

Risk assessment – Church Building

All leaders must conduct on-going risk assessments of activities, location and needs of individuals present. This is a starting point.

Activity or Event: Activities using the Church building

This is a generic Risk Assessment which will not cover every situation. Please consider all possible risks and assess them accordingly and record all necessary actions.

Likelihood (of risk causing an issue) 1 = Low (seldom) 2 = Medium (frequently) 3 = High (certain or near certain)

Severity (of the negative / harmful outcome from the risk) 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)

Risk Rating highlights where the main focus should be of things which cause high risk: 1 – 2 = low priority 3 – 4 = medium priority 6 – 9 = high priority

What are the hazards?	Who might be harmed and how?	Evaluate the risk. What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Likelihood?	Severity?	Risk Rating? (LxS)
Building: Slips and trips	Anyone using the space	The area is kept tidy and clear of unessential obstructions. Spillages are cleaned up immediately. Cleaning items for greasy spillages are accessible.	Place all items into storage after use. Leaders to be vigilant for items in walkways, spills and other items which could cause a fall.	Leaders / Stewards	2	2	4
Building: Fire	Anyone using the space	Fire Extinguishers are in strategic places: An evacuation plan is given / explained to users of the building. Regular practice of drills and evacuation throughout the year with varying user groups. The maximum number of people to be safely on the premises has been judged to be:	Extinguisher and smoke alarm dates are checked and regularly replaced, as needed. Every user group to share evacuation information.	Stewards	2	3	6
Building: kitchen area	Hot water tap. Potential scolding. Crockery and cutlery stored in kitchen area. Potential for heavy, broken or sharp objects to cause harm.	Only adults will use the kitchen area and a child gate will prevent young children from entering. Children will be supervised at all times if they are required to use the kitchen.	Remind children that they need to be supervised if using the kitchen area.	Leaders	2	2	4

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Building: Hot water boiler	Anyone if the boiler is not used carefully. The boiler provides constant hot water from a pull-down tap at a height which may prevent some people from seeing inside the container to see if they have the required amount. They could be splashed if it is over-filled, for example.	The kitchen area is only for those involved in cooking. If these are children, they are never alone and are supervised closely. No children to use the boiler – pump pots will be filled with hot water by an adult instead.	Ensure that awareness of the possible dangers of the water boiler are explained and reiterated to new leaders/attendees.	Leaders	2	2	4
Building: Stacked chairs	Anyone if chairs are stacked too high and fall over	Limiting the number of stacked chairs to four when possible	Affix a suitable notice	Stewards	1	2	2
Building: floor on different levels	Adult or child tripping or chair falling over	Chairs and tables won't be placed close to where the floor changes level. Running will be discouraged in that area. Newly uneven or damaged flooring (for example) to be reported as soon as possible.	Adults will set a good example and be vigilant.	Leaders	2	1	2
Building: toilet at bottom of stairs	Safeguarding risk – of unknown people entering and children leaving. Risk of an individual falling	If a young children needs the toilet they should be accompanied by the adult they have come to the event with.	The leader/s who is welcoming people at the door to keep an eye on the toilets/stairs. Extra vigilance will be given to those who are vulnerable and/or needing extra assistance.	Leaders / Stewards	1	1	1
Building: toilet – lock	Individuals may become locked inside the toilet cubicle.	If an incident should occur, the individual would be guided through unlocking the door or, in extreme circumstances the door will be forced open from the outside.	Locks to be checked regularly to ensure they are not getting stiff	Leaders / Stewards	1	1	1
Building: open doors – safeguarding	Safeguarding risk – of unknown people entering and children leaving.	Under18s to remain the responsibility of their accompanying adult throughout the event. This should be reiterated to adults as they arrive.	Leaders to keep an eye on doors and take action if they see a child leaving unaccompanied Specific leader to have responsibility for watching the doors during an activity/event.	Leaders / Stewards	2	2	4

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Building: moveable furniture eg chairs, table	Risk of hurt caused by bad manual handling. Risk of falling items. Risk of damage to the item or the building.	Only leaders will move heavy items, and will have everything set up before people arrive. Chairs will be moved individually when children are nearby. No items will be lifted over people's heads. Care will be taken to lift rather than drag furniture.	Due diligence will be taken to care for the furniture, the building and those moving items within it.	Leaders / Stewards	2	2	4
Building: steps (eg. To the Communion Table)	Potential trip hazard.	Children to be accompanied by the adult attending with them when going up and down stairs.	Extra vigilance will be given to those who are vulnerable and/or needing extra assistance.	Leaders / Stewards	2	1	2
Building: open flames	Potential burn and/or fire hazard.	The only candles to be lit are tea lights in the votive stand or in a secure candle holder. Children only to be permitted to light a candle under the supervision of their accompanying adult. Naked flames (for example scout's gas cookers) only used under instruction and supervision. In the case of a fire leaders will ask all present to leave the building calmly and quickly by the nearest exit and gather outside by the War Memorial whilst the emergency services are called.	Leaders will provide tapers which remove the need for matches. Regularly practice Fire Drill and evacuation	Leaders / Stewards	2	2	4
Building: tech equipment	Wires may be trip hazards. Technological equipment and files may be holding private information which are a safeguarding risk.	Wires and cables will be kept away from areas where people are moving around regularly and taped down when needed. If possible, battery powered sound system will be used to reduce number of wires.	Only leaders will operate the iPad/phone recording videos or will supervise use by children so that no files are accidentally accessed.	Leaders	2	1	2
Building: piano	Child could get fingers trapped	Playing the piano not permitted, unless a supervised and arranged activity	Lid of the piano keyboard kept down and table placed in front of the piano to discourage use.	Leaders	1	1	1
Building: Locked or shut doors	There is a fire safety risk if doors are locked.	Leaders will ensure fire doors are unlocked	Leaders will check that doors can easily be opened	Stewards	1	3	3

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Building: Lack of First Aid Kit	If specific items (such as for burns) are missing, it could cause individuals added hurt and pain.	First Aid Kit will be easily accessible and regularly checked / refilled. Dates on items will be checked.	Every user of the building should be informed where the kit is, and who the first aider is, if possible.	Stewards	2	1	2

Employers with five or more employees must have a written health and safety policy and risk assessment. It is important you discuss your assessment and proposed actions with staff or their representatives. You should review your risk assessment if you think it might no longer be valid, eg following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/> Combined risk assessment and policy template published by the Health and Safety Executive 11/11
H&SE Risk Assessment Template