Substances</b>	Burns, scalds, ingestion problems, breathing problems, side effects, irritation, fire etc.	4	5	Any COSHH (Control of Substances Hazardous to Health) materials brought into the Church are brought to the attention of stewards for consideration & inclusion in the Church COSHH records. Data sheets available for high risk items.	1	5
		20			5	
<b>Toilet Facilities / Baby Changing</b>	Persons unable to use toilets. Toilets not fit for purpose.	3	3	Steward on duty to ensure safe and hygienic facilities before start of service/event. Soiled nappies to be removed from church premises and not flushed down toilet. Signage in place.	1	3
		9			3	
<b>Environment</b>	The environment in general not safe or suitable for use. Health issues caused or aggravated by cold, heat or damp.	3	4	Heating timed to come on prior to service/event start times. Room users to be notified of any maintenance work carried out that may affect the usage of the room ie. Paint fumes etc.. Persons on duty to check environment of room before use. Room Visual Inspections and Room Risk Assessments maintained.	1	4
		12			4	
<b>Safe use of stage</b>	Falling from stage, falling down steps, injury from stage winding / props or drama at height.	3	5	Signage on stage wings to promote safe use of stage. Yellow 'grip strips' on step edges. Curtain winding cupboard locked with danger signs where appropriate. Wrist or hand jewellery not to be worn if operating stage winding controls. See Stage RA.	1	5
		15			5	
<b>Lighting of christening candles</b>	Burns, scalds or fire from use of candles.	3	4	Candle(s) lit by steward away from christening party and within the open area of the church. Lit candle presented to adult members and extinguished by font.	1	4
		12			4	

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<b>Lighting of advent candles / candles</b>	Burns, scalds or fire from use of candles.	3	4	Candles held on a stand in chancel area. Lit & extinguished by steward/minister.	1	4
		<b>12</b>			<b>4</b>	
<b>Lighting of Christingle candles</b>	Burns, scalds or fire from use of candles.	3	4	Water buckets to be placed at either end of main hall prior to start of service. Supervision by stewards. Lighting of Christingle Candles – to be reviewed during service given attendance. Congregation to stand around perimeter of hall & in standing position if possible. Ensure children with long hair have hair tied back. Ensure there is plenty of space between each member of the congregation. Encourage children to hold candle upright and away from the body. Ensure congregation are not asked to move or walk whilst candles are lit. Ensure verbal warning of hot wax is given out, this can burn. Ensure all the above are given before lighting of candles. Advice given on projected presentation prior to service commencement.	1	4
		<b>12</b>			<b>4</b>	
<b>Food</b>	Illness, reaction or poisoning from foods. Poor hygiene if not maintained.	3	5	Food predominantly of snack and buffet style. Food prepared in kitchen. Food hygiene and safety notices present. Surface cleaners used – see COSHH register. Allergens signage present. Sinks identified for hand washing only and food prep. Colour coded chopping boards in use. Cross contamination guidance on posters. COSHH equipment, including aprons and gloves available. Long hair tied back. See Kitchen RA.	1	5
		<b>15</b>			<b>5</b>	

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<b>Asbestos – located in two lights in vestibule and concert entrance.</b>	Fibers may be released and inhaled.	3	5	Asbestos in good condition. Unlikely to be touched by public and most staff. Personnel told to report any notice of change of state of asbestos in highlighted areas.	1	5
		<b>15</b>		<b>4</b>		
<b>Gas</b>	Risk of fire and explosion if not properly maintained.	2	5	Gas appliances, such as heaters, boilers etc., are checked annually by a Gas Safe registered engineer. Personnel trained in reporting a gas fault and isolating gas mains. Signage in place.	1	5
		<b>10</b>		<b>5</b>		
<b>Hangings, drapes, inflatables etc. used for decoration</b>	May be flammable and obscure exit signs.	3	3	Must be flame retardant. Must not be hung anywhere which obscures or obstructs exit signage.	1	3
		<b>9</b>		<b>3</b>		
<b>COVID-19 Including Infection Control and Transmission</b>	Transmission of disease.	5	5	Hand sanitiser & frequent, enhanced cleaning continue. Attendees encouraged to test for symptoms before attending site.	1	5
		<b>25</b>		<b>5</b>		

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<b>Fire &amp; Evacuation</b>	Persons unable to leave building safely. Persons missing due to inability to head count. Panic would ensue. Doors locked / exits unavailable.	4	5	Fire fighting appliances tested annually & emergency lighting tested as per manufactures guidance. Fire exit signage in place & checked by three monthly RVI. Fire alarm system tested monthly. Strobe and sounder system producing 110dB.  <b>In case of evacuation:</b> All stewards (on or off duty) will assist in evacuation procedure. Stewards to direct congregation out of premises to the fire assembly point (Wayside Pulpit). Stewards to ensure, to the best of their ability, that the building is fully evacuated. Stewards to also ensure doors are closed behind the evacuating congregation. A fire will only be faught if it is of small scale (ie. Waste paper bin etc.) & that there is an available exit route away from fire. If the fire shows signs of spreading, fire should not be faught. Stewards to promote calmness throughout.	1	5
		<b>20</b>	<b>Role of Door Steward:</b> After commencement of event, the door steward to perform a headcount and write the number on a sheet next to door steward position. In event of evacuation, door steward to take sheet to assembly point and report to steward on duty.  <b>Role of Steward on Duty:</b> Prior to start of event, steward on duty to ensure all emergency exits (ie. Tradesman’s entrance, concert entrance, cage steps & vestibule) are clear, free from obstruction and unlocked. In the event of evacuation, the steward on duty should report to assembly point and liaise with door steward to perform headcount.  Steward on duty or event organiser(s) to ensure congregation & performers are aware of fire exits and assembly points prior to event start.	<b>5</b>		

**Assessment Notes:**

If residual risk rated >10, please give further details in this box of any other extended controls in place:

See Room Risk Assessment(s) for room(s)/area(s) of the church the group/event uses.

List Rooms/Areas the group/event uses:

.....All areas of the church.....

All accidents must be recorded in accident book located by the first aid box.

All accidents must also be reported to Gary Moss or David Moss, either direct or via a church steward.

Use of any first aid box consumables must be reported to a church steward.

The health & safety noticeboard located by the emergency exit in the passage area contains information and advice regarding all major aspects of health & safety.

**Any other information to be added here:**