

Our Church Risk Assessment

Name of church:

Address:

Date(s) assessment carried out:

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. We also looked at relevant information provided by the Health and Safety Executive at 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).
5. 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.
6. We recorded the findings of our assessment using this template.
7. We communicated the findings to all our employees and volunteers, including anyone new who joins us.
8. 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.
9. We will review and update our risk assessments where we suspect they are no longer valid.

Risk Assessment (Small Church)

Area assessed:

1.

Who might be harmed:

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

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 precautions required	Who needs to take action	When does this need to be completed by?	Tick when completed	Completion date
<p>Trips:</p> <ul style="list-style-type: none"> Worn or unfixd 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. 	<p>Risk <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>					<input type="checkbox"/>	
<p>Slips:</p> <ul style="list-style-type: none"> 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. 	<p>Risk <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>					<input type="checkbox"/>	

Risk Assessment (Small Church)

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
<p>Falls From Height:</p> <ul style="list-style-type: none"> 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. 	<p>Risk <input type="checkbox"/> N/A <input type="checkbox"/></p>					<input type="checkbox"/>	
<p>Fire:</p> <ul style="list-style-type: none"> Accumulations of combustible waste Accumulations of flammable materials Blocked or obstructed exit routes Locked escape doors Portable heaters Votive candles Matches Other. 	<p>Risk <input type="checkbox"/> N/A <input type="checkbox"/></p>					<input type="checkbox"/>	
<p>Electricity:</p> <ul style="list-style-type: none"> Faulty or damaged fixed wiring Faulty, damaged or unauthorised portable electrical equipment Faulty or damaged extension cables or adaptors Other. 	<p>Risk <input type="checkbox"/> N/A <input type="checkbox"/></p>					<input type="checkbox"/>	

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<p>Gas:</p> <ul style="list-style-type: none"> ▪ Defective or poorly maintained gas boilers or pipework ▪ Other. 	<p>Risk <input type="checkbox"/> N/A <input type="checkbox"/></p>					<input type="checkbox"/>	
<p>Work Equipment:</p> <ul style="list-style-type: none"> ▪ 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. 	<p>Risk <input type="checkbox"/> N/A <input type="checkbox"/></p>					<input type="checkbox"/>	
<p>Asbestos:</p> <ul style="list-style-type: none"> ▪ In insulation, lagging or fire protection ▪ In wall and roof linings ▪ In organ blowers ▪ In motor housings ▪ Other. 	<p>Risk <input type="checkbox"/> N/A <input type="checkbox"/></p>					<input type="checkbox"/>	

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<p>Glazing:</p> <ul style="list-style-type: none"> ▪ Non-safety glass in doors, partitions or floors ▪ Other. 	<p>Risk <input type="checkbox"/> N/A <input type="checkbox"/></p>					<input type="checkbox"/>	
<p>Hazardous Substances:</p> <ul style="list-style-type: none"> ▪ Cleaning products (for example polish, drain cleaner, etc.) ▪ Other. 	<p>Risk <input type="checkbox"/> N/A <input type="checkbox"/></p>					<input type="checkbox"/>	
<p>Manual Handling (lifting or carrying):</p> <ul style="list-style-type: none"> ▪ Bulky or unwieldy furniture ▪ Heavy audio visual or computer equipment ▪ General rubbish that may include breakages (for example, glass) ▪ Other. 	<p>Risk <input type="checkbox"/> N/A <input type="checkbox"/></p>					<input type="checkbox"/>	

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Other:	Risk <input type="checkbox"/> N/A <input type="checkbox"/>					<input type="checkbox"/>	
Other:	Risk <input type="checkbox"/> N/A <input type="checkbox"/>					<input type="checkbox"/>	
Other:	Risk <input type="checkbox"/> N/A <input type="checkbox"/>					<input type="checkbox"/>	

Risk Assessment (Small Church)

Area assessed:

2.

Who might be harmed:

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

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 precautions required	Who needs to take action	When does this need to be completed by?	Tick when completed	Completion date
<p>Trips:</p> <ul style="list-style-type: none"> ▪ 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. 	<p>Risk <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>					<input type="checkbox"/>	
<p>Slips:</p> <ul style="list-style-type: none"> ▪ 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. 	<p>Risk <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>					<input type="checkbox"/>	

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<p>Headstones, Tombs and Monuments:</p> <ul style="list-style-type: none"> ▪ Damaged monuments ▪ Displaced headstones ▪ Other. 	<p>Risk <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>					<input type="checkbox"/>	
<p>Falls from Height:</p> <ul style="list-style-type: none"> ▪ 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. 	<p>Risk <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>					<input type="checkbox"/>	
<p>Tower Tours:</p> <ul style="list-style-type: none"> ▪ 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. 	<p>Risk <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>					<input type="checkbox"/>	

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<p>Trees:</p> <ul style="list-style-type: none"> ▪ Damaged or displaced trees ▪ Protruding tree roots ▪ Diseased trees ▪ Other. 	<p>Risk N/A</p> <p><input type="checkbox"/> <input type="checkbox"/></p>					<p><input type="checkbox"/></p>	
<p>Car Park:</p> <ul style="list-style-type: none"> ▪ Entrance and exits not clearly marked ▪ Poor lighting ▪ Potholes ▪ Other. 	<p>Risk N/A</p> <p><input type="checkbox"/> <input type="checkbox"/></p>					<p><input type="checkbox"/></p>	
<p>Electricity:</p> <ul style="list-style-type: none"> ▪ Faulty or damaged fixed wiring ▪ Faulty, damaged or unauthorised portable electrical equipment ▪ Faulty or damaged extension cables or adaptors ▪ Other. 	<p>Risk N/A</p> <p><input type="checkbox"/> <input type="checkbox"/></p>					<p><input type="checkbox"/></p>	

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<p>Gas:</p> <ul style="list-style-type: none"> ▪ Liquefied petroleum gas (LPG) bottles incorrectly sited ▪ Pipework damaged ▪ Other. 	<p>Risk <input type="checkbox"/> N/A <input type="checkbox"/></p>					<input type="checkbox"/>	
<p>Work Equipment:</p> <ul style="list-style-type: none"> ▪ Defective or poorly maintained power tools (for example, lawnmowers, strimmers, etc.) ▪ Defective or poorly maintained hand tools (for example, garden shears, hammers, etc.) ▪ Other. 	<p>Risk <input type="checkbox"/> N/A <input type="checkbox"/></p>					<input type="checkbox"/>	
<p>Hazard Substances:</p> <ul style="list-style-type: none"> ▪ Maintenance products (for example, petrol, liquefied petroleum gas, etc.) ▪ Horticultural products (for example, pesticides, weedkillers, fertilisers, etc.) ▪ Other. 	<p>Risk <input type="checkbox"/> N/A <input type="checkbox"/></p>					<input type="checkbox"/>	

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Other:	Risk <input type="checkbox"/> N/A <input type="checkbox"/>					<input type="checkbox"/>	
Other:	Risk <input type="checkbox"/> N/A <input type="checkbox"/>					<input type="checkbox"/>	
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