**Risk Assessment for …………………………………(parish)**

**The Select Vestry has approved the attached Risk Assessment guidelines for all users of parish premises. Those responsible for organisations using our premises need to complete a Risk Assessment, identifying hazards that could result in harm to users. They must then decide on the action(s) required to avoid this harm and appoint suitable personsto ensure action is taken.**

**To assist you with this process the table below lists hazards that have already been identified in the Parish Risk Assessment. However if your organisation identifies any further risks then please include these in the blank rows provided at the end of the template. In addition, if there are risks or hazards not applicable to your organisation then please cross these out.**

**Organisation(s) name: Assessment carried out by: Date: Date of next review**

***(Key: GW = Glebe Warden, HSSC = Health & Safety Sub-Committee)***

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| **Activity or Area** | **What are the hazards? *(cross out if not applicable)*** | **Who might be harmed and how?** | **What are we already doing?**  ***(cross out if not applicable)*** | **What further action is necessary?**  ***(cross out if not applicable)*** | **Who needs to carry out the action?** | **When is the action needed by?** | **Done**  ***(If applicable)*** |
| Church building, halls/parish centre, other buildings and grounds. | Slips, trips, falls, knocks, cuts both indoors and outdoors.  Weather conditions.  Uneven surfaces. | Users, visitors, workers and persons with additional needs may be harmed if they slip, fall, knock into something or are struck by vehicles in the car park.  Children may be at risk where the parish grounds are close to public roads. | Corridors and work areas kept clear of items and furniture that could be tripped over.  Adequate lighting provided indoors and around buildings and walkways outside.  Steps and ramps made clearly visible.  Wheelchair access.  All users required to clear spillages and know how to access mops and cloths.  Checks for no trailing leads or cables.  Sharp edges at heights under 2m on buildings, furniture and other items removed or alleviated.  Adequate warning signs placed in areas that could provide a hazard (such as spills and cleaning areas, low clearance, snow/ice).  Cold weather ice/snow/rain precautions in place.  Parents/leaders/users warned to take care in the car park and where the grounds are close to public Rds.  Mats at entrances to reduce rain water carry-in. | Floors checked regularly for spillages and cleaned.  Corridors and halls checked regularly for trip hazards.  Grounds and buildings regularly checked for repairs and hazards prioritized.  Graveyards checked for loose headstones, uneven pathways and repaired if necessary.  Salting of access areas in freezing conditions.  Electrical equipment and trailing leads regularly checked.  Check if support rails needed at steps. | Staff, GW  Staff, GW, HSSC  Staff, GW, HSSC  Staff, GW, HSSC  Staff, GW  Staff, GW  HSSC | Continuous vigilance  Continuous vigilance  Continuous vigilance  ASAP and continuous  Continuous vigilance  Continuous vigilance |  |
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| Church building services | Falls and crush if there is an evacuation.  Overcrowding  Supervision of children | Users, visitors, workers and persons with additional needs may be harmed if there is an uncontrolled evacuation and falls and/or crush occur.  Children may be at risk of fall if they climb the seating & pulpit.  Communion wine ingested by children  Children leaving without supervision | Aisles and entrance areas cleared as per the policy above for slips and falls.  Exits clearly marked and wardens aware of emergency evacuation procedure.  Wardens placed at main entrances throughout service to ensure no unsupervised exit.  Maximum capacity not exceeded.  Communion wine securely stored away from children.  Ensuring new and cover wardens are aware of procedures and duties.  Attendance counted to ensure maximum capacity not exceeded. | Regular announcements regarding evacuation procedures and supervision of children.  Regular training and updating of responsibilities and procedures with wardens. | Incumbent or GW  HSSC | On-going  On-going |  |
| Church hall/centre public gatherings and community events | Falls and crush if there is an evacuation.  Overcrowding.  Supervision of children.  Hot spills and burns. | Users, visitors and workers may be harmed if there is an uncontrolled evacuation and falls and/or crush occur.  Children accessing cleaning cupboards and unsafe areas.  Burns from BBQ or hot drinks/food.  Temporary furniture or structures (tents) may fall over. | Policy above followed with regard to trips and spills.  Maximum capacity not exceeded.  Cleaning cupboards and other unsafe areas such as boiler rooms locked from access by children.  Running not allowed in areas where hot drinks or food are served. BBQ and food preparation and hazardous areas barred from under 16’s.  Wardens and event organizers aware of evacuation procedures, H & S and first aid.  Outside providers (e.g. bouncy castles) checked for insurance and risk assessments. | Regular announcements regarding evacuation procedures and supervision of children.  Key leaders informed and trained in the procedures regarding emergency evacuation and health and safety.  Check if any local authorities need to be involved.  Check if any unusual activities present extra hazards, risk assessed and insured. | Staff and event organisers  Staff and event organisers  Staff and event organisers  Staff and event organisers/  HSSC | On-going  As required  As required  As required |  |
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| Storage areas | Incorrect storage of equipment and furniture | Users could be injured by items falling or overloaded through poor storage | Users informed of the correct way and areas to store tables and chairs. Chairs not stacked more than 1.5m high or as recommended by manufacturers.  Overhead storage limited to lightweight items.  Procedures followed to ensure tables and heavy items do not topple | Ongoing vigilance |  | On-going |  |
| Church building, halls/parish centre, other buildings and grounds | Working at height –e.g. cleaning windows, placing decorations etc | Any person using steps/ladders could be injured from falls. | Ladders and steps stored securely from use by children.  Users required to check ladders/steps before use and seek permission from GW and/or HSSC.  HSE guidance on use of ladders/steps required to be read before use. | Regular check of safety of equipment  Users informed of requirements of safe use beforehand. | GW/HSSC  GW/HSSC | On-going  On-going/  As required |  |
| Church building, halls/parish centre, other buildings and grounds | Hazardous substances | Staff and volunteers at risk from skin, eye, respiratory and ingestion problems from contact or inhaling. | Risk assessments and control measures in place for control of substances hazardous to health (COSHH).  Personal protective equipment available (PPE).  All substances secured or sealed appropriately.  Only approved workers permitted to use certain substances | Regular announcements regarding awareness of the procedures and permission made to the parish.  Continued vigilance | GW/HSSC/  staff  GW/HSSC/  staff | On-going/  As required  On-going |  |
| Church building and/or parish hall/centre | Electricity systems  Gas/oil heating systems | Users risk of electric shock, burns, asphyxiation from faulty equipment or incorrect usage. | Fixed electrical installation and repairs by qualified electricians and inspected every 5 years.  Portable Appliance Testing (PAT) undertaken regularly. Outdoor electrics supplied through a RCD  Maintenance contracts in place for gas and oil heating systems.  Heating systems checked to ensure they will not cause burns –especially for children and elderly.  Electrical equipment removed from children areas. No socket covers as higher risk to use them.  Kitchen procedures adopted with regard to electrical items, cooker, dishwasher and other appliances. | Regular detailed checks on electrical/oil/gas systems through qualified experts if necessary.  Regular visual checks on heating systems with regard to temperature.  Safety poster displayed where gas is used.  Kitchen use of equipment procedures displayed.  Users to know how to switch off electric in an emergency. | GW/HSSC/  staff  GW/HSSC/  staff  GW/HSSC/  staff  HSSC  HSSC | On-going  On-going  As required  ASAP  ASAP |  |
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| Kitchens | Burns, scalds, electric shock, cuts, trips, slips, falls.  Food hygiene lapses | Kitchen staff/volunteers/other users  Parishioners/visitors and others who could suffer illness if food hygiene regulations are breached | First Aid box, fire blanket and instructions available in the kitchen.  Kitchen supervisor(s) trained in Level 2 Health and Hygiene.  Volunteers supervised when preparing and cooking food.  Those aged under 16 restricted from the kitchen and food preparation areas unless supervised by a leader. | Further training on food safety and hygiene encouraged for new kitchen supervisors.  Kitchen use of equipment procedures displayed.  Parish informed that under 16’s not allowed into the kitchen unless supervised by a leader. | HSSC  HSSC  Incumbent or GW | On-going/  As required  Next 3 mths  On-going |  |
| Church building, halls/parish centre, other buildings and grounds | Manual Handling | Users may suffer back or other injury if they try to lift or move heavy or awkward objects | Trolleys available to move chairs.  Where no trolleys available chairs only permitted to be moved up to 3 at a time.  Users informed of the manual handling policy in the Parish Health and Safety Policy. | Ongoing vigilance | Staff/GW/  HSSC | On-going |  |
| Church building, halls/parish centre, other buildings and grounds | Fire | Burns, falls, crush, debris and fatal consequences if trapped. | Fire risk assessment undertaken and updated. See separate assessment. | Ensure actions identified in the fire risk assessment are undertaken | See Fire Risk Assessment |  |  |
| Parish Office | Display Screen Equipment (DSE) | Staff and regular volunteers risk posture problems, discomfort and repetitive injury from overuse or improper use of poorly designed work areas. Headaches and eye problems can occur if lighting or screens are poor. | All DSE located to ensure good posture and avoid glare or screen reflections.  Staff made aware of availability of DSE good practice online and encouraged to undertake it.  Appropriate lighting and temperature provided. | Annual reminder to all staff and regular users of the parish office. | Line manager | As required |  |
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| Volunteer Work Parties on the church premises | Slips, trips, falls, knocks, cuts both inside and outside. | Members of volunteer work parties (adults) engaging in repairs, maintenance, painting and decorating etc. | Work party organizers to undertake a risk assessment using the provided template in advance of any work being organized and in compliance with this parish risk assessment. | Risk assessment done prior to any work taking place. | Work Party organisers | As required |  |
| Lone Working | Manual Handling | Users may suffer back or other injury if they try to lift or move heavy or awkward objects | Trolleys available to move chairs  Where no trolleys available chairs only permitted to be moved up to 3 at a time.  Users informed of the manual handling policy in the Parish Health and Safety Policy | Ongoing vigilance.  Manual handling training provided for appropriate staff. | Staff/GW/  HSSC | On-going |  |
| Children and Youth Groups in church halls | Lack of supervision | C & YP may come to harm through accidents and conflict if inadequately supervised. | Child Protection Policy guidelines followed with regard to supervision levels. | Refresher training for all staff and volunteers periodically on Safeguarding Trust. | The Parish Panel | On-going |  |
| Children and Youth Groups in church halls | Windows, stairs and exits | C & YP wandering off  Running or walking into windows or glass doors. | Ensuring small children cannot wander off.  Ensuring a responsible adult is at the door and that children who need to be accompanied leave with a known adult. If in any doubt about the person collecting then check with parents first.  Ensuring small children are always accompanied up and down stairs. | Fit laminated glass or safety film where appropriate.  Fit clear doors with labelling or design to ensure they can be seen.  Ensure leaders cover exits | Children and youth leaders | On-going |  |
| Children and Youth Groups in church halls | Toys | C&YP & Adults  Children choking on bits of toys  Children getting hurt on damaged toys.  Toy tripping hazard. | Only use toys that carry the safety marking.  Inspect toys regularly & dispose of any that are damaged/unsafe.  Ensuring that young children do not have access to  toys unsuitable for their age; that may, for example; pose a choking risk. | Ensure that there is a designated play area.  Ensure suitable training for leaders in regard to risk. | Children and youth leaders | ASAP and on-going |  |
| Children and Youth Groups in church halls | Changing Facilities | Babies and adults infected from unclean facilities and nappies not disposed of properly. Falls from the changing station. | Ensure changing equipment is in good repair and there are adequate facilities for disposal of nappies.  Bins emptied on a regular basis. | Ongoing vigilance | Staff/GW/  HSSC | On-going |  |
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| Church grounds car park and lanes | Vehicle movement | Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving on church property | Entrance and exit to car park clearly marked.  Marshals with high visibility vests used to control car parking at large events.  All users required to keep a 5mph speed limit on the church grounds. | Review if lighting in the car park is adequate.  Put up car park speed limit and safety signs | HSSC/GW  HSSC/GW |  |  |
| All church buildings | Asbestos | Staff and other users carrying out normal activities at very low risk. Workers and contractors at risk if fibres are released and inhaled. | Ensuring that areas that might contain asbestos such as lofts and roof areas are inaccessible to users and staff until an asbestos check has been completed.  Asbestos survey/check complete and none found. | Find out if buildings contain any asbestos through survey  If any found record location and put up warning signs.  Damaged asbestos to be removed by contractors.  Survey made available to contractors. | HSSC/GW  HSSC/GW  HSSC/GW  HSSC/GW | ASAP |  |
| External contractors | Slips, trip, falls, knocks, cuts and bumps both inside and outside. | Contractors, employees and/or/ parish employees, volunteers and visitors. | Contractors given a copy of the parish risk assessment and any other relevant documentation such as fire risk, electrical survey, asbestos survey and quinquennial inspection. | Contractors to be asked for a copy of own risk assessment and insurance | GW | As required |  |
| All church organised activities | Activities and risks that may not be covered by insurance. | Risk to users and church indemnity if insurance is not in place or inadequate.  Risk to users of outside organisations and providers without adequate insurance. | Public liability insurance in place to cover people at normal church activities organised by the church in any place.  External organisations to have their own public liability insurance when hiring church premises.  Car users informed that they are responsible for insurance cover for any transport to do with church activities.  Insurance regularly reviewed and renewed | Inform insurers of any events that may be more dangerous.  All users reminded of insurance obligations | All leaders  Staff/HSSC | As required  On-going |  |

***Other Risks and Hazards identified in addition to those above:***

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