

| | | |
|---|--|-----------------------|
| RISK ASSESSMENT | Church Building and General Use | |
| Establishment: St Mary's Church | Assessment by: Elizabeth Lowson | Date: 01/02/24 |
| Review Date: Immediate by church wardens, reviewed at three month intervals and specific RA for events with significant or different risks | Approved by: | Date: |

| Hazard / Risk | Who/how is at Risk? | Normal Control Measures <i>(Brief description and/or reference to source of information).</i> | Additional Control Measures <i>(to take account of local/individual circumstances).</i> | Risk Rating H/M/L |
|----------------------------------|---|--|---|------------------------------------|
| Fire | Public, volunteers and staff | <ul style="list-style-type: none"> Briefing of key people/event coordinators and at beginning of events with large attendance explains layout and exits South Door unlocked whenever more than a dozen people are in the main part of church Layout of equipment carefully organised Exits, alarms and extinguishers Designated fire officer to check building in case of alarm | <ul style="list-style-type: none"> Any furniture moved for specific events maintains fire exit access | L |
| H&S moving furniture/other items | Event leaders, volunteers and staff | <ul style="list-style-type: none"> Lift with a straight back Two people per table etc | | L |
| Slips trips and falls | Public, volunteers and staff | <ul style="list-style-type: none"> Layout of furniture to allow access Maximum no of chairs in a stack 8, no one to sit on stacked chairs | <ul style="list-style-type: none"> Pathways outside to be kept as clear of debris as possible | M |
| Safeguarding | Young people, adults at risk, Public, volunteers, staff | <ul style="list-style-type: none"> Church of England Safeguarding principles and St Mary's Safeguarding Policy always followed or equivalent for organisation using the church building Safeguarding emergency information available on noticeboards | <ul style="list-style-type: none"> Where children and young people are in the care of people other than their parents/carers/guardians, toilets will need to be designated as for children/young people or adults only | M |

| | | | | |
|---------------------------|---------------------------|---|--|---|
| Electrical equipment | Public, volunteers, staff | Only PAT tested devices to be used Control measures in place for heating food/hot equipment | | L |
| Accidents with breakables | Public, volunteers, staff | Clear up equipment ready in office and print room | First aid | H |
| First aid | Public, volunteers, staff | Event organisers to identify first aiders if available Safety briefing includes where first aid kits and defibrillator to be found if necessary. | First aid resources to be checked and location to be signposted to organisers of events | M |
| Intruder | Public, volunteers, staff | Front door to be kept locked and people admitted only for specific activities Over 18s only to challenge anyone whose purpose for being in the building is unclear | | L |
| General/other | Public, volunteers, staff | All hazards to be reported to church staff, wardens or Rector as soon as possible. | Staff and volunteers particularly watch out for and report/act on any hazards Annual risk assessment walk by wardens Five yearly inspection of the church building by architect Fire, lift, electrical, tree and other safety inspections periodically according to best practice External hirers must have public liability insurance Any specific risks to be notified to and checked with Ecclesiastical Insurance | L |

| | |
|---------------------|------------------|
| REVIEWS: | |
| REVIEWED BY: | COMMENTS: |
| REVIEWED BY: | COMMENTS: |
| REVIEWED BY: | COMMENTS: |