

**Risk Assessment**

**Small Church**

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**Keeping People Safe**

CHURCH HEALTH & SAFETY TOOLKIT

# What you are required to do

If your church is an employer, you must complete health and safety risk assessments. This is to identify the steps you need to take to comply with relevant law. They must consider the risks to your employees while at work and others who may be affected by it (for example, volunteers, members of the congregation, other visitors, etc.). You may also need to complete more specific assessments under other health and safety regulations. One example of this is where your employees manually lift and carry loads.

If you employ five or more employees, they must be recorded detailing any significant findings and those who may be especially at risk.

It is worth remembering that even if you are not an employer but own or control premises, you may still have to complete risk assessments for certain hazards (for example, asbestos, fire, etc.). These will have to meet specific requirements and in some cases you may need specialist assistance with this.

# About risk assessments



**Risk Assessment (Small Church)**

Completing a risk assessment is not about creating huge amounts of paperwork. It is about identifying sensible precautions for your church.

The level of detail required should be proportionate to the risk. This means that for most small churches presenting few or simple hazards, the risk assessment can be based on informed judgement and reference to appropriate guidance. For some hazards (for example, asbestos) you may be required to implement specific precautions. Your assessment should help you identify where this is the case.

Generally, you can ignore insignificant risks or those associated with life in general. However, where the church activity adds to or significantly alters these, you will need to consider them. You are not expected to anticipate unforeseeable risks.

Finally, solely completing an assessment won’t prevent accidents happening. It is important that you take the precautions you identify as being necessary.

**How do we get started?**

Risk assessments sound complicated; the sort of thing only a trained person could undertake. This is not the case. In fact for most churches it can be quite straightforward to complete. Put simply, you need to think about what might cause harm to people. You then need to decide if you are taking reasonable precautions.

As with other tasks we are faced with in everyday life, this can seem daunting at first. It is often difficult to know where to start, how best to go about it, or decide when you have done enough. However, following these simple steps while using this template should guide you easily through the process.

## Step 1: Identifying the hazards in your church

These are the things that can harm people. Walk around the inside and outside of your church to identify them, deciding how likely it is that harm could occur. Remember to include those hazards that might arise from particular activities, concerts, festivals or other events.

Sometimes, it is much easier if you break this task down into bite-sized pieces, completing one piece at a time. Imagine you are about to decorate your house, you wouldn’t think of attempting to do every room in one go. Normally, you would start in one room and gradually work your way through the house until the task is complete. The same is true of completing risk assessments. In some cases, it may be easier to consider separate areas of your church, one at a time. These could include:



**Risk Assessment (Small Church)**

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| ▪ Areas open to the public (for example, the Nave, aisles, porches, balconies, etc.)  ▪ Areas restricted to clergy and volunteers (for example, chancel, vestries, sacristies, serveries, etc.)  ▪ Areas only accessed by a small number of people with specific roles  (for example, bell and ringing chambers, organ loft, boiler room, etc.) | ▪ Areas sometimes accessed by the public  (for example, towers and tower roofs)  ▪ Outbuildings  ▪ Churchyard and parking areas  ▪ Church hall. |

This approach might not be suitable for many smaller churches though. So in this template we just consider hazards inside and outside the church and in any church hall.

If you need something more in-depth, take a look at our risk assessment template for larger churches.

In this template, we have identified some typical hazards that might be present. If they are in your church, you can tick the box where indicated. Remember, this list is not exhaustive and there could be others you may need to consider.

## Step 2: Deciding if your precautions are adequate

Having identified the hazards, you should then consider the adequacy of the precautions you have in place. You should also decide if there is more that you need to do. You can then record your findings on the attached template.

For most churches, it will be sufficient to note the main points about the significant risks and what you concluded. Keep your comments simple, but bear in mind that you may want to show that you made a proper check. This would include showing that you dealt with all the obvious significant hazards, taking into account the number of people who could be harmed and that the precautions are reasonable.

Remember that removing the hazard is always the best form of prevention and many things can be put right straightaway.

Here are two examples:



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1. You see a mat or rug that could cause someone to trip up. The simplest thing to do is just remove it, making sure that it doesn’t reappear.
2. You discover a large quantity of combustible material in a cupboard. Here, disposing of this safely and removing the need for their use in future will be very effective.

In a short space of time you have identified two hazards and eliminated them.

Sometimes, understanding what health and safety regulations apply to you and referring to guidance will help you decide if you are doing enough. This is particularly so where there is a significant risk of injury - for example, from working at height or using electrical equipment.

To make this easier, we have provided some simple information to help you understand what is required. This can be accessed through our website. You can refer to this to check the adequacy of existing precautions or identify if there is anything else you can do to keep people safe.

Once you have completed your risk assessments, you should implement the precautions you have identified.

## Step 3: Document and review your assessments

If you employ five or more people, you must record the significant findings of your assessments and any group of employees who may be especially at risk.

Completing this template will help you document what you have done to protect people that visit your church.

Remember that if you own or control premises, you may have to complete more specific risk assessments for certain hazards (for example, asbestos, fire, etc.). Our guidance will help you identify where this is necessary.

Any assessment you make must be reviewed (and amended if necessary) where you think it is no longer valid or there has been a significant change. Any review you complete should be recorded.

**Now complete the following template to prepare a risk assessment for your church.**

# Our Church Risk Assessment

**Name of church: Date(s) assessment carried out:**

**Address: Date review of assessment required:**

**Signed\*:**

## How we carried out the risk assessment

1. First of all we looked at information produced by Ecclesiastical Insurance Group to help us understand where hazards could occur in our church. This included their Health and Safety Made Simple Guide, the introduction to this template, and the guidance provided on their website at [**www.ecclesiastical.com/healthandsafety**](http://www.ecclesiastical.com/healthandsafety). We also looked at relevant information provided by the Health and Safety Executive at [**www.hse.gov.uk**](http://www.hse.gov.uk/)
2. We discussed if anyone could remember if there had ever been any accidents in the past.
3. We then discussed if any other users of the church or anyone who had done work for the church had reported any concerns regarding health and safety.
4. We then walked around the church, the churchyard and any other buildings we are responsible for and noted anything that might cause harm. We considered how accidents might happen and how serious the outcome of those might be. We noted if there were any precautions in place or any additional ones we could take. If it was possible to eliminate the risk entirely we did this as soon as we could. This was based on what we had learned from the information we had reviewed above (note one).

\*Designated member of the PCC with responsibility for health and safety.

1. We also considered any hazards presented by other activities, such as festivals, concerts or other events including tower tours and fêtes. Where these were to be held, we agreed that we would review health and safety precautions before holding the event.
2. We recorded the findings of our assessment using this template.
3. We communicated the findings to all our employees and volunteers, including anyone new who joins us.
4. We have put the risk assessment into practice, making sure that each identified action is progressed and noting when each one is completed on this template.
5. We will review and update our risk assessments where we suspect they are no longer valid.

**Area assessed:**

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| |  | | --- | |  | | |  | | --- | | **Internal areas of the church normally open to the public** (for example, nave, aisles, porches, balconies, etc.). | |

**1.**

**Who might be harmed:**

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| |  | | --- | |  | | | | | | |  | | --- | | **Members of the congregation, employees, volunteers, visitors, clergy, in fact anyone visiting the church.** | | | | |
| **What could cause harm?** | **Tick here if risk or N/A** | **Existing precautions in place** | **Additional Who needs When does this need precautions required to take action to be completed by?** | | | | **Tick when completed** | **Completion date** |
| **Trips:**  ▪ Worn or unfixed carpet edges, rugs and doormats  ▪ Trailing wires, cables or leads  ▪ Worn, damaged or uneven steps or stairs  ▪ Poor lighting  ▪ Missing or defective handrails  ▪ Variations in the level of floors (for example, ramps)  ▪ Restricted access including doorway widths ▪ Other. | **Risk N/A** |  |  | |  |  |  |  |
| **Slips:**  ▪ Smooth floor surfaces  ▪ Cleaning activity making floors slippery (for example, wet mopping, use of polishes, etc.)  ▪ Wet or contaminated floors from poor maintenance (for example, leaking roofs)  ▪ Spillages of food or drink  (particularly in kitchen areas)  ▪ Walk-in contaminant from adverse weather (for example, mud, rainwater, etc.) ▪ Other. | **Risk N/A** |  |  | |  |  |  |  |

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| **What could cause harm?** | **Tick here if Existing precautions Additional Who needs When does this need Tick when Completion risk or N/A in place precautions required to take action to be completed by? completed date** | | | | | | |
| **Falls From Height:**  ▪ When changing lightbulbs  ▪ When cleaning or decorating  ▪ When putting decorations or displays up  ▪ Inadequately guarded balconies or other areas at height  ▪ Fragile ceiling material where work or access is required  ▪ Trap doors in bell ringing chambers  ▪ Damaged ladders, stepladders or other access equipment ▪ Other. | **Risk N/A** |  |  |  |  |  |  |
| **Fire:**  ▪ Accumulations of combustible waste  ▪ Accumulations of flammable materials  ▪ Blocked or obstructed exit routes  ▪ Locked escape doors  ▪ Portable heaters  ▪ Votive candles  ▪ Matches ▪ Other. | **Risk N/A** |  |  |  |  |  |  |
| **Electricity:**  ▪ Faulty or damaged fixed wiring  ▪ Faulty, damaged or unauthorised portable electrical equipment  ▪ Faulty or damaged extension cables or adaptors ▪ Other. | **Risk N/A** |  |  |  |  |  |  |

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| **What could cause harm?** | **Tick here if**   **Existing precautions**   **Additional**   **Who needs When does this need Tick when Completion**  **risk or N/A in place**   **precautions required to take action to be completed by?**  **completed**  **date** | | | | | | |
| **Gas:**  ▪ Defective or poorly maintained gas boilers or pipework ▪ Other. | **Risk N/A** |  |  |  |  |  |  |
| **Work Equipment:**  ▪ Defective or poorly maintained power tools (for example, vacuum cleaners, floor polishers etc.)  ▪ Defective or poorly maintained hand tools (for example, garden shears, hammers, etc.) ▪ Other. | **Risk N/A** |  |  |  |  |  |  |
| **Asbestos:**  ▪ In insulation, lagging or fire protection  ▪ In wall and roof linings  ▪ In organ blowers ▪ In motor housings ▪ Other. | **Risk N/A** |  |  |  |  |  |  |

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| **What could cause harm?** | **Tick here if**   **Existing precautions**   **Additional**   **Who needs When does this need Tick when Completion**  **risk or N/A in place**   **precautions required to take action to be completed by?**  **completed**  **date** | | | | | | |
| **Glazing:**  ▪ Non-safety glass in doors, partitions or floors ▪ Other. | **Risk N/A** |  |  |  |  |  |  |
| **Hazardous Substances:**  ▪ Cleaning products (for example polish, drain cleaner, etc.) ▪ Other. | **Risk N/A** |  |  |  |  |  |  |
| **Manual Handling (lifting or carrying):**  ▪ Bulky or unwieldy furniture  ▪ Heavy audio visual or computer equipment  ▪ General rubbish that may include breakages (for example, glass) ▪ Other. | **Risk N/A** |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **What could cause harm?** | **Tick here if**   **Existing precautions**   **Additional**   **Who needs When does this need Tick when Completion**  **risk or N/A in place**   **precautions required to take action to be completed by?**  **completed**  **date** | | | | | | |
| **Other:**  **Safeguarding**   * Children visiting with families * Children visiting from schools/local groups * Vulnerable adults visiting * Risk of children absconding or becoming detached from their group * Young people or visitors becoming difficult to manage, with violent, aggressive or abusive behaviour * Other members of the public using the site | **Risk N/A** | Any volunteers who help regularly in the church with visiting school groups or events may be required to have a DBS check, depending on the frequency of visits and their level of involvement.  Volunteers will complete at least the basic level of safeguarding training provided for the diocese  Visiting school or groups will be supervised by their own staff/adults who will be primarily responsible for the group, including behavioural issues.  School groups will be given a work boundary which they should stay within and will be in groups with an adult.  The church will be closed to the public during school visits, use by Medway AGE Concern UK and when in use by other vulnerable groups or booked sessions.  Parents/guardians will be required to stay at family activities and events to supervise their own children.  Any members of the public who pose a threat to others will be asked to leave and if necessary, the police will be called. | The church follows the Church of England and Rochester Diocese guidance and practices in the documents below *(Click to open)*:   * [**The Parish Safeguarding handbook**](https://storage.googleapis.com/wzukusers/user-32287125/documents/a4cff67e840141f88c3c545b5b021a5d/ParishSafeGuardingHandBookAugust2019Web.pdf) * [**Promoting a safer Church – Rochester Diocese**](https://storage.googleapis.com/wzukusers/user-32287125/documents/b9f8f97b023c488a9fc769aaab9da15a/Promoting_a_Safer_Church%20-Rochester%20%20%20%20Diocese.pdf)   We follow the Church of England **‘House of Bishops Safeguarding Policy for children, young people & adults’**  Add a sign to each church gate or the church door to make other visitors aware of visiting school groups and church not accessible to general public.  Lone working of volunteers is not advised. | Volunteers involved in face to face activities to complete safeguarding training upon start of role.  FoAS or Church volunteer coordinator to oversee.  Church safeguarding lead – Maggie Ryan to oversee safeguarding training or DBS as req.  Responsible adult in visiting groups to count heads frequently | Safeguarding training at start of volunteering role  Safeguarding checks on the day by church person responsible for activity and any group visit leads |  |  |
| **Other:**  **Use of craft materials**   * Scissors being mis-used * Slips or trips caused by materials or liquids on the floor. * Choking from swallowing small craft items (under 3’s risk) | **Risk N/A** | Activities to be age-specific and risk appropriate. Use of scissors will be supervised.  Craft materials will be suitable for the age groups  Children will be supervised by parents/school staff. Assisting adults  First aid kits available and trained first aider present for any church led activities???? and schools/groups to provide their own kits & first aider | Several volunteers have completed the basic first aid training. To be renewed every 3 years as required | Church/ FOAS volunteers complete First Aid training as req. |  |  |  |
| **Other:**  **Outdoor activities**  This could include events outdoors e.g. Minibeasting, looking around the church grounds and looking at the gravestones   * Stings, bites, ticks * Trips and falls * Unstable gravestones * Unsafe trees * Poisonous/irritant plants | **Risk N/A** | Visiting schools would be encouraged to wear long sleeves and trousers to lower bite/sting risk. if working in the churchyard.  When minibeasting groups are shown how to carefully look at and return minibeasts found.  For young people working in the churchyard they need to be made aware of the yew tree and poisonous berries.  Young people told to take care around graves and not to lean or tread on the tombs and gravestones.  Handwash after minibeasting or other outdoor activities and to have handgel available also  Annual churchyard grounds safety walk completed??  Annual tree safety survey carried out ??? | Site check on the day to identify any potential hazards.  Do not use any areas which are unsafe and report any problems to the church warden or reverend.  Visiting group staff should be aware of anyone who may have allergies to bee stings or other bites. | Visiting school/ groups and the person at the church overseeing visits or activities | Site check on day of activity/visit |  |  |
| **Other:**  **Handling of building materials**  including stone, slate and other samples | **Risk N/A** | Safety talk given prior to handling.  With younger children it may be advisable adults handle the materials and take them round to share. | When not in use the materials will be stored safely out of the way in a box | Visiting school/ groups and the person at the church overseeing visits or activities |  |  |  |
| **Other:**  **Use of gazebos or outdoor shelter for events or activities** | **Risk N/A** | Any gazebos or tents must be secured down with ropes/pegs or using suitable leg weights to ensure they stay stable.  Ensure the height of the gazebo if high enough to prevent people knocking their heads.  Do not use if extreme weather and strong winds forecast | Q – how is the church covered for say using volunteers gazebos etc at events – can we do this and be covered if something happened? | Church/FoAS volunteers |  |  |  |
| **Other:**  **Onset of extreme weather conditions**  during outdoor events or group visits due to work outdoors | **Risk N/A** | Activities to be moved indoors where possible or adapted to suit the indoor space.  With visiting school groups alternative indoor activities should be available as contingency. | In severe weather a large event may need to be cancelled and rescheduled if no suitable alternative indoor provision is available | Church/FoAS volunteers or Reverend |  |  |  |
| **Other:**  **Prolonged Sun exposure**  Could lead to Sunburn, dehydration, heatstroke | **Risk N/A** | Encouraged to wear hats if outside for a long period in the sun  Use shaded areas where possible and not to spent prolonged amounts of time in the sun during hottest parts of the day.  In hot weather schools and visiting groups advised that visitors where sun cream and hats and ensure they bring adequate drink. | Water to be available inside the church for those who need it.  Thos who may be suffering from the effects of the heat, to come into the church | Individuals, church/ FOAS volunteers, visiting groups |  |  |  |
| **Other:**  **Other groups using the church - TBC** | **Risk N/A** | Groups using the church to deliver activities on a regular basis from the church will need to sign a partnership agreement which shares the building risk assessment and any what guidelines they need to adhere too during use.  A church/FOAS volunteer will always be present during any activities run by other groups.  Good practice to share Ra with visiting schools and groups can be provided with a specific school visit risk assessment specific to the activities they are doing and the general church building which are relevant to them – this could be available on the website under the ‘visit us’ section | Suggested that regular group uses sign to say they have received and read the risk assessment and will adhere to it. | The person/s from the church/FoAS overseeing the group using the church  The PCC? | Prior to their first use of the building |  |  |

**Area assessed:**

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| |  | | --- | |  | | |  | | --- | | **Outside areas of our church** (for example, towers, tower roofs and other high levels, other outbuildings, churchyard, car park, etc.). | |

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**Who might be harmed:**

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| |  | | --- | |  | | | | | | |  | | --- | | **Members of the congregation, employees, volunteers, visitors, clergy, in fact anyone visiting the church.** | | | | |
| **What could cause harm?** | **Tick here if risk or N/A** | **Existing precautions in place** | **Additional Who needs When does this need precautions required to take action to be completed by?** | | | | **Tick when completed** | **Completion date** |
| **Trips:**  ▪ Uneven footpaths  ▪ Damaged paving stones and slabs  ▪ Worn, damaged or uneven steps  ▪ Gravestones, kerbs or ledger stones causing obstruction  ▪ Protruding tree roots and undergrowth  ▪ Poor lighting  ▪ Missing or defective handrails ▪ Other. | **Risk N/A** |  |  | |  |  |  |  |
| **Slips:**  ▪ Poor drainage of footpaths  ▪ Growth of algae or moss  ▪ Accumulations of wet leaves or loose materials  ▪ Inadequate precautions for adverse weather (for example snow, ice, etc.)  ▪ Walk-in contaminant from adverse weather (for example mud, rainwater, etc.) ▪ Other. | **Risk N/A** |  |  | |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **What could cause harm?** | **Tick here if Existing precautions Additional Who needs When does this need risk or N/A in place precautions required to take action to be completed by?** | | | | | **Tick when Completion completed date** | |
| **Headstones, Tombs and Monuments:**  ▪ Damaged monuments ▪ Displaced headstones ▪ Other. | **Risk N/A** |  |  |  |  |  |  |
| **Falls from Height:**  ▪ Access requiring the use of ladders, hatches, sloping roofs, etc.  ▪ Restricted access widths around spires  ▪ Inadequate protection afforded by parapets  ▪ Unprotected roof lights or other fragile roofing material  ▪ Low parapeting or castellations along the tops of external walls  ▪ Damaged ladders, stepladders or other access equipment  ▪ Inadequate temporary edge protection (such as guard rails and toe boards) ▪ Other. | **Risk N/A** |  |  |  |  |  |  |
| **Tower Tours:**  ▪ Overcrowded tours  ▪ Inadequate numbers of stewards  ▪ Inadequate emergency evacuation procedures  ▪ Unauthorised access to areas not on the tour (for example, roofs)  ▪ No means of communication between stewards  ▪ Inadequate safety briefing for those on the tour  ▪ Restricted access (such as, doorway widths, height restrictions or other projections) ▪ Other. | **Risk N/A** |  |  |  |  |  |  |

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| **What could cause harm?** | **Tick here if Existing precautions Additional Who needs When does this need Tick when Completion risk or N/A in place precautions required to take action to be completed by? completed date** | | | | | | |
| **Trees:**  ▪ Damaged or displaced trees  ▪ Protruding tree roots ▪ Diseased trees  ▪ Other. | **Risk N/A** |  |  |  |  |  |  |
| **Car Park:**  ▪ Entrance and exits not clearly marked ▪ Poor lighting  ▪ Potholes ▪ Other. | **Risk N/A** |  |  |  |  |  |  |
| **Electricity:**  ▪ Faulty or damaged fixed wiring  ▪ Faulty, damaged or unauthorised portable electrical equipment  ▪ Faulty or damaged extension cables or adaptors ▪ Other. | **Risk N/A** |  |  |  |  |  |  |

**Tick here if**

**risk or N/A**

**Existing precautions**

**in place**

**Additional**

**precautions required**

**Who needs**

**to take action**

**Tick when**

**completed**

**When does this need**

**to be completed by?**

**What could**

**cause harm?**

**Completion**

**date**

**Risk N/A**

**Risk N/A**

**Risk N/A**

**Gas:**

▪

Liquefied petroleum gas (LPG)

b

ottles incorrectly sited

▪

Pipework damaged

▪

Other.

**Work Equipment:**

▪

Defective or poorly maintained

power tools (for example, lawnmowers,

strimmers, etc.)

▪

Defective or poorly maintained

hand tools (for example, garden

shears, hammers, etc.)

▪

Other.

**Hazard Substances:**

▪

Maintenance products (for example,

petrol, liquefied petroleum gas, etc.)

▪

Horticultural products (for example,

pesticides, weedkillers, fertilisers, etc.)

▪

Other.

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| **What could cause harm?** | **Tick here if Existing precautions Additional Who needs When does this need Tick when Completion risk or N/A in place precautions required to take action to be completed by? completed date** | | | | | | |
| **Other:** | **Risk N/A** |  |  |  |  |  |  |
| **Other:** | **Risk N/A** |  |  |  |  |  |  |
| **Other:** | **Risk N/A** |  |  |  |  |  |  |

**Area assessed:**

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| |  | | --- | |  | | |  | | --- | | **Church Hall.** | |

**3.**

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| **Members of the congregation, volunteers, employees, visitors, clergy, in fact anyone visiting the Church Hall.**  This will include groups who rent or use the hall for their own activities such as mother and toddler groups, cubs and brownies, keep fit classes, etc. |

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**Who might be harmed:**

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| **What could cause harm?** | **Tick here if risk or N/A** | **Existing precautions in place** | **Additional precautions required** | **Who needs to take action** | **When does this need to be completed by?** | **Tick when completed** | **Completion date** |
| **Trips:**  ▪ Worn or unfixed carpet edges, rugs and doormats  ▪ Trailing wires, cables or leads  ▪ Worn, damaged or uneven steps or stairs  ▪ Poor lighting  ▪ Missing or defective handrails  ▪ Variations in the level of floors (for example, ramps)  ▪ Other. | **Risk N/A** |  |  |  |  |  |  |
| **Slips:**  ▪ On smooth floor surfaces  ▪ Cleaning activity making floors slippery (for example, wet mopping, use of polishes, etc.)  ▪ Wet or contaminated floors from poor maintenance (for example, leaking roofs)  ▪ Spillages of food or drink  (particularly in kitchen areas)  ▪ Walk-in contaminant from adverse weather (for example, mud, rainwater, etc.)  ▪ Other. | **Risk N/A** |  |  |  |  |  |  |

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| **What could cause harm?** | **Tick here if Existing precautions Additional Who needs When does this need Tick when Completion risk or N/A in place precautions required to take action to be completed by? completed date** | | | | | | |
| **Falls from Height:**  ▪ When changing lightbulbs  ▪ When cleaning or decorating  ▪ When putting decorations or displays up  ▪ From balconies and areas at height  ▪ Fragile ceiling material where work or access is required  ▪ Damaged ladders, stepladders and other access equipment ▪ Other. | **Risk N/A** |  |  |  |  |  |  |
| **Fire:**  ▪ Accumulations of combustible waste  ▪ Accumulations of flammable materials  ▪ Blocked or obstructed exit routes  ▪ Locked escape doors  ▪ Portable heaters  ▪ Votive candles ▪ Other. | **Risk N/A** |  |  |  |  |  |  |
| **Electricity:**  ▪ Faulty or damaged fixed wiring  ▪ Faulty, damaged or unauthorised portable electrical equipment  ▪ Faulty or damaged extension cables or adaptors ▪ Other. | **Risk N/A** |  |  |  |  |  |  |
| **What could cause harm?** | **Tick here if risk or N/A** | **Existing precautions in place** | **Additional precautions required** | **Who needs to take action** | **When does this need to be completed by?** | **Tick when completed** | **Completion date** |
| **Gas:**  ▪ Defective or poorly maintained gas boilers  ▪ Faulty portable gas heaters ▪ Other. | **Risk N/A** |  |  |  |  |  |  |
| **Food Preparation:**  ▪ Defective cooking equipment  ▪ Unsecured or poorly postioned hot water boilers  ▪ Unclean food preparation areas  ▪ Inadequate washing facilities  ▪ Other. | **Risk N/A** |  |  |  |  |  |  |
| **Asbestos:**  ▪ In insulation, lagging or fire protection  ▪ In wall and roof linings  ▪ In organ blowers  ▪ In motor housings  ▪ Other. | **Risk N/A** |  |  |  |  |  |  |

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| **What could cause harm?** | **Tick here if Existing precautions Additional Who needs When does this need Tick when Completion risk or N/A in place precautions required to take action to be completed by? completed date** | | | | | | |
| **Glazing:**  ▪ Non-safety glass in doors, partitions or floors  ▪ Other. | **Risk N/A** |  |  |  |  |  |  |
| **Hazardous Substances:**  ▪ Cleaning products (for example, polish, drain cleaner, etc.) ▪ Other. | **Risk N/A** |  |  |  |  |  |  |
| **Manual Handling**  **(Lifting or Carrying):**  ▪ Bulky or unwieldy furniture (for example, chairs)  ▪ Heavy audiovisual computer equipment  ▪ General rubbish that may include breakages (for example, glass) ▪ Other. | **Risk N/A** |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **What could cause harm?** | **Tick here if Existing precautions Additional Who needs When does this need Tick when Completion risk or N/A in place precautions required to take action to be completed by? completed date** | | | | | | |
| **Other:** | **Risk N/A** |  |  |  |  |  |  |
| **Other:** | **Risk N/A** |  |  |  |  |  |  |
| **Other:** | **Risk N/A** |  |  |  |  |  |  |

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**Want to know more?**

We have produced other useful information to help you get

started or simply check the adequacy of what you have

already done. All are available at:

[**y**](http://www.ecclesiastical.com/healthandsafety)

**www.ecclesiastical.com/healthandsafet**

**Need to contact us?**

For further information on health and safety in churches:

**Call our Risk Management Advice Line on**

**0345 600 7531**

Monday to Friday, 09:00 to 17:00 – excluding Bank Holidays. We may monitor or record calls to improve our service.

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Email us at

**risk.advice@ecclesiastical.com**

**Or Visit**

[**y**](http://www.ecclesiastical.com/healthandsafety)

**www.ecclesiastical.com/healthandsafet**

Note: if you are in Ireland, Northern Ireland, Jersey, Guernsey or the Isle of Man, then

regional variations might apply. In this instance, you should check the guidance provided

by the Enforcing Agency for your region. This will be freely available on their website.

**Information in this document**

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