### Health & Safety Risk Assessment

**for**

#### << Insert Name of Church Here >>

##### Assessment Conducted by: << Name >>

Date of Assessment:  **<< Date >>**

|  |  |  |
| --- | --- | --- |
| QUICK CHECK | YES/NO | COMMENT |
| 1. H&S Law Poster Displayed? |  |  |
| 2. First Aid Poster Displayed? |  |  |
| 3. First Aid Kit Compliant with BS-9599-1? |  |  |
| 4. Fire Extinguisher Test In Date? |  |  |
| 5. Fixed Wire Test Certificate Available? |  |  |
| 6. Proper Exit Signage in Place? |  |  |
| 7. Emergency Lighting Test Records Available? |  |  |
| 8. Fire Alarm Test Records Available? |  |  |
| 9. Accident Book On Site? |  |  |

The Risk Assessment categories that follow are based upon guidance contained in Ecclesiastical Insurance Group’s *Health & Safety Guidance Notes* and in HSE publication INDG163 (Rev. 3) *Five Steps To Risk Assessment*.

|  |
| --- |
| RISK ASSESSMENT |
| 1. Is a written Health & Safety Policy in force? |
| << Enter text here. Box will expand as required. >> |
| 2. Has a Risk Assessment been carried out in accordance with the Management of Health & Safety At Work Regulations 1999? |
| << Enter text here. Box will expand as required. >> |
| 3. Are floor surfaces and coverings in good condition and properly maintained? Are any trip hazards (including trailing leads) presented? If so, whom might they affect and what measures need to be taken to obviate or mitigate them? |
| << Enter text here. Box will expand as required. >> |
| 4. Comment upon the condition of the external areas of the Church: paths, driveways, car parks, etc. Note any hazards posed by these items and also trees, gravestones, memorials, etc. Outline any risk reduction measures required. |
| << Enter text here. Box will expand as required. >> |
| 5. Are all stairways in good condition and adequately lit? Steps must be even and free from trip / slip hazards. Handrails need to be adequate and properly secured. Lighting must be even, adequate and cover the whole stairway. |
| << Enter text here. Box will expand as required. >>  |
| 6. Assess any risks posed by a requirement to work at height. Have appropriate measures been taken to reduce or obviate the need to work at height? What more needs to be done? |
| << Enter text here. Box will expand as required. >> |
| 7. If bells are present, assess the risks to the health and safety of bellringers. Comment on any improvement measures needed. |
| << Enter text here. Box will expand as required. >> |
| 8. Carry out an assessment of any substances hazardous to health. Comment upon control measures in place (or any which need to be improved or implemented) as required by the COSHH Regulations 2002. |
| << Enter text here. Box will expand as required. >> |
| 9. Assess and survey the location of any potential Asbestos Containing Materials which are not already known about. Ensure that any existing Asbestos Register is up-to-date and that appropriate control measures, including warnings to anyone who may be carrying out work upon an actual or suspected ACM, are in place. |
| << Enter text here. Box will expand as required. >> |
| 10. Are all electrical systems in good condition and properly maintained as required by the Electricity At Work Regulations 1989? |
| << Enter text here. Box will expand as required. >> |
| 11. Are formal procedures in place to ensure safety at large events such as Easter and Christmas services, baptisms, funerals and concerts, etc.? Are these written down and do the appropriate people know about them? |
| << Enter text here. Box will expand as required. >> |
| 12. Is any Lifting Equipment used in the Church? If so is it regularly inspected by a Competent Person as required by the Lifting Operations and Lifting Equipment Regulations 1998? |
| << Enter text here. Box will expand as required. >> |
| 13. Assess any risk of injury from glass in windows and doors. Is safety glass used where required by the Workplace (Health, Safety and Welfare) Regulations 1992, or are appropriate barriers in place, secure and in good condition? |
| << Enter text here. Box will expand as required. >> |
| 14. Is all plant and machinery (including tools) in good condition and regularly maintained? Pay particular attention to gas appliances, ladders and scaffolding or staging. Is appropriate Personal Protective Equipment in place for those who need to use machinery, and is its use enforced? |
| << Enter text here. Box will expand as required. >> |
| 15. Assess any Manual Handling operations which may be required. What measures are in force to reduce the need for Manual Handling, and what further measures are required? Is there a requirement for training or the use of mechanical aids? |
| << Enter text here. Box will expand as required. >> |
| 16. Assess any catering undertaken to ensure its compliance with food hygiene regulations. |
| << Enter text here. Box will expand as required. >> |
| 17. Is there an Accident Book on the premises which complies with the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995? Is it stored appropriately? Is it used appropriately? |
| << Enter text here. Box will expand as required. >> |
| 18. Are procedures in place for the vetting of those working with children and vulnerable adults? |
| << Enter text here. Box will expand as required. >> |
| 19. Are procedures in place for dealing with fêtes and other outdoor activities? If firework exhibitions are held or bouncy castles (for instance) hired, separate risk assessments need to be in force for these events. |
| << Enter text here. Box will expand as required. >> |
| 20. Who is the individual with responsibility for health and safety matters? |
| << Enter text here. Box will expand as required. >> |
| 21. Has a Fire Risk Assessment been carried out? Is it up-to-date? Does a responsible person oversee Fire Safety? |
| << Enter text here. Box will expand as required. >> |

**Urgent Actions Required to Rectify Dangerous Situations or Non-Compliance:**

1.

2.

3.

4.

5.

6.

The table below should be used to record action taken in response to the “Urgent” points listed above.

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Action Taken | Sign | Date |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |

###### Review Dates

It is suggested that this Risk Assessment be reviewed annually. There is no need to carry out a full Risk Assessment annually, but any items which are out of date need to be identified and updated. Individual risk assessments should be carried out where circumstances dictate, for instance a church volunteer becoming ill or pregnant or a one-off special event being planned which is not covered by this Risk Assessment.

A full Risk Assessment should be carried out again no later than five years from the date of this one.

**Third Parties**

Third Parties using the building must note that the information contained herein does not absolve them from their responsibilities under the Health And Safety At Work, etc. Act 1974 to ensure the safety of employees, volunteers and members of the public acting under their auspices. Third Parties should ensure that they have themselves carried out such Risk Assessments as may be required and that their own procedures are healthy and safe.