

## RISK ASSESSMENT

Company Name: **All Saints Church, Grayswood**

Date of Risk Assessment: May 2023

Date for Revision of Assessment: May 2024

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
<b>Slips, trips and falls</b> eg uneven surface of path to church, steps in church, etc.	Users of the church may suffer injuries such as fractures or bruising if they slip, eg falling up steps	Pathway surface maintained to be as even as possible; Floodlighting and light on lych gate to light the way in the dark; Non-slip slope up to church door to stop rain water being carried in; Good lighting within the church; Steps to choir vestry have non slip tape and handrail (users to be made aware of depth of step).	Surfaces to be inspected regularly and repaired as necessary; Review use of 'foot' box for those reading from the lectern; Portable staging removed immediately after use; To review steps when path project undertaken.	Team leader of Buildings & Grounds Church wardens	Continual assessment  Continual assessment	Ongoing
<b>Work at height</b> eg changing light bulbs, putting up decorations, checking the church clock, etc.	Anyone working at any height could suffer injuries, possibly very serious ones, should they fall	Appropriate, commercial stepladder securely stored and padlocked (key with Church Wardens); Volunteers know that they are responsible for stepladder safety, and know how to use it safely, and securely fix it in position before use; A professional company is used for servicing the clock in the church tower.	A copy of the HSE 'Safe use of Ladders and Stepladders' Guide is kept at the back of the church; The condition of the ladder is checked regularly; Consider implications for work at height of any future alterations to the church. LED lighting system installed, reducing need to change light bulbs	Church Wardens	Continual assessment	Ongoing
<b>Electricity</b>	Users risk electric shocks or burns from faulty equipment or installation	Fixed installation correctly installed by qualified electrician, and inspected regularly; All repairs by a qualified electrician; Safety plugs in sockets; Portable equipment checked for visual signs of damage before use; 5 yearly PAT testing on portable equipment; Volunteers know that they are responsible for any equipment they bring on site.	Make sure volunteers, clergy and PCC members know where the fuse box is, and how to switch supply off in an emergency; Remind users that portable equipment considered unsafe should be marked and taken out of use.	Church Wardens	Continual assessment	Ongoing  May2021

<b>Hazardous substances</b> eg cleaning products	Volunteers who clean the church risk skin problems from contact with cleaning products	Cleaning products marked 'irritant' to be replaced with milder alternatives; Volunteers encouraged to use the products safely, eg follow instructions on the label Cleaning products stored securely in a cupboard.	Volunteers asked to check for dry, itchy or red skin on their hands, and, if found, to see a doctor for advice, and inform the church secretary	Cleaning Co-Ordinator	Continual assessment	Ongoing
<b>Busy road between church and Village Hall</b>	Children have to cross the road to Sunday School and are at risk of accidents due to traffic on the road	Children are always shown across the road by responsible adults; Adults to wear fluorescent jackets to draw the attention of drivers; Adults to carefully check the road before allowing the children to cross.	Sidespeople to be aware that it is part of their duty to see children safely across road; Children to be instructed regularly in road safety.	Church Wardens	Continual assessment	Ongoing
<b>Sunday School</b>	Children off site in village hall	There are always 2 adults (1 with mobile phone). Phone and first aid box available in the hall. When shared use, main hall and separate toilet reserved for children, who are supervised when leaving the hall for the toilet. Reserve notice on toilet door.	Sunday school teachers to ensure reserve notice is on toilet door (put away afterwards) and to put no access notice on main hall door or lock it from inside if others are in the building	Church Wardens, Safeguarding Officer and Sunday school teachers	Continual assessment	Ongoing
<b>Manual Handling</b>	Users may suffer back pain if they try to lift objects that are too heavy or awkward	Ensure that the HSE 'Manual Handling at Work' Guide is available to all volunteers; Encourage volunteers to seek help when lifting or moving heavy objects.	The Manual Handling Guide is kept at the bottom of the clock tower; No further action needed.	Church Wardens	Continual assessment	Ongoing
<b>Asbestos</b>	Normal activities pose a very low risk.	Asbestos management survey undertaken March 2021		Team leader of Buildings & Grounds	Continual assessment	Ongoing
<b>Fire</b>	Anyone trapped could suffer fatal injuries from smoke inhalation/burns	* Copy of Fire risk assessment attached, revised May 2023; * Annual inspection of fire extinguishers, in March each year; * Exits clear and indicated at the beginning of special services, when irregular church goers might be present, eg Christingle, and other events	Ensure the actions identified by the fire risk assessment are done.  Sidespersons to be aware of numbers present and if any persons have mobility issues or any other disability.	Church Wardens	Continual assessment	Fire cert 23/3/23  23/3/23  ongoing

Signed by ..... Position ..... Date .....