

**ALL SAINTS' HEALTH AND SAFETY RISK ASSESSMENT
CHURCH AND CHURCH SURROUNDS**

Maximum Risk:
Probability '5', Impact '5' - Risk Rating 25

	Risk/Hazard	Probability	Impact	Risk Rating	Actions	Responsibility
1	Slips, trips and falls in Church and Church surrounds cause injury	2	3	6	Maintain surfaces to be as level as possible	Vestry
					Maintain good lighting conditions	Vestry
					Immediately clear any spillages	Servers/Cleaners/Clergy/Volunteers/ Contractors
					Place entrance mats in Church to avoid rainwater being carried in	Vestry
					Avoid cluttering aisles and walkways	Vestry/Clergy/Servers
					Avoid laying trailing leads and cables	Cleaners/Contractors/Clergy/Servers
2	Working at height results in fall and injury	3	3	9	Working at height only to be carried out with at least two people present	Cleaners/Contractors/Volunteers
3	Burning candles and incense burners cause fire risk	2	3	6	Except for Votive Candle Stand where tealights used, candles and incense burners only to be alight when Church occupied by clergy and/or servers	Clergy/Servers
4	Manual handling of equipment causes injury	2	2	4	Individual care to be taken in handling objects and equipment	Cleaners/Contractor/Volunteers
5	Injury/Accident to Employees/Volunteers alone in Church	2	3	6	Employee/Volunteer to undertake on-the-spot assessment on arrival in Church	Clergy/Volunteers/Cleaners/Employees
					Employee/Volunteers to carry a fully functioning mobile 'phone to call for assistance if required	Clergy/Volunteers/Cleaners/Employees
6	Shocks or burns suffered when using electrical equipment	1	3	3	Fixed electrical installations only carried out by qualified electricians and inspected regularly	Vestry
					Portable appliances checked regularly (PAT tested annually)	Vestry
					Only on-site equipment and appliances to be used	Vestry/Volunteers/Cleaners/Clergy

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7	Need for evacuation causes confusion and panic	2	3	6	When large congregation expected ensure all Church exits unlocked and clear of obstruction and Evacuation Marshalls appointed	Clergy/Vestry
					Evacuation Marshall to effect safe exit	Evacuation Marshalls
8	Church surrounds are not maintained in neat and tidy condition	1	3	3	Walkways and pathways to be kept open and maintained	Vestry/Volunteers
9	Grounds/garden maintenance not carried out with care	1	2	2	Wear Sensible/protective clothing	Contractors/Volunteers
					Only use the correct tool for the job in hand	Contractors/Volunteers
					Any chemicals/weedkillers etc used to be removed from Church property afterwards	Contractors/Volunteers
					Any heavy-duty machinery, eg chainsaw/log cutters only to be used when at least two people present and under supervision	Contractors/Volunteers
10	Harm to children whilst in Church and its surrounds	1	4	4	Child Protection Policy in place and reviewed regularly	PVG Co-ordinator and Vestry
					Contact Numbers of appropriate Authorities on noticeboards	PVG Co-ordinator and Vestry
					Each Person working in positions of Trust from 2003 has a Disclosure Certificate	PVG Co-ordinator and Vestry
					Hire Agreement to contain specific clause on PVG for signature by Lessee	PVG Co-ordinator and Vestry