

**St Andrews Church, Boreham
Church Risk Assessment**

Date of Assessment **November 2022**
Date of Review **November 2023 or when required**
Review carried out by **Richard Wilkes, PCC member and Risk Assessment lead**

How we carried out the risk assessment

1. First of all, we looked at information produced by The 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 grounds 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 fetes. 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 We will review and update our risk assessments where we suspect they are no longer valid

What is the risk?	Existing precautions in place	Additional precautions required	Who needs to take action?	Completion date?	Done?	Completion date
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Area Assessed

St Andrews main building

Who might be harmed

Visitors, Members of Congregation, Choir, Clergy, Contractors, Volunteers, Sunday School Group.

<p>Provision of refreshments:</p> <ul style="list-style-type: none"> during church opening hours – scalding after service refreshments - scalding 	<p>New provision</p> <p>Tea trolley manned at all times. Hot water boiled using static urn in the vestry</p>	<p>Warning notices about hot water</p> <p>Nothing further</p>		Ongoing	N/A	Open
<p>Trips:</p> <ul style="list-style-type: none"> Worn or unfixed carpet edges, rugs and doormats Trailing wires, cables or leads Worn, damaged or uneven steps or stairs Poor lighting Variations in the level of floors (for example, ramps) Restricted access including doorway widths 	<p>Warning tape on steps / trip areas</p>	N/A	PCC to monitor risks	Ongoing	N/A	Open
<p>Slips:</p> <ul style="list-style-type: none"> Smooth floor surfaces Cleaning activity making floors slippery (e.g., wet mopping, use of polishes, etc.) Wet or contaminated floors from poor maintenance (e.g., leaking roofs) Spillages of food or drink Walk-in contaminant from adverse weather 	<p>Restricted access to hazardous areas and water mopped up.</p> <p>Low risk with stone floor</p>	<p>Use of cones during drying period</p>	All persons	Ongoing	N/A	Open

What is the risk?	Existing precautions in place	Additional precautions required	Who needs to take action?	Completion date?	Done?	Completion date
Falls From Height: <ul style="list-style-type: none"> • When changing lightbulbs • When cleaning or decorating • When putting decorations or displays up • Fragile ceiling material where work or access is required • Trap doors in bell ringing chambers • Damaged ladders, stepladders or other access equipment • Access to Tower to fit flag to Flagpole 	<p>All work undertaken by competent trades persons</p> <p>General Health & Safety awareness</p> <p>Restrict access to areas to guard against risk. Access restricted to authorised persons</p>	<p>Individual risks managed at source</p> <p>Manage risks as they occur.</p> <p>Maintain existing standards</p>	<p>All persons during works</p> <p>PCC and report risks and Buildings Committee to advise corrective action.</p>	Ongoing	N/A	Ongoing
Fire <ul style="list-style-type: none"> • Accumulations of combustible waste • Accumulations of flammable materials • Blocked or obstructed exit routes • Locked escape doors • Portable heaters • Candles • Matches 	<p>Manage and monitor Contractors Works</p> <p>Visual checks undertaken on all identified risk areas</p> <p>Keep secure when building not occupied</p> <p>Practice good housekeeping and equipment locked away when not in use</p>	<p>Install detection in Main Church area and priority to risk areas.</p> <p>Manage or remove flammable materials</p>	PCC / Buildings Committee	Ongoing	Ongoing	Ongoing
Electricity: <ul style="list-style-type: none"> • Faulty or damaged fixed wiring 	<p>5 Year Fixed Wiring Test to IEE 18th Edition</p> <p>PAT Test schedule</p>	Test records required	PCC	EICR Due 13.6.27	Ongoing	Ongoing

What is the risk?	Existing precautions in place	Additional precautions required	Who needs to take action?	Completion date?	Done?	Completion date
<ul style="list-style-type: none"> Faulty, damaged or unauthorised portable electrical equipment Faulty or damaged extension cables or adaptors 				PAT Due 30.5.23		
Gas: <ul style="list-style-type: none"> Defective or poorly maintained gas boilers or pipework 	Gas boiler annual maintenance certificate	Test certificate records required	PCC	Due 24.2.23	Ongoing	Ongoing
Work Equipment: <ul style="list-style-type: none"> Defective or poorly maintained power tools (for example, vacuum cleaners, floor polishers etc.) 	Condition of equipment unknown. Visual check of equipment	PAT test Visual check and record log.	PCC PCC	Due 13.6.23 Nov.2022	Ongoing	Ongoing
Asbestos <ul style="list-style-type: none"> In insulation, lagging or fire protection In wall and roof linings In organ blowers In motor housings 	Unknown	Boiler Service / inspection	PCC	Due 24.2.23	Ongoing	Ongoing
Glazing <ul style="list-style-type: none"> Non-safety glass in doors, partitions or floors 	No identified low level glazed windows / panels	Monitor risks. change of use	PCC	Ongoing	Ongoing	Ongoing
Hazard Substances: <ul style="list-style-type: none"> Maintenance products (for example, petrol, liquefied petroleum gas, etc.) 	Petrol for lawnmower stored in purpose container and in locked facility. Chemicals stored in COSHH cupboard in Pelly Room	Check and record safety	PCC	Ongoing	Ongoing	Ongoing

What is the risk?	Existing precautions in place	Additional precautions required	Who needs to take action?	Completion date?	Done?	Completion date
Manual Handling (lifting or carrying): <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) 	Awareness of correct manual handling	Instruction leaflet	PCC	Ongoing	Ongoing	Ongoing
Contractor Repair Works for Roof North Aisle	Formal Risk Assessment needed including Contractor RAMS (Risk Assessment and Method Statements)	Risk Assessment to be reviewed and verified by Diocese	Diocese / Lead on repair works	January 2021 At July 2022 work not started or scheduled plan	Ongoing	To be under continual project risk assessment to manage stages of works

Area Assessed
Who might be harmed

St Andrews grounds, tower and car park

Visitors, Members of Congregation, Choir, Clergy, Contractors, Volunteers, Sunday School Group.

Trips: <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 	<p>Low risk and condition monitored</p> <p>Worn steps leading to Bell Tower. No public access. Handrail / Rope. Low risk</p>	Manage use of steps	Users of Bell Tower and those accessing roof / flagpole	Ongoing	Ongoing	Ongoing
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What is the risk?	Existing precautions in place	Additional precautions required	Who needs to take action?	Completion date?	Done?	Completion date
Slips: <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.) Slipping / falling roof tiles from Nave Roof 	<p>Satisfactory</p> <p>Clear as necessary</p> <p>Managed under Diocese Quinquennial reports.</p>	<p>Paving outside Bell Tower a potential slip hazard with algae</p> <p>Report condition to Diocese Architect</p>	PCC – Manage and monitor risk.	Ongoing	Ongoing	Ongoing
Headstones, Tombs and Monuments: <ul style="list-style-type: none"> Damaged monuments Displaced headstones 	<p>Mostly secure</p> <p>Some headstones settled at an angle but not a concern</p>	Monitor condition and security of headstones	PCC / Grounds and gardens team	Ongoing	Ongoing	Ongoing
Falls from Height: <ul style="list-style-type: none"> Access requiring the use of ladders, hatches, sloping roofs, etc. Inadequate protection afforded by Parapets Unprotected roof lights or other fragile roofing material Low parapets or castellations along the tops of external walls Damaged ladders, stepladders or other access equipment 	Authorised person access only to erect flag on Tower Flag Pole.	Person should be accompanied	PCC	Ongoing	Ongoing	Ongoing

What is the risk?	Existing precautions in place	Additional precautions required	Who needs to take action?	Completion date?	Done?	Completion date
<ul style="list-style-type: none"> Inadequate temporary edge protection (such as guard rails and toe boards) 						
Tower Tours: <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) 	Stewards appointed to manage risks. Managed by signage and stewards Carry a mobile phone Narrow stone staircase leading to bell tower has rope hand rail	Maintain standards For open days consider "CAUTION" sign "Narrow Steep ACCESS"	All persons / stewards	Ongoing	Ongoing	Ongoing
Trees: <ul style="list-style-type: none"> Damaged or displaced trees Protruding tree roots Diseased trees 	Managed under quinquennial report and Grounds Team report any concerns	Maintain standards Next tree inspection in 3 years	PCC	Ongoing	Tree Survey due 2021 works complete October 2022	Ongoing
Car Park: <ul style="list-style-type: none"> Entrance and exits not clearly marked Poor lighting Potholes 	5 parking spaces outside Pelly Room	Maintain standards	PCC	Ongoing	Ongoing	Ongoing

What is the risk?	Existing precautions in place	Additional precautions required	Who needs to take action?	Completion date?	Done?	Completion date
Electricity: <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 	Unknown	Recommend external mains electrical equipment is on RCD protection or battery equipment used.	PCC / Grounds committee	Ongoing	Ongoing	Ongoing
Gas: <ul style="list-style-type: none"> Pipework damaged 	Annual boiler inspection to confirm pipework is in good order	N/A	PCC	Ongoing	Ongoing	Ongoing
Work Equipment: <ul style="list-style-type: none"> Defective or poorly maintained power tools (e.g., lawnmowers, strimmers, etc.) Defective or poorly maintained hand tools 	1 cordless strimmer 4 petrol mowers	Safety notes for using Petrol Mower/Strimmer in the Gardening book in the church entrance	Users	Ongoing	Ongoing	Ongoing
Hazard Substances: <ul style="list-style-type: none"> Maintenance products (for example, petrol, liquefied petroleum gas, etc.) Horticultural products (for example, pesticides, weedkillers, fertilisers, etc.) 	Petrol stored in appropriate marked up container and kept in locked area	N/A	Users	Ongoing	Ongoing	Ongoing
North Wall to rear of church grounds.	Low level wall showing signs of leaning due to foundation affected by vegetation	Monitor risk but no physical injury risk noted	Architect to assess and advise as part of Quinquennial report	Kept under review	Ongoing	TBA and aligned with risk.

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Area Assessed

St Andrews Pelly Room

Who might be harmed?

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 parent and toddler groups, cubs and brownies, keep fit classes,

<p>Trips:</p> <ul style="list-style-type: none"> 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) 	Care taken when entering Pelly room main entrance step.	Consider 30mm white band painted on leading edge of Entrance step.	PCC to review risk	Ongoing	Ongoing	Ongoing
<p>Slips:</p> <ul style="list-style-type: none"> 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.) 	<p>Non slip floor covering</p> <p>Managed by good housekeeping</p> <p>Risk managed by doormat and non slip floor finish.</p>	N/A	All persons	Ongoing	Ongoing	Ongoing

What is the risk?	Existing precautions in place	Additional precautions required	Who needs to take action?	Completion date?	Done?	Completion date
Falls from Height: <ul style="list-style-type: none"> When changing light bulbs. When cleaning or decorating. When putting decorations or displays up or access is required 	General Health & Safety awareness. Low ceiling.	Person to be accompanied	All persons	Ongoing	Ongoing	Ongoing
Fire: <ul style="list-style-type: none"> Accumulations of combustible waste Accumulations of flammable Materials Blocked or obstructed exit routes Locked escape doors Portable heaters Candles 	Risk managed by good housekeeping Designated means of escape. Door furniture on escape doors satisfactory to give clear means of escape. Fixed heaters in place. Candles not allowed	Monitor and manage risks. Fire exit to remain clear at all times	PCC and persons hiring / using facility	Ongoing	Ongoing	Ongoing
Electricity: <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 	Fixed wiring to be tested / maintained to IEE18th Edition standards. PAT tested every 12 months and to include extension leads.	N/A	PCC	EICR Due 13.6.27 PAT due 30.5.23	Ongoing	Ongoing
Gas: <ul style="list-style-type: none"> Defective or poorly maintained gas boilers Faulty portable gas heaters 	No Gas supply / boiler	N/A	N/A	N/A	N/A	N/A

What is the risk?	Existing precautions in place	Additional precautions required	Who needs to take action?	Completion date?	Done?	Completion date
Food Preparation: <ul style="list-style-type: none"> Defective cooking equipment Unsecured or poorly positioned hot water boilers Unclean food preparation areas Inadequate washing facilities 	All electric cooking equipment. Microwave cooker, kettle, fridges to be PAT tested	PAT Test appliances	PCC	PAT due 30.5.23	Ongoing	Ongoing
Asbestos: <ul style="list-style-type: none"> In insulation, lagging or fire protection In wall and roof linings 	Recent building standards with no known use of asbestos.	N/A	N/A	N/A	N/A	N/A
Glazing: <ul style="list-style-type: none"> Non-safety glass in doors, partitions or floors 	No low level glazing presenting hazard	Consider clear safety film if more detailed Risk Assessment identifies risk to user group/s.	PCC awareness	N/A	N/A	N/A
Hazardous Substances: <ul style="list-style-type: none"> Cleaning products (for example, polish, drain cleaner, etc.) 	Stored in a locked COSHH cupboard	N/A	N/A	Ongoing	Ongoing	Ongoing
Manual Handling (Lifting or Carrying): <ul style="list-style-type: none"> Bulky or unwieldy furniture (for example, chairs) Heavy audiovisual computer equipment General rubbish that may include breakages (for example, glass) 	Practice of safe manual handling		All persons	Ongoing	Ongoing	Ongoing

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Risk Assessment for other Events / Activities / Social / Maintenance as detailed with a record of Risk, How this is managed,

Note: RISK RATINGS on 5 x 5 Matrix - Risk x Likelihood

Scores with Risk Rating equal or above 15 to be reviewed and agreed by PCC

Level of Risk					
	Most likely consequence (if in doubt grade up, not down)				
Likelihood of occurrence	None (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Almost certain (5)	5	10	15	20	25
Likely (4)	4	8	12	16	20
Possible (3)	3	6	9	12	15
Unlikely (2)	2	4	6	8	10
Rare (1)	1	2	3	4	5

Event	Date	Purpose	Location	Public Access Y/N	Hazards and how managed	Event Lead	Other / Approval by PCC