Information sheet 11.4A

(Insert Church Name) Church (Insert address)

Risk Assessment

Completed on ………………………………………….

By ………………………………………………………. Position in Church……………………………………

*Use this form by deleting any sections not appropriate to your church or premises, and adding extra sections as required for your building*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Hazards Identified** *List here any risks to users of the building and grounds* | **Who might be harmed and how?** *State what risks people may face when using the premises* | **What measures are in place?** *These are recommended standards*  | **Any further action required?** *Insert here additional preventative measures which could be taken reduce risk* | **Who will do this?** *Name or initials* | **Target date** *When will the actions be done* | **Done***Date of completion* |
| **Slips, trips or falls** eg uneven surface in car park, floor cleaning etc | Users of the church, car park, grounds and the building may suffer bruising, sprain or fracture as a result of a fall due to uneven or slippery surface, spillage or tripping hazards | * car park surface well maintained
* disabled parking closest to building
* adequate external lighting
* adequate internal lighting
* all spills are cleaned up quickly
* wet floor signs available for use
* no loose mats or uneven carpeting
* passageways clear of obstruction
* no trailing leads or cables
 |  |  |  |  |
| **Working at Height**eg decorating, changing light bulbs, cleaning windows, putting up decorations  | People cleaning windows or changing light bulbs are at risk of falling and possible serious injury | * appropriate non-slip stepladder or ladder available for use
* user checks condition before each use
* users have been shown how to safely use any ladders
 |  |  |  |  |
| **Manual Handling****Moving or holding heavy**  | Anyone moving heavy or bulky items may suffer a back injury or sprain to other joints | * appropriate equipment (sack trucks, lift, trolley is available for use
* equipment is safety-checked prior to each use
* passageways are clear
* large loads are broken into smaller loads
* carrier can clearly see the route ahead
 |  |  |  |  |
| **Equipment** | Poorly stored or ill-maintained equipment may cause injury | * boilers are serviced annually
* other equipment is serviced regularly
* portable appliances have been (PAT) tested
* equipment is safely and securely stored
* stored chairs or tables are safely stacked
 |  |  |  |  |
| **Tools** | Poorly stored or ill-maintained tools may cause injury through cuts, bruises, electric shock | * electric tools have been (PAT) tested
* tools chosen have British Kite Mark for quality
* users check tools for good condition prior to and after each use
* electrical sockets are not damaged or cracked
* sockets are not overloaded
 |  |  |  |  |
| **Electricity** | Users risk electric shock or burns | * electrics have been safety tested by professional
* electrical repairs carried out by qualified electrician
* safety plugs in unused sockets
* Users know where fuse boxes are situated
 |  |  |  |  |
| **Hazardous materials**Eg gardening or cleaning materials | Cleaners or gardeners may risk skin or eye irritation as a result of touching chemicals, or breathing problems from inhaling fumes | * protective clothing is provided
* users follow manufacturer’s usage instructions
* least-risk products are chosen
* products are safely and securely stored
 |  |  |  |  |
| **Asbestos** | When building materials containing asbestos are disturbed staff, contractors or building users may be exposed to asbestos fibres which can cause serious harm. | * premises have had a professional asbestos check and report
* the asbestos report is made available to all contractors prior to any work being carried out
* the report is updated following any changes
* other users are informed if any areas of the building present any risk, and the severity
 |  |  |  |  |
| **Fire** | In the event of a fire building users could suffer injury, potentially fatal, through smoke inhalation or burns. | Property has a fire risk assessmentUsers are aware of how to evacuate the building in the case of a fireFire-fighting equipment is regularly servicedAppropriate users are trained in the use of fire-fighting equipment |  |  |  |  |
| **Vehicle movement** | Pedestrians could be harmed if hit by a vehicle, and car users could be harmed in the event of a collision | Car park access routes are wide enough and clearly markedTraffic flow follows sensible routes and is clearly markedSize of parking bays is adequateCar park is well lit Recycling or refuse bins do not obstruct access |  |  |  |  |