

RISK ASSESSMENT

Assessor		Water Lane URC			Date		8.10.25		
Description		Hazardous Substances			Review period		12 months		
Task	Hazard	Risk	Persons at risk	Risk Level (L x C)	Control measures	Residual Risk Level (L x C)	Action by	Date to be completed	
Use of and cleaning of printing equipment/ photocopier.	Breathing in and skin contact with cleaning solvents / vapours, toner dust.	Flammable, irritating to eyes, skin (sensitisation) throat, nose.	Staff, volunteers, visitors, contractors.	4 x 3 = 12	<ul style="list-style-type: none"> Carry out operation in a well-ventilated room. Provide good washing facilities. Use disposable/vinyl gloves. Document instructions and procedures. Only authorised persons to operate. 	2 x 3 = 6	Elders and Finance and Property committee	Immediately	
Cutting and sawing wood or MDF.	Breathing in and skin contact with dust.	Asthma and dermatitis	Staff, volunteers, visitors, contractors.	4 x 3 = 12	<ul style="list-style-type: none"> Skin checks. Vacuum up after use. Water spray to suppress dust. Use of protective goggles. Use of face/mouth masks. 	2 x 3 = 8	Elders and Finance and Property committee	Immediately	
Clearing buildings of old furniture, wall-coverings, floor-coverings,	Breathing in and skin contact with dusty, dirty, damp debris.	Irritation to eyes, skin (sensitisation) throat, nose.	Staff, volunteers, visitors, contractors.	4 x 3 = 12	<ul style="list-style-type: none"> Skin checks. Vacuum up after use. Water spray to suppress dust. Use of protective goggles. 	2 x 3 = 6	Elders and Finance and Property committee	Prior to activity being started	

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fixtures and fittings.					<ul style="list-style-type: none"> • Use of face/mouth masks. 			
Unpacking and installation of furniture, fittings, wall-coverings, floor-coverings.	Breathing in and skin contact with new products and their transportation coverings.	Irritation to eyes, skin (sensitisation) throat, nose.	Staff, volunteers, visitors, contractors.	4 x 3 = 12	<ul style="list-style-type: none"> • Skin checks. • Vacuum up after use. • Water spray to suppress dust. • Use of protective goggles. • Use of face/mouth masks. 	1 x 3 = 3	Elders and Finance and Property committee	Prior to activity being started
Use of paints – gloss, emulsion, specialist paints.	Skin and eye contact with paint, inhalation of paint fumes, ingestion of paint.	Skin sensitisation, dermatitis, asthma.	Staff, volunteers, visitors, contractors.	4 x 3 = 12	<ul style="list-style-type: none"> • Use of non- or low-hazardous paints where possible. • Use of PPE and barrier creams. • Follow manufacturers' and suppliers' recommendations. • Use of protective goggles. • Use of face/mouth masks. • Activity to be carried out in a well-ventilated area. 	1 x 3 = 3	Elders and Finance and Property committee	Prior to the activity being started
Cleaning brass and silver.	Skin and eye contact with cleaning material.	Skin sensitisation, dermatitis, asthma.	Staff, volunteers, visitors, contractors.	4 x 3 = 12	<ul style="list-style-type: none"> • Ensure room is well ventilated. • Read manufacturer's instructions and Safety Data Sheets. • Wear protective gloves. • Stop activity if feeling unwell. 	1 x 3 = 3	Church Elders to ensure persons are competent to carry out the task	Prior to the activity being started

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Cleaning toilets.	Skin and eye contact with cleaning material, inhalation of fumes.	Skin sensitisation, dermatitis, asthma.	Staff, volunteers, visitors, contractors.	4 x 3 = 12	<ul style="list-style-type: none"> • Ensure room is well ventilated. • Read manufacturer's instructions and Safety Data Sheets. • Wear protective gloves. • Stop activity if feeling unwell. 	1 x 3 = 3	Church Elders to ensure persons are competent to carry out the task	Prior to the activity being started
Floor surface stripping.	Skin and eye contact with cleaning material, inhalation of fumes.	Skin sensitisation, dermatitis, asthma.	Staff, volunteers, visitors, contractors.	4 x 3 = 12	<ul style="list-style-type: none"> • Ensure room is well ventilated. • Read manufacturer's instructions and Safety Data Sheets. • Wear protective gloves. • Stop activity if feeling unwell. 	1 x 3 = 3	Church Elders to ensure persons are competent to carry out the task	Prior to the activity being started
Name and position	A Booth - Elder		Signature			Date completed	8.10.25	

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Assessor		<i>Water Lane URC</i>			Date		8.10.25	
Description		<i>Kitchen - preparing and serving food</i>			Review period		<i>12 months</i>	
Task	Hazard	Risk	Persons at risk	Risk Level (L x C)	Control measures	Residual Risk Level (L x C)	Action by	Date to be completed
Use of knives in food preparation.	Sharp knives.	Cuts.	Staff, church members, volunteers, visitors.	4 x 3 = 12	<ul style="list-style-type: none"> • Users to be trained to handle knives correctly. • Knives to be suitably stored when not in use. • First aid boxes to be provided. • Knives not to be used for opening packaging. • Nominated first aiders to be on site. 	2 x 3 = 6	Church Elders	Immediately
Preparing and serving food.	Frequent hand washing, allergies from vegetables and fruit.	Skin damage, dermatitis.	Staff, church members, volunteers, visitors.	5 x 2 = 10	<ul style="list-style-type: none"> • Staff to use tools to handle food. • Provision of food-grade single use, non-latex gloves for tasks that may cause skin hazards – e.g. veg prep. • When handling cannot be avoided hands to be rinsed promptly after task and thoroughly dried. 	2 x 2 = 4	Church Elders	Immediately

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					<ul style="list-style-type: none"> • Provide non-taint, nut-oil-free barrier cream. • Staff to inform manager if hands have red or itchy skin. 			
Cleaning down surfaces and kitchen equipment.	Prolonged contact with water and combination of detergents, direct contact with bleach and other cleaning products.	Skin damage, skin and eye irritation, breathing problems.	Staff, church members, volunteers, visitors.	5 x 3 = 15	<ul style="list-style-type: none"> • Use dish washer instead of hand washing. • Follow COSHH regulations re-labelling of containers. • Long handled mops for floors and strong rubber gloves to be provided and used. • Staff to wash rubber gloves after use. 	2 x 3 = 6	Church Elders	Induction
Preparing food using kitchen machinery. Not applicable at Water Lane URC	Injury from machinery moving parts.	Entrapment, cutting, crushing.	Staff, church members, volunteers, visitors.	4 x 4 = 16	<ul style="list-style-type: none"> • Only staff trained in cleaning, assembly and operating procedures to use equipment. • All dangerous parts to machinery to have suitably guards. • Daily checks on guards before use. • Staff trained to spot and report any defects. • Safety critical repairs carried out by a competent person. 	2 x 4 = 8	Church Elders	Induction



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					<ul style="list-style-type: none"> • All operating instructions must be easy to locate. • Remind staff to always remove appliance from the power supply before carrying out maintenance or cleaning work. 			
Working in a hot environment.	High temperature.	Fainting, collapse, breathing problems.	Staff, church members, volunteers, visitors.	5 x 3 = 15	<ul style="list-style-type: none"> • Fans and extractors to be provided to control the air temperature. • Suitable ventilation provided. • Staff encouraged to take regular rest breaks and drink water. 	3 x 3 = 9	Church Elders	During hot weather-months Induction
Name and position	A Booth - Elder		Signature			Date completed	8.10.25	

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Assessor		<i>Water Lane URC</i>			Date		<i>8.10.25</i>	
Description		<i>Lifting and moving</i>			Review period		<i>12 months</i>	
Task	Hazard	Risk	Persons at risk	Risk Level (L x C)	Control measures	Residual Risk Level (L x C)	Action by	Date to be completed
Lifting/ carrying chairs, tables, church equipment.	Repetitive movement, carrying loads incorrectly (holding loads away from the trunk, twisting, stooping), reaching upwards, large vertical movement, long carrying distances, strenuous pushing or pulling.	Skeletal, spinal or muscular injury.	Staff, church members, visitors.	5 x 3 = 15	<ul style="list-style-type: none"> • Team lifting. • Manual handling training. • Lifting aids or trolleys. • Use of professional movers. 	2 x 3 = 6	Church Elders	Immediately
Lifting/ carrying.	Heavy, bulky load, difficult to grasp, unstable / unpredictable load, intrinsically harmful load.	Strain, injury.	Staff, church members, visitors.	3 x 3 = 9	<ul style="list-style-type: none"> • Consider dividing the load. • Use trolleys to transport the load. 	2 x 3 = 6	Church Elders	Immediately

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Lifting/ carrying.	Insufficient space, poor flooring, variation of levels, hot/cold/humid conditions, strong air movements, poor lighting conditions.	Slips, trips and falls	Staff, church members, visitors.	4 x 3 = 12	Risk assess all routes before lifting and if the obstacle / condition cannot be improved, choose the path of least resistance.	2 x 3 = 6	Church Elders to set policy and procedure	Immediate
Lifting/ carrying.	Individual is under 18 or pregnant	Skeletal, spinal or muscular injury, pregnancy disorders, miscarriage	Staff, church members, visitors who are under 18 or pregnant.	4 x 4 =16	<ul style="list-style-type: none"> Individual must not be allowed to lift at all. Specific instruction in pregnant staff / under 18 year olds risk assessment. 	2 x 4 = 8	Church Elders to set policy	Immediate
Name and position	A Booth - Elder		Signature			Date completed	8.10.25	

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Assessor		<i>Water Lane URC</i>			Date		8.10.25	
Description		<i>Lone Working</i>			Review period		<i>12 months</i>	
Task	Hazard	Risk	Persons at risk	Risk Level (L x C)	Control measures	Residual Risk Level (L x C)	Action by	Date to be completed
Lone working, working in building alone / in isolated locations.	Accident / injury, delayed assistance in emergency.	Physical assault / verbal abuse, cuts / abrasions, muscular skeletal and other physical injuries, death.	Minister, church members, Administrator Property officers, keyholders.	3 x 5 = 15	<ul style="list-style-type: none"> • Only agreed risk tasks to be undertaken, avoiding high risk activities (e.g. working at height). • Notify a member of the Church Elders of start time and when finished. • Reduce time spent working alone so far as is reasonably practicable. • Ensure a means to summon assistance is close to hand. • Mobile phone to be carried. • Notify staff on site of location / estimated duration of task if working on site remote from others. • Ensure adequate security is in place. 	1 x 5 = 5	Church Elders to ensure procedures in place for those working alone within their job or role within the church.	Immediate

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					<ul style="list-style-type: none"> • Ensure all external doors / windows secured to prevent unauthorised access. • Do not allow access to unknown callers. • Keyholders must be strictly controlled and numbers kept to a minimum. • Consideration should be given to staff or visitors at increased risk i.e. new or expectant mothers, inexperienced staff etc. • Lone working activities avoided where possible. 			
Lone working, working offsite alone, pastoral visits etc.	Accident / injury, delayed assistance in emergency.	Physical assault / verbal abuse; cuts / abrasions, muscular skeletal and other physical injuries.	Minister, pastoral teams	2 x 5 = 10	<ul style="list-style-type: none"> • For home visits as much background information should be ascertained beforehand, with a specific risk assessment conducted where necessary. • Where higher risks are identified, visits should not be conducted alone. 	1 x 5 = 5	Church Elders to produce a policy and procedures for 'home' visiting	Immediate

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					<ul style="list-style-type: none"> • Reduce time spent working alone so far as is reasonably practicable. • All church members and staff to be familiar with lone working procedures. • Mobile phone should be available, charged and switched on throughout visit. • Agreed schedule - times and location of visits to be communicated to Church Elders prior to visit. • Response procedure should be in place in the event of overdue arrival / contact. • Contact point available in church office. • Staff should be trained to recognise signs of aggression and avoiding / de-escalating this. • Regular supervision and arrangements for 			
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					debrief / feedback from staff. • Consideration given to staff at increased risk i.e. new or expectant mothers, inexperienced staff etc. • Lone working activities avoided where possible.			
Name and position	A Booth - Elder	Signature			Date completed	8.10.25		

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Assessor		<i>Water Lane URC</i>			Date		<i>8.10.25</i>	
Description		<i>Slips, trips and falls</i>			Review period		<i>12 months</i>	
Task	Hazard	Risk	Persons at risk	Risk Level (L x C)	Control measures	Residual Risk Level (L x C)	Action by	Date to be completed
Walking on / across floors / ground.	Wet floors and spillages.	Slips, trips and falls, broken bones.	Staff, church members, visitors and contractors	4 x 4 = 16	<ul style="list-style-type: none"> Provision of non-slip floors where appropriate. Ensure spillages are attended to immediately. 	1 x 4 = 4	Church Elders	Immediately
Walking on / across floors / ground.	Uneven or poor floor surfaces / changes in height of flooring.	Slips, trips and falls, broken bones.	Staff, church members, visitors and contractors	4 x 4 = 16	<ul style="list-style-type: none"> Uneven flooring indicated with a warning sign. Change of height in flooring indicated with a warning sign. Maintenance of flooring kept to a high standard and repaired when broken 	1 x 4 = 4	Church Elders	Immediately
Walking on / across floors / ground.	Obstructions located in thoroughfare.	Slips, trips and falls, broken bones.	Staff, church members, visitors and contractors	4 x 4 = 16	<ul style="list-style-type: none"> Train staff and church members to place and store objects away from the thoroughfare. Good housekeeping to be maintained at all times. 	1 x 4 = 4	Church Elders	Immediately

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					<ul style="list-style-type: none"> • Refuse to be removed regularly to prevent build up. • Bins to be provided at strategic points to ensure minimal waste deposited on floors. 			
Walking on / across floors / ground.	Trailing cables.	Slips, trips and falls, broken bones.	Staff, church members, visitors and contractors	4 x 4 = 16	<ul style="list-style-type: none"> • Tying in of electrical cables and provision of trunking for permanent cables such as computer leads and peripheries 	1 x 4 = 4	Church Elders	Immediately
Walking on / across floors / ground.	Poor lighting.	Slips, trips and falls, broken bones.	Staff, church members, visitors and contractors	4 x 4 = 16	<ul style="list-style-type: none"> • Permanent lighting needs to provide a minimum level of lux to sustain safe working conditions. • Where this is not possible, additional temporary lighting should be provided. 	1 x 4 = 4	Church Elders	Immediately
Walking on / across floors / ground.	Adverse weather conditions.	Slips, trips and falls, broken bones.	Staff, church members, visitors and contractors	4 x 4 = 16	<ul style="list-style-type: none"> • Provision of non-slip floors where appropriate. • Ensure collecting rainwater / snow is attended to immediately. • Wear non-slip shoes where appropriate. 	1 x 4 = 4	Church Elders	Immediately



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					<ul style="list-style-type: none"> • Lighting needs to provide a level of lux to sustain safe working conditions - or additional lighting should be provided. 			
Name and position	A Booth - Elder		Signature			Date completed	8.10.25	

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Assessor	<i>Water Lane URC</i>				Date	<i>8.10.25</i>		
Description	<i>Use of Audio Visual Equipment</i>				Review period	<i>12 months</i>		
Task	Hazard	Risk	Persons at risk	Risk Level (L x C)	Control measures	Residual Risk Level (L x C)	Action by	Date to be completed
Powering equipment on stage or at the front of the church	Electric shock, fire	Death, burns, asphyxia	Ministers, worship leaders, musicians, church members, visitors	4 x 5 = 20	<ul style="list-style-type: none"> • All electrical equipment (including personal equipment) to be Portable Appliance Tested at regular intervals (every 12 months). • No 'daisy chaining' of trailing extensions. • All extensions to be fully uncoiled to prevent over- heating. • Sockets to be checked to prevent overloading. • RCDs to be used on instruments connected via cables to powered units (e.g. guitars). • CO₂ fire extinguisher to be within easy access of stage users. • All electrical equipment to be switched off when 	2 x 5 = 10	Church Elders	Ongoing

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					not in use or unattended.			
Use of a sound desk	Electric shock, fire	Death, burns, asphyxia	AV operators, cleaners	4 x 5 = 20	<ul style="list-style-type: none"> • Power cables to be secured in conduit or with cable ties. • Equipment (desk, computer, etc.) to be appliance tested at regular intervals. • No drinks or food to be consumed near the equipment. • Operators to be competent to use equipment. • Only authorised persons in the sound desk area. • CO₂ fire extinguisher to be readily available for desk operators. 	2 x 5 = 10	Church Elders	Ongoing
Projector and screen	Electric shock, fire, slips and trips, falling objects	Death, burns, asphyxia, bruises, cuts, concussion	Ministers, worship leaders, musicians, church members, visitors	4 x 5 = 20	<ul style="list-style-type: none"> • Power cables secured in conduit or with cable ties to prevent damage or trips. • Projector located away from combustible materials to reduce fire. • Projector secured with wire cable to prevent falling. 	2 x 5 = 10	Church Elders	Ongoing



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					<ul style="list-style-type: none"> • Screen secured to wall and securing mounts checked periodically. • Projector and electric screen to be Portable Appliance Tested at regular intervals. 			
Speaker sound	Excessive noise	Hearing disorders	Ministers, worship leaders, musicians, church members, visitors	4 x 3 = 12	<ul style="list-style-type: none"> • Main volume control to be through the sound desk. • Persons are not to be positioned in front of any speakers for prolonged periods of time. 	2 x 3 = 6	Church Elders	Ongoing
Name and position	A Booth - Elder		Signature			Date completed	8.10.25	

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Assessor	<i>Water Lane URC</i>				Date	<i>8.10.25</i>		
Description	<i>Use of Candles and Naked Flames</i>				Review period	<i>12 months</i>		
Task	Hazard	Risk	Persons at risk	Risk Level (L x C)	Control measures	Residual Risk Level (L x C)	Action by	Date to be completed
Using candles during services	Naked flame	Fire Death, Asphyxia, Burns	Staff, ministers, church members, volunteers and visitors	4 x 5 = 20	<ul style="list-style-type: none"> • Good quality slow burning candles to be used - not cheaper, catering quality; • Candles to be kept clear of all combustible materials e.g. decorations, foliage, electrical equipment; • Candles to be placed in metal holders or on stone or brick; • Leave at least four inches between candles; • Extinguish using a 'snuffer' or a spoon, do not blow out; • Do not move candles whilst they are still burning; 	2 x 5 = 10	Service Leader Duty Elder	Safety talk at the beginning of each service



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					<ul style="list-style-type: none"> • Ensure all candles are extinguished before leaving the room. Do not leave burning candles unattended; • Take extra care when using 'self-supporting' votive (tea lights) candles. These candles turn to liquid to release their fragrance. They must be put in a glass or metal holder. • Fire extinguishers to be at hand (water or foam for non-electrical) or fire blanket; • Fire exits to be kept clear of obstructions; • Duty elders to have torches in event of evacuation; • For larger services first aider to be present. 			
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Using candles during services	Molten wax	Burns to skin, ignition of clothing and/or hair.	Staff, ministers, church members, volunteers and visitors	4 x 4 = 16	<ul style="list-style-type: none"> Safety talk prior to use at beginning of the service; Use purpose made candles with slide-on card drip trays; Children to be supervised - not to stand close together; 	2 x 4 = 8	Service Leader Duty Elder`	Each time of use
Name and position	A Booth - Elder		Signature			Date completed	8.10.25	

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Assessor		<i>Water Lane URC</i>			Date		<i>8.10.25</i>	
Description		<i>Use of Electrical Equipment</i>			Review period		<i>12 months</i>	
Task	Hazard	Risk	Persons at risk	Risk Level (L x C)	Control measures	Residual Risk Level (L x C)	Action by	Date to be completed
Changing light bulbs and lamps Re-wiring plugs	Electric shock	Death, burns	Maintenance staff, church members and visitors	4 x 5 = 20	<ul style="list-style-type: none"> • Only authorised persons to undertake electrical work. • Authorised persons to be competent. • Lights to be isolated (switched off) from any power sources. • Isolation switches 'locked off' and/or to be signed indicating persons working on the system. 	2 x 5 = 10	Church Elders	Immediately
Over-loading plug sockets, trailing extensions and 'block' adaptors	Fire	Death, burns, asphyxia	Maintenance staff, church members and visitors	4 x 5 = 20	<ul style="list-style-type: none"> • Check before using equipment for the following danger signs: <ul style="list-style-type: none"> - blackness or scorch marks around a socket or plug, or on an appliance, - damaged or frayed leads, - coloured wire inside leads showing at the plug or anywhere else, 	2 x 5 = 10	All equipment users	Ongoing

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					<ul style="list-style-type: none"> - melted plastic on appliance casings or leads. • Whilst the appliance is being used: <ul style="list-style-type: none"> - a smell of hot plastic or burning near an appliance or socket, - sparks or smoke coming from a plug or appliance, - fuses that blow or circuit-breakers that operate for no obvious reason. 			
Damaged wiring or plugs	Fire, electric shock	Death, burns, asphyxia	Maintenance staff, church members and visitors	4 x 5 = 20	<ul style="list-style-type: none"> • Portable Appliance Testing to be carried out at regular intervals in accordance with H&S Policy. • Fixed Electrical Wiring Test to be carried out at least every five years. 	2 x 5 = 20	Church Elders	Ongoing
Major electrical works	Fire, electric shock	Death, burns, asphyxia	Maintenance staff, church members and visitors	3 x 5 = 15	<ul style="list-style-type: none"> • Only suitably qualified electricians to undertake such work. Competencies to be checked and details recorded. • All work to be certified on completion. 	2 x 5 = 20	Church Elders	Ongoing



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Use of electrical equipment (e.g. grass cutters, trimmers, vacuum cleaners, floor cleaners)	Electric shock	Death, burns, asphyxia	Maintenance staff, church members and visitors	4 x 5 = 20	<ul style="list-style-type: none"> • Equipment to be visually checked prior to use by operator. • RCDs to be used on any equipment being operated in the outside or a damp environment. • Portable equipment to be regularly tested by a competent person. • Blockages or jams to be dealt with when the power has been switched off and appliance has been unplugged from the power source. • Replace 230v AC equipment where possibly with battery operated cordless appliances. 	2 x 5 = 10	Church Elders	Ongoing
Name and position	A Booth - Elder		Signature			Date completed	8.10.25	



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Assessor		<i>Water Lane URC</i>			Date		8/10/25	
Description		<i>Use of Ladders and Stepladders</i>			Review period		12 months	
Task	Hazard	Risk	Persons at risk	Risk Level (L x C)	Control measures	Residual Risk Level (L x C)	Action by	Date to be completed
Putting away books, equipment, (low height, approx. 0.5m above average persons' height) using a kick stool .	Use of incorrect equipment (standing on desks, chairs, racking etc.)	Falls, falling objects.	Members Visitors Staff Volunteers Contractors	4 x 5 = 20	<ul style="list-style-type: none"> • Staff instructed not to use makeshift steps (chairs/ tables etc.). • Restrict storage to head height where practical. • Kick stool provided for users to access storage areas safely. 	2 x 5 = 10	Elders	Immediately
Putting away books, equipment etc. (low height, approx. 0.5m above average persons' height) using a kick stool .	Defective equipment.	Falls, falling objects.	Members Visitors Staff Volunteers Contractors	4 x 5 = 20	<ul style="list-style-type: none"> • All access equipment suitable for purpose, checked before use and maintained in good condition. • Reporting procedure in place for identified defective items with prompt removal /remedial action. 	2 x 5 = 10	Elders	Immediately
Putting away books, equipment etc (low height,	Inappropriate use of access equipment, overreaching, stretching etc.,	Falls, falling objects	Members Visitors Staff Volunteers Contractors	4 x 5 = 20	<ul style="list-style-type: none"> • Packaging of products checked and made secure as far as possible before putting them up on racking. 	2 x 5 = 10	Elders	Immediately

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approx. 0.5m above average persons' height) using a kick stool .	uneven floor causing instability.				<ul style="list-style-type: none"> • Use of access equipment restricted to those trained and competent in use. • Staff to re-position kick stool rather than overstretch. • Floor surfaces suitable to use kick stool (firm and even surface). • Staff using access equipment to wear appropriate footwear (low heeled, non-slip soles). • Do not leave unattended to avoid unauthorised use. 			
Accessing items for filing and storage on fixed shelving (approx. 1m above average persons' height) using a step ladder .	Use of incorrect equipment (desk, chairs etc.)	Falls, falling objects	Members Visitors Staff Volunteers Contractors	4 x 5 = 20	<ul style="list-style-type: none"> • Staff instructed not to use makeshift steps (chairs / tables etc.) • Restrict high level storage. • Ensure storage remains accessible. • User to ensure access equipment is of adequate height. • Step ladder provided for users to access higher areas safely (more height required than can be achieved with a kick stool). 	2 x 5 = 10	Elders	Immediately
Accessing items for filing and	Defective equipment	Falls, falling objects	Members Visitors Staff	4 x 5 = 20	<ul style="list-style-type: none"> • All access equipment suitable for purpose, checked before use and 	2 x 5 = 10	Elders	Immediately

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storage on fixed shelving (approx. 1m above average persons' height) using a step ladder .			Volunteers Contractors		maintained in good condition. <ul style="list-style-type: none"> • Frequent documented checks on stepladder to ensure safe working condition (6 monthly). • Reporting procedure in place for identified defective items with prompt removal /remedial action. 			
Accessing items for filing and storage on fixed shelving (approx. 1m above average persons' height) using a step ladder .	Inappropriate use of access equipment, overreaching, stretching etc., uneven floor causing instability.	Falls falling objects	Members Visitors Staff Volunteers Contractors	4 x 5 = 20	<ul style="list-style-type: none"> • Use of access equipment restricted to those trained and competent in use. • Maximum working height not exceeded – user's waist should not rise above top step. • Staff to re-position steps rather than overstretch. • Floor surfaces suitable to use (firm and even surface). • Persons using access equipment to wear appropriate footwear (low heeled, non-slip soles). • Stepladder securely stored when not in use to avoid unauthorised use. 	2 x 5 = 10	Elders	Immediately
Accessing items for filing and storage on	Lifting and carrying unstable / unwieldy loads	Falls, falling objects	Members Visitors Staff Volunteers	4 x 5 = 20	<ul style="list-style-type: none"> • Ensure shelving is not overloaded. 	2 x 5 = 10	Elders	Immediately

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fixed shelving (approx. 1m above average persons' height) using a step ladder .			Contractors		<ul style="list-style-type: none"> • Organise storage with heavy / bulky objects at lower levels. • Frequently used items stored at easily accessible locations. • Use team handling where necessary. • Staff to be trained in moving and handling techniques. 			
Opening and closing windows / adjusting blinds	Use of incorrect equipment (ledge, desk, chairs etc.)	Falls, falling objects	Members Visitors Staff Volunteers Contractors	4 x 5 = 20	<ul style="list-style-type: none"> • Staff instructed not to use makeshift steps (chairs / tables / ledges etc.) • Provide remote means of opening high windows i.e. long handled poles or mechanical openers. 	2 x 5 = 10	Elders	Immediately
Opening and closing windows / adjusting blinds	Defective equipment	Falls, falling objects	Members Visitors Staff Volunteers Contractors	4 x 5 = 20	<ul style="list-style-type: none"> • All access equipment suitable for purpose, checked before use and maintained in good condition. • Reporting procedure in place for identified defective items with prompt removal /remedial action. 	2 x 5 = 10	Elders	Immediately
Opening and closing windows / adjusting blinds	Falls from unprotected window	Falls	Members Visitors Staff Volunteers Contractors	4 x 5 = 20	<ul style="list-style-type: none"> • Fit window opening limiters to all windows above ground level. 	2 x 5 = 10	Elders	Immediately

RISK ASSESSMENT

Opening and closing windows / adjusting blinds	Poorly maintained window	Falls	Members Visitors Staff Volunteers Contractors	4 x 5 = 20	<ul style="list-style-type: none"> • Ensure windows are maintained in a safe condition. 	2 x 5 = 10	Elders	Immediately
Use of stepladder to replace defective fluorescent tube. (Task involves brief 2 handed working to remove the diffuser and tube.)	Use of incorrect equipment (desk, chairs etc.)	Falls, falling objects	Members Visitors Staff Volunteers Contractors	4 x 5 = 20	<ul style="list-style-type: none"> • Staff instructed not to use makeshift steps (chairs / tables etc.). • User to ensure access equipment is of adequate height. • Step ladder provided for users to access areas safely. 	2 x 5 = 10	Elders	Immediately
Use of stepladder to replace defective fluorescent tube. (Task involves brief 2 handed working to remove the diffuser and tube.)	Defective equipment, collapse of ladder	Falls, falling objects	Members Visitors Staff Volunteers Contractors	4 x 5 = 20	<ul style="list-style-type: none"> • All access equipment suitable for purpose, checked before use and maintained in good condition. • Frequent documented checks on stepladder to ensure safe working condition (6 monthly). • Reporting procedure in place for identified defective items with prompt removal /remedial action. 	2 x 5 = 10	Elders	Immediately

RISK ASSESSMENT

<p>Use of stepladder to replace defective fluorescent tube. (Task involves brief 2 handed working to remove the diffuser and tube. Light work of short duration.)</p>	<p>Inappropriate use of access equipment, overreaching, stretching etc., uneven floor causing instability</p>	<p>Falls, falling objects</p>	<p>Members Visitors Staff Volunteers Contractors</p>	<p>4 x 5 = 20</p>	<ul style="list-style-type: none"> • User trained in use of ladders for minor inspection / maintenance tasks. • Access equipment restricted to those trained and competent to use. • 2 person job, second person available at ground level to hand diffuser / tubes to. • Move furniture if needed to gain access. • Maximum working height not exceeded- user's waist should not rise above top step or top of handrail. • Staff to re-position steps rather than overstretch. • Floor surfaces suitable to use (firm and even surface). • Persons using access equipment to wear appropriate footwear (low heeled, non-slip soles). • Stepladder securely stored when not in use to avoid unauthorised use. 	<p>2 x 5 = 10</p>	<p>Elders</p>	<p>Immediately</p>
<p>Use of stepladder to replace defective fluorescent tube. (Task</p>	<p>Persons colliding with ladder</p>	<p>Falls, falling objects</p>	<p>Members Visitors Staff Volunteers Contractors</p>	<p>4 x 5 = 20</p>	<ul style="list-style-type: none"> • Segregate work area. • Provide warning signs, cones etc. if needed. 	<p>2 x 5 = 10</p>	<p>Elders</p>	<p>Immediately</p>

RISK ASSESSMENT

involves brief 2 handed working to remove the diffuser and tube. Light work of short duration.)								
Use of stepladder to replace defective fluorescent tube. (Task involves brief 2 handed working to remove the diffuser and tube. Light work of short duration.)	Lifting and carrying unstable / unwieldy loads	Falls, falling objects	Members Visitors Staff Volunteers Contractors	4 x 5 = 20	<ul style="list-style-type: none"> • Use team handling where necessary. • Staff to be trained in moving and handling techniques. • Obtain help transporting ladder if needed. 	2 x 5 = 10	Elders	Immediately
Use of stepladder to replace defective fluorescent tube. (Task involves brief 2 handed working to remove the	Contact with electricity	Electrocution, burns	Members Visitors Staff Volunteers Contractors	4 x 5 = 20	<ul style="list-style-type: none"> • Switch off electrical supply or tape off and label light switch if this is not possible. 	2 x 5 = 10	Elders	Immediately

RISK ASSESSMENT

diffuser and tube. Light work of short duration.)								
Use of leaning ladder or extending ladder for light work of short duration (max 30 mins).	Use of incorrect equipment (desk, chairs etc.)	Falls, falling objects	Members Visitors Staff Volunteers Contractors	4 x 5 = 20	<ul style="list-style-type: none"> User to ensure access equipment is of adequate height. Consideration given to hiring suitable equipment for specific jobs or where work is liable to take >30mins. 	2 x 5 = 10	Elders	Immediately
Use of leaning ladder or extending ladder for light work of short duration (max 30 mins).	Defective equipment, collapse of ladder	Falls, falling objects	Members Visitors Staff Volunteers Contractors	4 x 5 = 20	<ul style="list-style-type: none"> All access equipment suitable for purpose, checked before use and maintained in good condition. Frequent documented checks on ladder to ensure safe working condition (6 monthly). Reporting procedure in place for identified defective items with prompt removal /remedial action. 	2 x 5 = 10	Elders	Immediately
Use of leaning ladder or extending ladder for	Inappropriate use of access equipment, overreaching, stretching etc.,	Falls, falling objects	Members Visitors Staff Volunteers Contractors	4 x 5 = 20	<ul style="list-style-type: none"> User trained in use of ladders for minor inspection / maintenance tasks. 	2 x 5 = 10	Elders	Immediately

RISK ASSESSMENT

light work of short duration (max 30 mins).	uneven floor causing instability				<ul style="list-style-type: none"> • Access equipment restricted to those trained and competent to use. • Maximum working height not exceeded. • Ensure correct angle of ladder (1m out for 4m up). • Secure ladder. • No lone working allowed when using ladders. • Staff to re-position ladder rather than overstretch. • Floor surfaces suitable to use (firm and even surface). • Persons using access equipment to wear appropriate footwear (low heeled, non-slip soles). • Securely stored when not in use to avoid unauthorised use. 			
Use of leaning ladder or extending ladder for light work of short duration (max 30 mins).	Persons colliding with ladder	Minor injuries	Members Visitors Staff Volunteers Contractors	4 x 5 = 20	<ul style="list-style-type: none"> • Segregate work area effectively. • Provide warning signs, cones or fencing if needed. • Schedule work to take place when persons are not in immediate area. 	2 x 5 = 10	Elders	Immediately

RISK ASSESSMENT

Use of leaning ladder or extending ladder for light work of short duration (max 30 mins).	Lifting and carrying unstable / unwieldy loads	Falls, falling objects	Members Visitors Staff Volunteers Contractors	4 x 5 = 20	<ul style="list-style-type: none"> • Accompanying tools and equipment carried in tool belt. Both hands to be kept free when climbing ladder. • Use team handling where necessary. • Staff to be trained in moving and handling techniques. • Obtain help transporting ladder if needed. 	2 x 5 = 10	Elders	Immediately
Use of leaning ladder or extending ladder for light work of short duration (max 30 mins).	Environmental conditions (weather, wet ground, uneven surfaces etc.)	Minor injuries	Members Visitors Staff Volunteers Contractors	4 x 5 = 20	<ul style="list-style-type: none"> • Consideration given to environmental conditions prior to starting work. • No work to be undertaken in adverse weather conditions (wind, rain, snow etc.) • Ensure rungs are clear of slippery substances, ice, mud etc. 	2 x 5 = 10	Elders	Immediately
Use of mobile tower scaffold , use of equipment other than ladders justified – no protected platform, not possible to	Use of incorrect equipment	Falls, falling objects	Members Visitors Staff Volunteers Contractors	4 x 5 = 20	<ul style="list-style-type: none"> • User to ensure access equipment is of adequate height and suitable for task. • All users to be trained in work at height. • Height of scaffold to be no more than 3 times base dimension (or in accordance with manufacturers' instructions). 	2 x 5 = 10	Elders	Immediately

RISK ASSESSMENT

secure ladder.								
Use of mobile tower scaffold , use of equipment other than ladders justified – no protected platform, not possible to secure ladder.	Defective equipment, collapse of equipment,	Falls, falling objects	Members Visitors Staff Volunteers Contractors	4 x 5 = 20	<ul style="list-style-type: none"> • All access equipment suitable for purpose, inspected before use and maintained in good condition. • Inspected weekly if it remains in place and after any event likely to have affected its stability. • Safe working load marked on equipment. • To be erected only by certified persons. • Reporting procedure in place for identified defective items with prompt removal /remedial action. 	2 x 5 = 10	Elders	Immediately
Use of mobile tower scaffold , use of equipment other than ladders justified – no protected platform, not possible to	Inappropriate use of access equipment, overreaching, stretching etc., uneven floor causing instability	Falls, falling objects	Members Visitors Staff Volunteers Contractors	4 x 5 = 20	<ul style="list-style-type: none"> • All users trained in use of mobile towers for inspection / maintenance tasks. • Access equipment restricted to those trained and competent to use. • Brakes to be applied when in use. • Move tower from base only, all tools and persons removed from structure prior to moving. 	2 x 5 = 10	Elders	Immediately

RISK ASSESSMENT

secure ladder.					<ul style="list-style-type: none"> • Guardrails and toe boards to be provided. • No lone working when erecting or using tower. • Floor surfaces suitable to use (firm and even surface). • Persons using access equipment to wear appropriate footwear (low heeled, non-slip soles). • Securely stored when not in use to avoid unauthorised use and remove access ladder. 			
Use of mobile tower scaffold , use of equipment other than ladders justified – no protected platform, not possible to secure ladder.	Persons or vehicles colliding with tower	Minor injuries	Members Visitors Staff Volunteers Contractors	4 x 5 = 20	<ul style="list-style-type: none"> • Segregate work area, create exclusion zone beneath work area. • Provide warning signs, cones or temporary fencing if needed. • Schedule work to take place when persons are not in immediate area. 	2 x 5 = 10	Elders	Immediately
Use of mobile tower scaffold ,	Contact with overhead electrical services	Electrocution and burns	Members Visitors Staff Volunteers	4 x 5 = 20	<ul style="list-style-type: none"> • Survey area prior to erection of tower. 	2 x 5 = 10	Elders	Immediately



RISK ASSESSMENT

use of equipment other than ladders justified – no protected platform, not possible to secure ladder.			Contractors					
Name and position	A Booth - Elder	Signature			Date completed		8.10.25	

RISK ASSESSMENT

Assessor		<i>Water Lane URC</i>			Date		<i>8.10.25</i>	
Description		<i>Working with Asbestos</i>			Review period		<i>12 months</i>	
Task	Hazard	Risk	Persons at risk	Risk Level (L x C)	Control measures	Residual Risk Level (L x C)	Action by	Date completed
Removal of thermal lagging / decoration of structural walls / partitions which may be cut or broken, or are allowed to deteriorate and break down.	Inhalation of asbestos fibres where the asbestos-containing materials (ACMs) are disturbed.	Death, lung disease	Staff, visitors, volunteers, consultants, contractors	5 x 5 = 25	<ul style="list-style-type: none"> • Ensure that an Asbestos Survey has been carried out by a specialist company, and that appropriate control measures to prevent asbestos fibres from being released have been taken. • Ensure that no building maintenance work or redecoration is carried out without reference to the Asbestos Register and survey report. • Ensure that all staff are aware of the location of ACMs and awareness training is given to all staff who are likely to come into contact with ACMs. 	2 x 5 = 10	Church Elders	At the start of every new contract
Drilling holes, minor repairs, any intrusion into	Inhalation of asbestos fibres where the asbestos-	Death, lung disease	Staff, visitors, volunteers, consultants, contractors	5 x 5 = 25	<ul style="list-style-type: none"> • ACMs to be identified by signage. • Any person undertaking maintenance work to 	3 x 5 = 15	Church Elders	Immediately



RISK ASSESSMENT

the fabric of the building	containing materials (ACMs) are disturbed.				have completed Asbestos Awareness Training.			
Name and position	A Booth - Elder	Signature				Date completed	8.10.25	