

## United Church Bradford on Avon

### General Risk Assessment

Premises	United Church Bradford on Avon	Date of Review	25 <sup>th</sup> April 2025
Address	10 St Margaret's Street Bradford on Avon Wiltshire BA15 1DD	Reviewed by	Roy Short
Date Issued	06/05/2022		
Next Review Due	This risk assessment and other relevant health and safety documents will be reviewed at least annually or earlier if necessary in the event of a reported hazard or of an accident or incident that requires a review or change of arrangements.		
<p>An inspection of the buildings was carried out in general following the guidelines set out in the Methodist Church document: Risk Assessment for Small Churches.</p> <p>Section 1 of this risk assessment contains general health and safety management notes and section 2 contains the risk assessment of various hazards observed.</p> <p>The buildings are well maintained and regular cleaning is carried out.</p>			

### **Section 1 Health and Safety Management Notes**

#### Note 1 - Carrying out Works at Height

Access to height is required for the maintenance of equipment located at high level, such as heaters, speakers, lighting, decorating, putting up displays, electrical incomer and distribution boards (lobby to male toilet), inspection hatch (entrance lobby) window cleaning, roof works and the maintenance of the general fabric of the buildings.

Falls from height account for a significant number of deaths and serious injuries annually.

Always avoid the need to work at height as the first priority if possible by working from the ground for example cleaning of upper windows by long water fed pole.

Adopt access methods that avoid the use of ladders as far as possible i.e. use properly erected scaffolding or tower scaffolding. Where appropriate ladders or step ladders can be used for short duration work activities less than 30 minutes, they must be properly pitched, tied or footed, they must be appropriate to the task, free of defects and structurally sound. Those using ladders and access equipment must be able bodied, three points of contact must be maintained at all times e.g. two feet and one hand.

Standing on chairs or tables is not permitted.

Where practicable shelves are to be within reach when standing at floor level. Church access equipment should not be lent to third parties.

Work on roofs or at roof level is to be carried out in accordance with current HSE guidance note HSG33 Safe Work on Roofs.

Roof Void Access – Access to the sanctuary roof void can be achieved via a small access hatch situated above and to the rear of the organ. There is a substantial platform accessible by ladder to the rear of the organ to facilitate access to this hatch. A record of a visual survey carried out from this access position is available. Note: whilst natural ventilation to the void is good, the size of the access hatch is restricted, there is no walkway or crawl way present. Access further into the roof void must not be attempted without the production of a suitable Risk Assessment and Safe System

of Work. Ceiling joists should not be relied upon to be load bearing or support the weight of a person.

#### Note 2 – Manual Handling

Heavy furniture and fittings are present in various locations.

Units and packages where possible should be broken down into a manageable size and weight (as a guide not more than 20kg for single person lift). Use mechanical aids such as Trolley's for transporting heavier loads. Use Group lifting with the appropriate number of people.

Use higher shelves are to store lighter items.

Individuals must be fit for the task in hand. Those who are experiencing back or limb problems should not be required to carry out manual handling activities.

#### Note 3 – Asbestos

An asbestos management survey has been carried out and no asbestos containing materials have been noted. An asbestos management level survey should be upgraded to a demolition and refurbishment level survey if major construction works are carried out. **Note:** *The Quinquennial Surveyors Report dated 3/11.2021 notes the present of manmade slates covering the pitched and hipped roof to the School Room (assumed to be the Hall). If manmade there is a high probability that they contain bonded chrysotile (white asbestos). This must be assumed unless proven otherwise by testing. Any minor works carried out to this location should be carried out in accordance with the HSE (Health and Safety Executive) Guidance Notes Asbestos Essentials, available on the HSE website.*

#### Note 4 – Lone Working

Contact must be maintained with Lone Workers with a final confirmation they have left the buildings safely at the end of their shift.

The arrangement must include a follow up plan if contact is lost before confirmation that they have left the building.

#### Note 5 – Electricity

All buildings users are encouraged to check for damaged plugs, cables and outlets before using them. Damaged or faulty equipment or installations will be taken out of use. Biannual Portable Appliance Testing will be carried out for church owned portable electrical equipment. Visual inspection of Potable Electrical Equipment will be carried out annually. Portable electrical equipment brought on the premises should not be used unless it is new, double insulated or has passed a PAT test carried out by a competent person. Periodic fixed installation testing and certification by a competent electrician is carried out at 5-year intervals.

#### Note 6 – Gas

Natural gas is present within the hall area. The supply enters the building in the basement, where the gas meter is situated. This feeds gas fired fan assisted convector heaters situated within the hall. An annual service and safety certification contract is in place, carried out by a registered Gas Safe engineer.

#### Note 6 – Fire

Refer to the Fire Risk Assessment and Emergency Evacuation Plan documents.

#### Note 7 – Legionella

The potential for legionella within the building is restricted to domestic hot and cold-water systems. Hot water is supplied by instantaneous water heaters. There is no storage of water within the hot or cold-water systems and there are no storage tanks, except toilet cisterns. There are no showers. Outlets are restricted to taps at sinks, wash hand basins and WC's.

The systems are directly connected to an incoming potable water supply directly from the public mains. The primary heating appliances are annually serviced by a qualified engineer.

General use is sufficient to turn the systems over in normal conditions. The systems are classified as Low Risk of legionella provided the following is observed:

- 1) Temperature of hot water at outlets is 50°C.
- 2) There are no dead legs or capped ends in the pipework.
- 3) Taps at the end of long pipe runs and those of less frequent use are regularly flushed, at least weekly.

#### Note 8 – Accidents and First Aid

Appropriate first aid facilities are provided. A First Aid Box is located in the Kitchen, together with an accident book. This First Aid Box has been checked to ensure its contents are complete and up to date.

Signs are strategically located advising of the First Aid Box location. The church encourages those who are able to attend Emergency Aid training. Advantage has been taken of training offered by the Methodist Church and some members hold or are attaining this level qualification. A number of Church Officers have obtained Emergency Aid certification.

Hirers and organisers of specific events are advised to assess their First Aid requirements and make appropriate provision as part of their activity specific risk assessment.

#### Note 9 - Balcony Area

There is no historical record of any balcony accidents or incidents relating to these premises. However, an accident occurred at another similar church in 2016 when a toddler gained access to a balcony and fell from a height of 15ft.

In response to this no children are to be allowed in the balcony area or front balcony pews unless under the supervision of a responsible adult.

#### Note 10 - Carrying out Construction Works

The church is aware of its duties as a commercial client in respect of the Construction (Design and Management) Regulations. Competent contractors will be engaged. These will be required to carry out risk assessments and provide method statements for high risk activities. Relevant information about the buildings will be provided to contractors and relevant surveys will be commissioned where necessary.

#### Note 11 – Virus Transmission

The following guidance should be adopted and encouraged:

- a. Maximise natural ventilation at services and during meetings, events and activities.
- b. Maintaining appropriate social distance where possible.
- c. Maintain good hygiene in respect of hand washing and use of hand sanitiser.
- d. Encourage the wearing of face coverings.

#### Note 12 - Ramps & Steps

Third party users and contractors are to be aware that ramps and steps are present in various locations externally. These are provided with suitable handrails and markings. A manual handling assessment should be carried out where heavy or awkward shaped objects are to be carried up or down ramps or steps.

Ramps and steps present an additional hazard in the winter months from snow and ice. Snow and ice clearance and application of salt and grit should be carried out.

#### Note 13 – Electromagnetic Radiation

Building users are advised that common background levels of electromagnetic activity exists within the building. A Wi-Fi broadband router and infrared heaters are in use in the Sanctuary. Mobile phones are potentially in use throughout the building.

## Section 2 Risk Assessment

Ref (Part 2)	Details of Hazard Observed	Likelihood	Consequence	Risk Rating	Those at Risk	Actions Required	Likelihood	Consequence	Residual Risk Rating
Haz 1	Furniture too close to wall mounted and floor standing portable convector heaters. Risk of fire. General Control of use. See Photographs	3	5	15	All building users	Low level fixed and free standing portable electric convector heaters can present a serious fire risk if not used properly. Flammable or combustible materials, clothing or furnishings should be kept at least 1.0m away and they should never be covered. Reposition furniture and provide advisory signage i.e. keep materials, clothing and furniture at least 1.0m away, Do not cover, Turn off and unplug when vacating the room.	2	5	10
Haz 2	Step immediately after door from sanctuary to passage. Marked with white nosing. Risk of fall going from sanctuary side. See photographs	3	3	9	All building users	Affix warning sign – Beware of Step or similar – on Sanctuary side of door.	2	3	6
Haz 3	Gas lighter and matches left out on table in sanctuary. Risk of arson in the event of access by unauthorised personnel.	3	5	15	All building users	Ensure all sources of ignition are stored properly in a locked drawer or cupboard.	1	5	5
Haz 4	Low balcony front– risk of children falling from height Ref accident St Johns Church, Hamilton, Lanarkshire.	4	5	20	Children	Children not to be allowed in the balcony area unsupervised. Affix signage at all balcony access doors and highlight in hire agreement.	1	5	5
Haz 5	Step immediately after door from sanctuary to Coppice Room. Marked with white nosing. Risk of fall going from sanctuary side.	3	5	15	All building users	Affix warning sign – Beware of Step or similar – on Sanctuary side of door.	2	3	6
Haz 6	Level of artificial lighting to staircase poor.	3	4	12	All building users	Discuss lighting provision.	1	4	4
Haz 7	Fragile Ceilings over Hall entrance lobby, adjacent to electrical incomer and distribution boards (2 layers of 18mm boarding supported by 50mm x 50mm battens, at high level over the basement entrance in the Hall (appears to be soft insulation board to the underside with plaster board on top. Framing not visible assumed to be light weight construction and at high level over each of the	3	4	12	Maintenance / Storage	Affix warning sign both sides at fragile ceiling level. Danger fragile surface no man access.	2	4	8

	balcony access stairs, thin panel boards on 75mm x 50mm support. Light construction not advisable to walk on without provision of an adequate working platform or excessive point loading. Risk of collapse if overloaded.								
Haz 8	Ramps and steps external pedestrian areas. Main entrance footway and fire escape ramp from hall. Ice formation winter cold weather. Risk of slips and falls.	5	4	20	All building users	Third party awareness and management, Ensure snow and ice cleared and grit provided.	1	4	4
Haz 9	Non-safety glass in doors. Risk of being smashed if slammed or struck with and object or body part.	4	3	12	Hall users	Hall entrance door has protective guard rails fixed to one side, fix additional rails to other side. Side doors much lower risk, keep under review.	2	3	6
Haz 10 & 11	Build-up of combustible and flammable materials. Electric fan heaters in use. Risk of fire. Also providing habitat for rodent infestation.	3	5	15	Basement / Hall users	Remove and prevent uncontrolled build-up of materials and liquids.	2	2	4
Haz 12	Bolted door from basement on Hall side preventing use of door from Basement. Risk of trapping in basement area – note fire escape exists in Basement.				Basement users	Consider in context of Fire Risk Assessment.			
Haz 13	Damaged / cracked stone ashlar to right hand first floor window reveal viewed from outside car park. Danger of stone becoming dislodged falling and striking someone below	4	5	20	Car Park users	Repair stonework to window reveal by cutting out damaged section and fix new stone to make good window reveal.			0
	H&S Law Poster?					Check RS – In place on noticeboard.			
HAZ 14	Loose masonry top course of boundary wall.	3	5	15		Remove and re-bed top course of wall.			0

Actions/ Closed Out			
Ref	Action Taken	Action By	Date Action Completed
Haz 1	Provide signage above fixed low level heaters Review as part of FRA review. Free standing electric radiators removed.	Roy Short	Complete 15/05/21, see Section 4 signage.  August 2023
Haz 2	Provide and fix hazard warning sign.	Roy Short	Complete 15/05/21, See Section 4 signage.
Haz 3	Highlight at church council meeting.	Roy Short	08/05/2021 sign fixed to table, see Section 4 signage.
Haz 4	Provide advisory signage at balcony entrances and add to hire agreement supplementary clauses.	Roy Short	Hire Agreement updated. Signage fixed, see Section 4 signage.
Haz 5	Provide and fix hazard warning sign.	Roy Short	Complete 15/05/21. See section 4 signage.
Haz 6	Discuss post lockdown casing.	Roy Short & Geraint Owen	Under action, review as part of FRA review. No further action required.
Haz 7	Provide and fix hazard warning signs.	Roy Short	Complete 15/05/21, see Section 4 signage.
Haz 8	Refer to Note 12.	Roy Short & Geraint Owen	Grit available in grit box on corner of front car park.
Haz 9	Guard rails being made.	Roy Short & Geraint Owen	Complete
Haz 10 & 11	Arrangements for removal of build-up of waste in hand and rodent eradication.	Geraint Owen	Complete.
Haz 12	Consider as part of FRA review. Review / replace existing ironmongery.	Roy Short & Geraint Owen.	Under action, review as part of FRA review.  Bolt removed from door.
Haz 13	To be dealt with as part of the planned maintenance programme, scaffolding permission required.	Geraint Owen	Under action (loose stone removed)
H&S Law Poster	Provide and fix.	Roy Short	Complete 15/05/21, see Section 4 signage.

Haz-14	To be put into maintenance programme as a priority item	Geraint Owen	Works completed loose stone work repointed 2023.
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### Section 3 Photographs



Haz 13

### Section 4 Signage

## Risk Rating Matrix

High ↑ PROBABILITY ↓ Low	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY				
		←				→
		Low				High

Risk
High
Medium
Low

### Probability – Likelihood of Occurrence

5. Almost Certain
4. Probable
3. Possible
2. Possible (Under unfortunate circumstances)
1. Rare

### Severity – Consequences – Impact

5. Fatality (one or more)
4. Major Injury resulting in disability
3. Injury requiring doctors or hospital attendance / treatment
2. Minor Injury First Aid Required
1. Minor Injury First Aid not required

**Risk Rating = Likelihood (Probability) X Consequence**