RISK ASSESSMENT

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

Date of Risk Assessment: May 2026 rev 6/9/26
Date for Revision of Assessment: May 2027

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
Slips, trips and falls eg 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	Binded gravel path minimises risk; Floodlighting and light on lych gate to light the way in the dark; Good lighting within the church; Steps to choir vestry have non slip tape and handrail	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; Implement written record of inspections.	Team leader of Buildings & Grounds Church warden Church Warden	Continual assessment Continual assessment	Ongoing
Work at height eg, 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; implement written record of step ladder checks and reminder training. Consider implications for work at height of any future alterations to the church. LED lighting system installed, reducing need to change light bulbs Emergency lighting checks done monthly and record kept.	Church Wardens Church Warden Church Warden	Continual assessment	Ongoing
Working Alone	Staff/members/volunteers: eg locking/opening up, cleaning, flower team, maintenance: accidents, assault or threat from visitor	Encourage working in pairs; Carry working mobile phone. Minimise risks; avoid unnecessary dangerous situations/behaviours.	PCC to take all reasonable steps to ensure safety. Reporting system for incidents.	PCC	Continual assessment	Ongoing
Handling cash	Volunteers especially sidesperson, treasurer: theft, fraud	Minimise use of cash; ensure those counting monies are working in pairs; encourage use of contactless payment reader and online donations; where possible organise ticket payments online;	Consider separate RA for eg Christmas Fayre	PCC	Continual assessment	Ongoing

Electricity	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. Include in training session for PCC and sidespeople	Church Wardens	Continual assessment	Ongoing 2/12/2025

Manual Handling	Users may suffer injury 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 back of the church; No further action needed. Reminder training	Church Warden Church warden	Continual assessment	Ongoing
Asbestos	Normal activities pose a very low risk.	Asbestos management survey undertaken March 2021		Team leader of Buildings & Grounds	Continual assessment	Ongoing
Hazardous Substances	Normal activities pose a low risk; cleaning team: injury/allergy to products used	Separate Hazardous Substances policy	Ensure policy is followed and external contractors are aware of their own obligations	Church warden/PCC	Continual Assessment	Ongoing
Fire	Anyone trapped could suffer fatal injuries from smoke inhalation/burns	* Copy of Fire risk assessment attached, revised May 2026; * Annual inspection of fire extinguishers. * 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. Fire procedures and plan to be reviewed in detail. Fire training for PCC members and sidespeople. Introduction of system for recording training	Church Warden Church warden	Continual assessment	Fire cert Feb 2026 Ongoing
Lithium Batteries	Users of the church if one catches fire whilst occupied	Large card machine currently undergoing repairs. Raising awareness of risks.	Investigate causes and provide recommendations on safer use of equipment containing lithium ion batteries.	Church wardens	By 31.3.27	

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