



Diocese of Arundel & Brighton

Risk Assessment

(Section 3)

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The Diocesan health and safety policy and supporting documentation has been split into 4 sections as follows:

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Risk assessment

Why we carry out risk assessment and what it is

The Management of Health and Safety at Work Regulations, 1999 place a legal duty on employers and the self employed to assess the risks to the health and safety of employees and others, including volunteer workers.

Risk assessment isn't rocket science. The Regulations state that 'For small businesses presenting few or simple hazards a suitable and sufficient risk assessment can be a very straightforward process based on informed judgement and reference to appropriate guidance. Where the hazards and risks are obvious, they can be addressed directly. No complicated processes or skills will be required.¹

It is a process which carefully examines what, in your building(s) and the activities you undertake in them could cause harm to people. These are the **hazards**.

Once you know what the hazards are you can decide whether what you already do to remove or reduce these hazards is enough or whether you should or could do more to prevent the harm. In making this decision you will need to consider what the risks of harm being caused are and who and how many people could be affected.

Your aim is to remove the hazard altogether or make the risk from the hazard as small as possible.

Key terms:

- **Hazard** means something that can cause harm.
- **Risk** is the probability, high or low, that somebody will be harmed by the hazard.

¹ Management of Health and Safety at Work Regulations, 1999 ACOP Regulation 3 Item 13
H&S Policy Section 3 08/01

How to carry out a risk assessment

The HSE recommends a 5 step approach to risk assessment and this is published in the leaflet enclosed with this manual. (*HSE Books, 5 steps to Risk Assessment INDG163 (rev2)*).

To assist you further in the risk assessment process useful information relating to key health and safety issues and particular activities likely to occur in most parishes are included.

This information gives you:

- details of relevant legislation should you wish to broaden your knowledge or back up your decisions;
- the main hazards to consider
- the main risks to consider
- who might be harmed
- action to consider to control the risk of harm, some of which you will already be implementing.

The hazards and risks are not necessarily exhaustive and indeed there may be some which are peculiar to your particular circumstances. Similarly, you may decide that additional or alternative control measures are more appropriate.

Some control measures are mandatory and it is worth checking if you intend to implement significantly different controls in dealing with your particular hazards and risks.

Recording and implementing your risk assessment

If you have fewer than 5 employees you do not need to write your risk assessment down. Most parishes employ less than 5 people but rely on volunteers to carry out tasks. Volunteers are treated in the same way as employees in health and safety terms and therefore you should write your risk assessment down. Having a written record of your risk assessment enables you to show due diligence and will help you review your risk assessment in the future.

Recording your risk assessment need not be complicated. A form is available in the HSE leaflet or in the '*Forms and Notices*' Section 4' of the Diocesan Health & Safety Manual. You may prefer to produce your own form tailored to your specific circumstances.

Applying priority and timescale for action

It is helpful to apply a scale of priority to action arising from a risk assessment. Sometimes control measures will be very important and you will have to implement them immediately. Some action will be less urgent and you will be able to allow a period of months to go by before you need to have implemented them. Some controls will take a few months to complete because they require structural work to be undertaken. The important thing is that you have discharged your duty of care and set the wheels in motion.

There are no set rules for applying priority and timescale for action, but good practice suggests the following:

High priority

Where a hazard is likely to occur frequently and is likely to cause a lot of harm to most people who encounter it, then a high level of priority should be attached to control measures which will reduce it. These measures should be implemented within a maximum of 1 month; some will need to be actioned immediately.

Medium priority

Where a hazard occurs fairly frequently and is likely to adversely affect some of those who encounter it then a medium level of priority should be attached to control measures. Such measures should be implemented within 6 months of the risk assessment.

Low priority

Where a hazard rarely occurs and when it does very few, if any people will be affected by it, then a low level of priority can be attached to control measures. In this case it would be acceptable to apply a period of many months to implementation. Often low priority controls can be reconsidered during an annual review of the risk assessment to decide whether they are still relevant or whether they should be assigned a higher level of priority.

Where to get help

If you are in any doubt about any aspect of the risk assessment process then you should seek further guidance from one of the sources listed in the '*Get some help*', *Section 1* of the Diocesan Health & Safety Manual.

Assessment subject: Accidents and Emergencies
See also 'Fire Safety' Risk Assessment, Section 3

Regulations & ACOP

The Management of Health and Safety at Work Regulations 1999

The Health and Safety (First Aid) Regulations 1981

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

The Regulatory Reform (Fire Safety) Order 2005 (RRFSO)

Hazards Identified

Dangerous situations e.g. fire, explosion, accidents

The provision of first aid treatment

Risks Identified

Exposure to serious and imminent danger

Inadequate emergency planning

Inappropriate first aid treatment likely to result in injuries being made worse or being wrongly treated.

Who and how many might be harmed?

Clergy, staff, volunteers, parishioners, visitors, contractors

Particularly vulnerable are the elderly and frail, disabled and young children

Action to consider

Compile an emergency plan for each of your parish buildings. Since this plan will have to rely on personnel to implement it you must establish who those personnel are and ensure they understand what their role in the plan is.

Provide and maintain adequate numbers of appropriately stocked first aid boxes.

Ensure first aid boxes are clearly visible and accessible.

Ensure first aid boxes are checked regularly and kept adequately and appropriately stocked.

Ensure people know who or where to go for emergency aid.

Provide adequate and appropriately trained first aid cover as a minimum at busy services and events. Where first aiders are not available, appointed persons may be nominated to take charge of the co-ordination of activities in the event of an emergency occurring. Such appointed persons are only responsible for summoning trained personnel or professional assistance and should not administer first aid treatment

other than emergency treatment, and only when specifically trained.
on site at all times.

Provide and maintain a suitable accident book.

Ensure people using your buildings understand how to report accidents.

Report accidents, diseases and dangerous occurrences to the ICC
(Incident Contact Point) in accordance with RIDDOR.

Assessment subject: Asbestos

Regulations & ACOP Control of Asbestos at Work Regulations 2006
Hazards Identified Asbestos fibres found in many and various building products from the 1950's to the end of the 1990's. Asbestos fibres located in machine parts e.g. lift braking systems, organ blowers.
Risks Identified Asbestosis or Fibrosis Lung cancer Mesothelioma
Who and how many might be harmed? Staff, volunteers, visitors, contractors
Action to consider Ascertain presence of asbestos in the building; the type, amount and condition of the material. Presume material contains asbestos until you have proved otherwise. If material is in good condition - monitor. If material damaged or in poor condition then seek professional assistance to remove or encapsulate. Diocesan personnel (employees or volunteers) must not be permitted to work with asbestos unless they have received training in the working with asbestos from a recognised training provider. Create and maintain a log of the location and condition of asbestos containing materials. Provide information on the location and condition of asbestos to anyone likely to disturb it in the course of their work activity. Only use approved contactors for the removal or maintenance of asbestos. Formulate an emergency plan should asbestos become damaged and exposed accidentally. Monitor and review condition of asbestos annually.

Assessment subject: Balcony

Regulations & ACOP

Management of Health and Safety at Work Regulations 1999
Workplace (Health, Safety & Welfare) Regulations 1992
Regulatory Reform (Fire Safety) Order 2005

Hazards Identified

One access/egress
Stairs
Poor lighting
Seating
Stored items
Guard rail
Sources of ignition on or in proximity to the balcony

Risks Identified

Slips, trips and falls
Inability to escape in the event of fire because the escape route is unusable
Fire
Poor emergency planning and lack of trained personnel to implement the emergency plan.

Who and how many might be harmed?

Young children, the elderly and infirm, disabled people, clergy, staff, visitors, volunteers, contractors, people who are unfamiliar with the layout of the building

Action to consider

The access to the balcony should be restricted by means of a locked door or other physical barrier when the building is unattended or if the balcony is not used.

The escape route from the balcony must be unobstructed, free of slip, trip and fall hazards and capable of being followed in the event of a power failure.

Seating must be arranged to avoid the risk of obstruction.

Stored items on the balcony must be kept to a minimum.

Access stairs must be sufficiently well lit to avoid falls, steps may be defined by the use of contrast paint or material on the step nosings and a secure handrail must be available.

Where there is onward access from the balcony to the tower the access should be restricted.

The escape route from the balcony should be adequately protected from the risk of ignition e.g. by the installation of automatic detection and warning in organ chambers.

The numbers using the balcony must be consistent with the means of escape.

Any guarding to the balcony e.g. the front or sides must be suitable and sufficient to avoid the risk of falls. Generally guarding on installations prior to January 1993 should extend 1100mm above the level of the floor of the balcony. If you regularly use the balcony as overflow seating for members of the public you are advised to increase the height of guarding which is less than 1100mm.

Lighting on the balcony should be sufficient to enable people on the balcony to make their way to the stairs safely.

Children using the balcony should be supervised by a responsible adult.

People using the balcony must be physically capable of making an emergency escape.

When the balcony is in use as overflow seating for members of the public or as a location for the choir and organist/ music group the area must be included in your emergency plan. Accordingly the organist/ choir master should be aware of their responsibility in managing an emergency escape or stewards should be allocated responsibility for assisting members of the public from the area in an emergency.

People with a responsibility for implementing the emergency plan must be familiar with their role and have received any necessary training e.g. selection and use of fire fighting equipment.

Suitable and sufficient fire fighting equipment should be available on the balcony.

Assessment subject: Basement

Regulations & ACOP

Workplace (Health, Safety & Welfare) Regulations 1992
The Regulatory Reform (Fire Safety) Order 2005
Working at Height Regulations 2005
Control of Pollution (Oil Storage) Regulations 2001
Management of Health and Safety at Work Regulations 1999

Hazards Identified

Sources of ignition
Sources of fuel
Poor access
Stored items and storage equipment
Inadequate lighting
Water ingress

Risks Identified

Fire
Explosion
Flood
Slips, trips and falls
Manual handling injury
Pollution from heating oil leaks

Who and how many might be harmed?

Staff, volunteers, visitors, contractors
Environmental damage

Action to consider

Ensure access to basement areas is adequately restricted to authorised persons only by means of locked doors.

Ensure that the access is suitably and sufficiently guarded to prevent falls from an unguarded edge.

Ensure that the access is adequately lit and that once in the basement there is suitable and sufficient illumination to carry out tasks required.

Steps leading to a basement should include a secure handrail and steps should be maintained in good order. Defining the step nosings with contrast paint helps to reduce the risk of falls.

Where the access to the basement is by means of a fixed ladder the ladder must be safely maintained and adequately guarded to reduce the risk of and consequences of a fall. (*See Risk Assessment: Working at Height*)

Where the access to the basement is by means of a temporary ladder the requirements of the Working at Height Regulations 2005 should be applied. (*See Risk Assessment: Working at Height*)

Basements which house the central heating boiler should not be used as storage areas. All stored items should be removed.

Where the basement houses the central heating boiler and includes separate storage rooms these rooms must be suitably and sufficiently protected from the spread of fire from the boiler.

High voltage equipment in basements must be kept clear of combustible material.

The basement must be capable of limiting fire spread to the upper floor for at least 60 minutes.

Suitable and sufficient means of detecting and warning of fire must be included in the basement.

Where there is a risk of flooding in a basement automatic pumping equipment should be installed and maintained.

Where there is risk of contamination of flood water by heating oil, pumped flood water should be removed to a separate holding tank.

Suitable and sufficient manual fire fighting equipment must be provided in the basement.

Where basements are regularly used e.g. as meeting rooms integrated emergency escape lighting should be installed.

Assessment subject: Barbeque

Regulations & ACOP

The Food Hygiene (England) (No 2) Regulations 2005

Workplace (Health, safety and welfare) Regulations 1992

The Dangerous Substances & Explosive Atmospheres Regulations 2002
(*For gas fired barbeque equipment*)

Hazards Identified

Fire

Explosion (*of gas cylinders*)

Food

Large numbers of people

Young children

Risks Identified

Burns and other injuries from fire or explosion

Food poisoning

Who and how many might be harmed?

All those attending the event

Particularly vulnerable are the elderly and frail, disabled and young children

Action to consider

Ensure barbeque equipment is sited on a firm, level surface.

Restrict access to the barbeque equipment.

Protect children from barbeque equipment.

Provide protective gloves to cooks.

Use barbeque lighter fuel, not petrol or similar.

For gas fired equipment:

- Check cylinders for damage. Faulty or damaged cylinders should be clearly identified DO NOT USE.
- Check valves and leads regularly for leaks.
- Arrange for the equipment to be checked regularly by a competent person.
- Keep stocks of gas to a minimum and store supplies in a separate locked outbuilding.

Ensure food is stored and prepared safely. Make sure that food is thoroughly cooked. **(See - 'Kitchen and Food Safety' Health and Safety Topics, Section 2 and relevant risk assessments in Section 3).**

Ensure all food preparation surfaces are thoroughly clean.

Provide hand washing facilities for cooks.

Have fire fighting equipment on hand.

Form an emergency plan and ensure all those involved know what to do in an emergency.

Ensure you have enough appropriately trained first aid personnel on site and everyone knows where to go to get help.

Ensure suitable and sufficient first aid equipment is to hand and every one knows where it is.

Ensure you have prepared for people with food allergies.

Provide information on ingredients for people with food allergies.

Assessment subject: Bonfires and the Easter Fire

Regulations & ACOP

Health and Safety at Work etc Act, 1974
Management of Health and Safety at Work Regulations 1999
The Firework Regulations 2004
The Regulatory Reform (Fire Safety) Order 2005 (RRFSO)

Hazards Identified

Fire
Fireworks
Explosion
Vandalism
Crowds
Vulnerable groups e.g. young children, elderly and disabled

Risks Identified

Burns or other injury from bonfire

Burns or other injury from fireworks

Explosion from pressurised containers hidden in the bonfire

Poisoning from toxic fumes from burning items e.g. furniture

Irrational behaviour from frightened spectators

Slips, trips and falls on uneven ground, concealed trip hazards and poor light.

People with poor mobility having difficulty accessing or leaving the site.

Who and how many might be harmed?

All those attending the event, passers by.

Action to consider

Inform the local authority and emergency services about your intended event and plan the event thoroughly from the start.

Ensure the site includes appropriately sized spectator, safety, and bonfire areas.

Limit spectators to the spectator area only. Prevent access to other areas by means of a suitable physical barrier.

Keep emergency service routes into the site clear at all times.

Provide at least 2 spectator exits (suitably spaced and sized. Keep these free from obstruction, well lit and well marked.

Ensure you have enough appropriately trained first aid personnel on site and that every one knows where to go to get help.

Ensure suitable and sufficient first aid equipment is to hand.

Provide adequate stewards to police the area and make sure they are clearly visible.

Provide all stewards and officials with torches.

Keep parked cars away from the site and manage traffic routes into the site safely.

At the planning stage form an emergency plan and ensure everyone involved in the organisation and policing of the event is familiar with it.

Bonfire marshals should wear clothing with low flammability levels. A fire blanket should be to hand in the bonfire area and marshals should know how to deal with burn injury.

Check the bonfire before lighting it for evidence of dangerous items and children or animals that might be hiding inside.

During the construction stage of the bonfire prohibit the inclusion of dangerous items which could explode or give off toxic fumes.

Provide sand buckets, water buckets and fire extinguishers on site to deal with small fires.

Be vigilant for less able spectators who are in difficulty or are at increased risk.

Ensure you have enough appropriately trained first aid personnel on site and everyone knows where to go to get help.

Ensure suitable and sufficient first aid equipment is to hand and every one knows where it is.

Make sure your controls are suitable and sufficient for the number of people you are expecting. If you are unable to control your numbers safely then you must reduce the numbers until you can.

Ensure the requirements of the Firework Regulations 2004 are met if fireworks are being included in your event.

Garden Bonfires

There may be specific byelaws that prohibit the lighting of bonfires or restrict lighting times in your area. You should seek the advice of your local authority.

Regardless of any enforceable restrictions, if your bonfire causes a nuisance to people in neighbouring property they may take action against you under the Environmental Protection Act 1990. If smoke from your bonfire causes a traffic nuisance on the nearby highway you may be liable under the Highways Act 1980.

Avoid lighting a bonfire in unsuitable weather conditions. Smoke hangs in the air on damp still days and will be blown across to neighbouring

properties or into the highway on a windy day. Where there has been a period of drought or persistently dry weather it is inadvisable to light a bonfire to avoid the risk of it spreading rapidly.

Try to avoid burning damp material which produces a lot of smoke.

Avoid lighting the bonfire when air pollution in the area is high or very high. Information about air quality can be found in weather forecasts or by visiting www.airquality.co.uk

Assessment subject: Building and maintenance work

Regulations & ACOP

Workplace (Health, Safety and Welfare) Regulations, 1992
Provision and Use of Work Equipment Regulations 1998
Construction (Design and Management) Regulations 2007
Control of Substances Hazardous to Health 2002
Work at Height Regulations 2005
Control of Asbestos at Work Regulations 2006
Electricity at Work Regulations 1989
Building Regulations 2000
Regulatory Reform (Fire Safety) Order 2005

Other regulations will apply depending on the specific nature of the building work.

Hazards Identified

Falling from height
Being struck by falling objects
Being struck by moving objects e.g. cranes, delivery lorries
Contact with electricity
Exposure to harmful substances e.g. asbestos, paints, cleaning chemicals
Striking buried electricity cables or gas pipes
Burial by excavation collapses

Risks Identified

Death, injury or illness from exposure to building and maintenance work.

Who and how many might be harmed?

Clergy, staff, volunteers, parishioners, visitors, contractors

Particularly vulnerable are the elderly and frail, disabled and young children

Action to consider

Contractors should be appropriately competent and qualified to carry out the task for which they are engaged. Checks should be made to ensure that they carry suitable and sufficient liability insurance and references should be requested and followed up.

Where appropriate the requirements of the Construction (Design and Management) Regulations 2007 should be discussed and implemented.

Always check method statements (verbal discussion may be more appropriate in some cases) and take the time to observe work in progress from time to time to satisfy yourself that high safety standards are maintained. In particular establish that safe procedures are to be followed:

1. Where there is to be any hot work on site (e.g. welding, soldering, paint stripping), ensure that all necessary controls have been put in place to prevent fire.
2. Where temporary electrical equipment is to be used.
3. Where escape routes and external exits are unavoidably obstructed.

4. Where combustible materials are temporarily introduced onto escape routes.
5. Where fire safety equipment is temporarily affected.
6. Where fire resisting partitions are breached or fire doors are being wedged open.
7. Where additional personnel may be on site who are unfamiliar with the layout of the building.

Where hazardous substances are being used in the course of building and maintenance works, ensure all requirements under COSHH have been satisfied. **(See 'Chemicals' Health and Safety Topics, Section 2 and Risk Assessment, Section 3)**

Where you are providing equipment for use in any building or maintenance work ensure it is suitable and safe.

Use barriers and signs as appropriate to indicate where work is in progress and prevent access to work sites by unauthorised persons if appropriate.

Ensure scaffolding cannot be easily accessed by unauthorised persons. E.g. ladders left nearby.

Conduct risk assessments for all works to be undertaken by staff or volunteers. Record your findings. Take any action arising from the assessment.

If maintenance work is to be undertaken by a member of staff e.g. caretaker or a volunteer, ensure they are competent and capable of completing the task without endangering the health and safety of themselves or others.

Ensure staff and volunteers are aware of the Diocesan insurers working height limit of a maximum 6 feet (2 meters) above floor level. **(See 'Working at Height' Health and Safety Topics, Section 2 and Risk Assessment Section 3)**

Attention should be drawn to the Diocesan Health and Safety Statement of Intent (*see Section 1 of the Diocesan Health & Safety Manual*) and contractors should be asked to indicate their willingness to co operate with the Health and Safety Policy by signing a copy of the Contractor's Form (*see Section 4 of the Diocesan Health & Safety Manual*).

Assessment subject: Candles

Regulations & ACOP

Management of Health and Safety at Work Regulations 1999
Regulatory Reform (Fire Safety) Order 2005

Hazards Identified

Fire
Hot wax

Risks Identified

Death and personal injury from exposure to fire.

Loss and damage to property from exposure to fire.

Personal injury from exposure to hot wax.

Who and how many might be harmed?

Clergy, employees, volunteers, parishioners, visitors

Action to consider

Place candles on heat resistant surfaces. Be especially careful with tea lights, which get hot enough to melt plastic.

Place candles in a firm, upright holder to prevent them falling over. The holder also needs to be stable to prevent it from falling over.

Never put candles near curtains, other fabrics, furniture or other combustible material.

Make sure there is at least 3 feet (1 metre) between a candle and any surface above it.

Votive candles must be used in a glass or metal holder.

Never touch or move a votive or container candle when the wax is liquid.

Candles should be kept out of the reach of children unless under strict supervision. Present baptismal candles to the parents of very young children. Ask parents to be vigilant during Easter Vigil service.

Use drip trays with hand held candles. **(See 'Easter Triduum' Section 3, Risk Assessment).**

Regularly check votive holders removing used candles.

Votive candles should be extinguished prior to leaving the church unattended.

Assessment subject: Chemicals

Regulations & ACOP

Control of Substances Hazardous to Health Regulations 2002

Hazards Identified

Storage and handling of chemicals, waste, gases and other substances likely to cause harm.

Who and how many might be harmed?

Clergy. staff, volunteers, parishioners, visitors, contractors

Risks Identified

Poisoning as a result of ingestion of chemicals

Inhalation of fumes from substances

Caustic action resulting from chemical splash or spill on the skin or eyes

Disease as a result of exposure to dangerous substances e.g. asbestos

Explosion resulting from leakage of gas e.g. LPG

Action to consider

Keep all chemicals out of the public domain, preferably under lock and key.

Keep all chemicals out of the reach of children.

As far as possible use chemicals normally available and used in the domestic retail market. People are usually more familiar with such products.

Purchase chemicals from a reputable supplier.

Purchase chemicals in child proof containers.

Ensure all substances are clearly labelled.

Replace hazardous substances with safer alternatives where possible.

Ensure safety information is available for all chemicals used. Safety information is displayed on the packaging of most products and additional information can be found by obtaining the safety data sheet for the product from the manufacturer.

Ensure that people expected to use chemicals know how to do so safely. Personnel should be advised of the following:

1. Selection of appropriate chemicals (which chemical to use for which task)
2. Characteristics of chemicals (colour, smell, consistency). This is helpful in enabling people to identify product which has deteriorated.
3. Correct use of products (including any instructions for

diluting, avoidance of contact with incompatible products etc)

4. Safety clothing or equipment
5. First aid instructions

Where people using chemicals are unfamiliar with the English language it will be necessary to pay extra attention to ensuring they understand safety information e.g. translating safety information into their language.

Provide adequate and appropriate personal protective equipment where necessary.

Ensure staff, volunteers and contractors are aware not to bring hazardous substances on to the premises without permission.

Prevent the build up of waste to reduce incidence of pests and associated disease.

Ensure safe procedures are in place and followed for the disposal of clinical waste. E.g. Supply bio hazard clean up kits for the disposal of bodily fluids.

Investigate providers of female sanitary disposal services.

Know what hazardous substances are on your premises. Assess the risks and implement the necessary controls to prevent illness. E.g. location of asbestos.

Assessment subject: Children and Young People

Regulations & ACOP Management of Health and Safety at Work Regulations 1999 Regulatory Reform (Fire Safety) Order 2005
Hazards Identified Inexperience Immaturity Lack of awareness of hazards and risks Separation from parents/ carers
Risks Identified Accident or ill health arising from the above hazards.
Who and how many might be harmed? Children and young people, clergy, staff, visitors, volunteers, contractors
Action to consider Restrict under 18's to work which is either supervised or carries very little and low risk. Inform parents and guardians of under 16's of the tasks their children will be involved in and the risks identified and obtain consent where appropriate. Provide thorough induction and on going training. Ensure adequate supervision of children and young people. Children under 16yrs should not be permitted access the tower unless accompanied by a supervising adult. Children under 16yrs should not be permitted access to the balcony unless accompanied by a supervising adult. Children should not be permitted access to the bell chamber. Children must not be permitted to undertake litter picking activities. Children must be considered in your emergency plan for each building. In particular be aware that where family groups have become separated human behaviour typically is to regroup before leaving the building. If you are planning an activity which involves the separation of children from their family members then where separated children are located will have an impact on the flow of escape from the building. Depending on where children are located will increase the likelihood of a significant number of people attempting to move against the general flow of escape. Parent's trying to reach their children before evacuating may be forced to travel contrary to the flow of escape to the main exit. It is always advisable not to locate separated children where a contra flow of escape would result. Follow guidelines in Diocesan child protection policy. 'Safe and Sound' .

Assessment subject: Church Tower/ Spire/ Steeple

Regulations & ACOP

Workplace (Health, safety and welfare) 1992
The Provision and Use of Work Equipment Regulations 1998
Personal Protective Equipment at Work Regulations 1993
Work at Height Regulations 2005

Hazards Identified

Difficult access and egress
Steps
Ladders
Low beams
Poor lighting
Bells and ropes
Machinery (e.g. clock mechanisms)
Roof

Risks Identified

Slips, trips and falls from poorly maintained steps, defective ladders or inadequate lighting.
Contact with low beams.
Temporary or permanent hearing damage from bells.
Entrapment with ropes or machinery.
Falls from roof.
Falls from steps
Impaired escape in the event of a fire.

Who and how many might be harmed?

Persons accessing the area

Action to consider

Keep access to area locked and restrict access to authorised persons only. This would normally be for persons involved in building and maintenance work who are trained to work in such areas.

Guard low beams or display warning notices on them.

Monitor the condition of steps and ladders and repair defects immediately.

Provide handrails on stair ways and guarding around roofs.

Compile and implement a safe procedure to prevent bells being rung whilst person(s) are in the bell chamber.

Provide suitable and sufficient guarding on machinery.

Ensure all areas are well lit including provision of suitable and sufficient escape lighting.

Restrict access to bell ropes and leave 'down' if possible. Where bells are

left 'up', ensure they are properly locked off. Leave a warning notice indicating whether the bells were left 'up' or 'down.'

Carry out regular checks on bells, bell ropes and associated equipment.

Supply any personal protective equipment necessary and ensure those using it are trained in how to use it, store and maintain it safely. **(See 'Personal Protective Equipment' Health and Safety Topics and Risk Assessment Section 3).**

Consider how adequate fire warning will be given to person(s) in the tower (particularly when lone or few persons are in the building).

Consider how people in the tower will escape in the event of a fire.

Tower tours

Tower tours should generally be restricted to numbers not exceeding 15 in a group including the stewards of which there should be a minimum of 2, one leading and one bringing up the rear.

Large items of baggage should not be left at ground level.

Stewards should be able bodied and at least 18 years old.

People undertaking a tower tour should be advised of any difficulties with the climb e.g. particularly long, awkward or steep.

Vulnerable people e.g. elderly, infirm, disabled, pregnant or suffering from heart or respiratory disorders or any other condition which could be affected by the climb should be asked to consider the suitability of taking part in a tour and if necessary should be prevented from joining a tour.

See also Children and Young People & Working at Height

Assessment subject: Cleaning

Regulations & ACOP

Workplace (Health, Safety and Welfare) Regulations 1992
Management of Health and Safety at Work Regulations 1999
Control of Substances Hazardous to Health 2002
Provision and Use of Work Equipment Regulations 1998
Manual Handling Operations Regulations 1992
Personal Protective Equipment at Work Regulations 1992
Work at Height Regulations 2005

Hazards Identified

Electricity
Chemicals
Temporary occurrences e.g. trailing cables, items moved for cleaning.
Personal Security
Manual Handling

Risks Identified

Death or injury from faulty work equipment.

Death, injury or ill health from chemicals.

Death, injury or ill health from insufficient and inadequate information and training on how to use equipment and chemicals and safe systems of work.

Slips, trips and falls caused by cleaning work in progress.

Death, injury or ill health caused by non consensual violence.

Musculoskeletal injury caused by unsafe lifting and moving operations.

Who and how many might be harmed?

Employees or volunteers involved in cleaning tasks, clergy, employees, volunteers, parishioners, visitors and contractors

Action to consider

Ensure electrical appliances are checked at each use for defects and formally tested and inspected in accordance with '**Suggested Testing and Inspection Intervals for Low Risk Sites**', **Health and Safety Topics, Section 2.**

Ensure defective equipment is removed from service until repaired.

Provide clear instruction on correct use of equipment.

Only use cleaning products available in retail supermarkets.

Ensure cleaners are aware of the health and safety risks of the chemicals they use and what to do in an emergency.

Use products in accordance with manufacturer's instructions.

Avoid decanting products into alternative containers. Where this is unavoidable, ensure containers are clearly labelled with the contents.

Keep cleaning products out of the public domain.

Provide personal protective equipment (PPE) as necessary. **(See 'Personal Protective Equipment' Section 2, Health and Safety Topics and Section 3, Risk Assessment).**

Provide instruction on correct use, maintenance and storage of PPE.

Provide suitable and sufficient warning of cleaning in progress. Ensure cleaners use warning equipment correctly.

Discourage trailing cables across thoroughfares and stairways. Where this is unavoidable, ensure adequate warning is provided to all societal groups likely to encounter the hazard e.g. disabled people, young children.

Do not allow any one to stand with their feet more than 2metres off the ground.

Ensure safe procedures are followed for working at height and use of working at height equipment. **(See 'Working at Height' Section 2, Health and Safety Topics, and Section 3, Risk Assessment).**

Ensure safe procedures are followed for manual handling operations and use of lifting equipment. **(See 'Manual Handling' Section 2, Health and Safety Topics and Section 3, Risk Assessment. Also, 'General Guidance for Manual Handling Risk Assessments' Section 3, Risk Assessment).**

Follow safe procedures for lone working where necessary. **(See 'Security and Personal Violence' Section 2, Health and Safety Topics and Section 3, Risk Assessment).**

Consider personal factors when determining the suitability of an individual working alone. Never allow ladder work to be undertaken alone.

Assessment subject: Confined spaces

Regulations & ACOP

Confined Spaces Regulations, 1997

Personal Protective Equipment Regulations 1992

Hazards Identified

Cellars

Graves

Wells

Closed and unventilated rooms

Tanks e.g. oil storage tanks

Risks Identified

Explosion from gases.

Inhalation of toxic gas, fume or vapour.

Inadequate supply of fresh air.

Ingress of water leading to drowning

Exposure to excessive heat.

Collapse of trench or pit (**See 'Graveyards' Risk Assessment, Section 3**).

Injury from accidentally falling into a confined space.

Who and how many might be harmed?

Persons entering confined spaces accidentally or otherwise.

Action to consider

Identify all confined spaces.

Do not allow anyone to work in a confined space unless they are trained to do so. Use contractors where possible.

Where possible do the work required from the outside.

Test the atmosphere to check it is free from toxic or flammable vapours and that there is enough fresh air.

Ensure an adequate supply of fresh air.

Where appropriate, isolate the confined space to prevent dust, fume or hazardous substances getting in.

Use non sparking tools.

Keep the space clean to avoid the build up of fumes from residues while work is in progress.

Do not use petrol or diesel equipment inside the confined space.

Do not allow lone working. Ensure rescue equipment and trained personnel are on hand to rescue and resuscitate if necessary.

Provide safe lighting (e.g. low voltage).

Provide any personal protective equipment necessary and ensure those using it are correctly informed of how to use it correctly, store and maintain it safely. **(See 'Personal Protective Equipment' Health and Safety Topics, Section 2 and Risk Assessment Section 3)**

Limit working time in confined spaces and use a permit to work system.

When working in a trench or pit which exceeds 1.2.m in depth, ensure the sides are unlikely to collapse by providing supports or designing the cut of the ground to slope.

Assessment subject: The Deceased

Regulations & ACOP

Public Health and Infectious Diseases Regulations 1988
Personal Protective Equipment Regulations 1992

Hazards Identified

Disease and infection.

Risks Identified

Infection from contact with secretions from the deceased after being brought into the church.

Who and how many might be harmed?

Clergy, staff, parishioners, visitors, contractors

Action to consider

Exhumation should only be carried out under Environmental Health supervision and Home Office licence.

Contractors (undertakers) should be used in management of the deceased wherever possible.

Suitable and sufficient personal protective equipment should be provided when a task involves direct contact with the deceased or secretions from the deceased. Staff must be informed of the reasons for its use and be aware of how to use, store and maintain it safely. **(See 'Personal Protective Equipment' Health and Safety Topics, Section 2 and Risk Assessment, Section 3).**

Use Bio Hazard Clean Up Kits to clean up secretions from the deceased. Dispose of all contaminated waste responsibly.

Compile a safe procedure for infection control and ensure those at risk are made aware of it.

Assessment subject: The Disabled and Vulnerable People

Regulations & ACOP

Workplace (Health, safety and welfare) Regulations 1992

The Disability Discrimination Act, 1995

The Regulatory Reform (Fire Safety) Order 2005

Hazards Identified

Reduced mental and/ or physical ability to react to hazards present in the environment.

Inadequate access/ egress.

Risks Identified

Musculoskeletal injury from lifting equipment or people.

Inadequate training in use of portable access equipment resulting in injury to users, helpers and other affected persons.

Injury from inadequate provision of access/ egress e.g. inadequately wide doorways, inadequate access ramping.

Injury from inadequate provision of helpful aids to the partially sighted e.g. slips, trips or falls on poorly defined steps, inadequate lighting or concealed trip hazards.

Inadequate provision of handrails.

Uneven pathways, thoroughfares and stairways.

Death or injury from lack of provision of helpful aids to the deaf or hard of hearing e.g. visual fire warning system.

Death or injury from lack of emergency planning.

Stress and anxiety caused to disabled persons/ vulnerable persons where a lack of sympathy and planning, so far as is reasonable, prevents them from participating in parish work or parish life.

Who and how many might be harmed?

Disabled persons/ vulnerable people and their carers, clergy, staff, volunteers, parishioners, visitors, contractors

Action to consider

Undertake a Disability Audit of your building(s) to see what measures you have taken and what more you could do to improve access for the disabled. (The Disability Discrimination Act provides clear and specific directives on what you must and should do. **See Parish Administration Manual – Legal Matters**)

Ensure that you have made provision for the safety of people with disabilities in respect of emergency evacuation. Procedures should be made clear to those with responsibility in this area.

Ensure that any physical adjustments you make to assist disabled access (temporary or permanent) do not compromise the safety of other people using the buildings e.g. portable access equipment left in place after use may cause another visitor to trip and fall.

Ensure that staff and volunteers are trained in manual handling operations.

Follow relevant guidance in '**Safe and Sound**' Diocesan child protection policy.

Assessment subject: The Easter Triduum

Regulations & ACOP

Health and Safety at Work etc Act 1974
Management of Health and Safety at Work Regulations 1999

Working at Height Regulations 2005
Regulatory Reform (Fire Safety) Order 2005
The Health & Safety (First Aid) Regulations 1981

Hazards Identified

Fire
Manual handling
Working at height
Vulnerable groups
Water

Risks Identified

Damage and loss to people and property from fire e.g. the Easter Vigil bonfire and members of the congregation processing with lighted candles.

Musculoskeletal damage from moving furniture/ items in the church in preparation for services.

Musculoskeletal damage from carrying heavy items during the service e.g. during the venerating of the cross.

Slips, trips and falls from working at height e.g. placing floral arrangements, banners and other temporary decorations and bringing down the cross for the veneration service.

Slips, trips and falls from uneven ground, concealed trip hazards and poor light e.g. entering the darkened church during the Easter Vigil service.

Slips, trips and falls on slippery surfaces e.g. washing of feet during Holy Thursday Service.

Who and how many might be harmed?

Clergy, employees, volunteers, parishioners, visitors

Action to consider

Check your emergency plan prior to the Easter Triduum. Ensure it is up to date and fully understood by clergy and stewards.

Prior to services check emergency exits and exit routes are clear from obstruction and that fire extinguishers are correctly placed.

Check emergency lighting.

Check first aid equipment and ensure you have adequate cover during services. **(See 'Accidents and Emergencies' Section 2 Health and Safety Topics).**

Follow controls for candles, particularly hand held candles during Holy Thursday service. **(See 'Candles' Section 3 Risk Assessment).**

For the Easter Bonfire follow controls for Bonfires. **(See 'Bonfires and Easter Fire' Section 3, Risk Assessment and 'Events' Health and Safety Topics, Section 2).**

- In particular:
- Provide a safe area around the fire which the congregation are prevented from accessing.
- Ensure first aid and fire extinguishing equipment (particularly a fire blanket) is to hand.
- All those authorised to be within the safe area around the fire should wear clothing with a low flammability level.

Walk the routes that the congregation will follow during services and identify any trip hazards. Make safe these hazards or (where this is not readily possible) use an alternative route or provide sufficient warning of the hazard to prevent danger.

Where emergency lights are installed, illuminate these during the Easter Vigil service.

Provide low level lighting in the church during the Easter Vigil service.

Illuminate external lighting during the Easter Vigil service.

Appoint stewards for services and during the Easter Vigil service provide stewards with torches.

Disabled and vulnerable groups (e.g. the elderly, young children) may not be able to participate in the services. Make sure that you include them in your emergency plan and when planning routes to be followed. Additional controls for these groups include:

- Instruct stewards to be aware of disabled or vulnerable groups within the congregation.
- Provide, or recommend they provide an able bodied person to accompany disabled or vulnerable adults.
- Remind parents of the necessity to supervise their children.
- Allow disabled or vulnerable adults to remain inside the church during the Easter Vigil service. (Children must be accompanied by a parent or guardian).
- Identify step nosings with luminous paint.

For washing of feet during Holy Thursday Service, seat those taking part together to avoid spills. Stewards should be encouraged to discreetly mop up any spills which could present a slip hazard, after the ceremony.

See 'Working at Height' Section 2 Health and Safety Topics and 'Working at Height Section 3 Risk Assessment.

In particular:

- Do not allow anyone to stand with their feet more than 2metres off the ground.
- Do not allow unsafe working at height.
- Provide instruction on how to work at height safely.
- Provide safe working at height equipment.

See 'Manual Handling' Section 2, Health and Safety Topics and 'Manual Handling' and 'General Guidance for Manual Handling Risk Assessments' Section 3, Risk Assessment.

In particular:

- Do not allow unsafe lifting or moving of items.
- Provide instruction on safe lifting and moving procedures.
- Take into account the capabilities of the individual undertaking the lifting or moving operation when deciding whether it is safe.

See 'Cleaning' Section 3, Risk Assessment.

See 'Flower Arranging' Section 3 Risk Assessment.

Assessment subject: Electricity

Regulations & ACOP

Electricity at Work Regulations, 1989
Building Regulations 2000 Part P
Working at Height Regulations 2005

Hazards Identified

Use of the electrical infrastructure
Use of electrical appliances
Maintenance of electrical equipment

Risks Identified

Electrocution from exposure to live parts.
Death or injury from electrocution.
Fire from defective equipment.
Falls from height during maintenance work

Who and how many might be harmed?

Clergy, staff, volunteers, parishioners, contractors, visitors
Tenants

Action to consider

Electrical infrastructure must be tested and inspected by a qualified electrician every five years. A test certificate must be retained on file for the electrical infrastructure.

Up to date wiring diagrams should be maintained for the buildings.

Electrical infrastructure must be visually checked annually by a competent person. Any action arising must be actioned appropriately.

The electrical system must be tested and inspected and certified by a qualified electrician each time the tenancy of a domestic dwelling changes.

Defects in the electrical system should be recorded in a Defects Book and remedied without delay.

An electrical safety certificate must be obtained and kept on file for any notifiable work to the electrical installation under Part P of the Building Regulations 2000. (*See:Section 2 Electrical Safety*)

Only persons competent/ qualified electrical engineers should be permitted to work on the electrical system.(*See:Section 2 Electrical safety*)

All electrical appliances must be visually checked for damage and deterioration prior to use. Defective equipment should be clearly labelled DO NOT USE and removed from use by removal of the plug until it is repaired.

All portable electrical equipment in the parish buildings (including portable electrical equipment in the presbytery which is used by employees/ volunteers) should be subject to test and inspection at intervals suitable to the type of equipment and environment in which it is

used. Keeping an inventory of portable electrical equipment is a good aid to record keeping of maintenance to portable electrical equipment.

Any portable electrical equipment supplied by the parish to a tenant should be subject to appropriate testing and inspection schedules.

People using portable electrical equipment should be encouraged to undertake basic, systematic checks before they begin to use equipment and report problems so they can be remedied.

User checks BEFORE PLUGGING ELECTRICAL EQUIPMENT IN TO THE MAINS SUPPLY should include:

1. A visual inspection of the equipment to check for any damage which might affect safe operation e.g. if the casing of a vacuum cleaner is broken this could reduce protection from exposure to live parts, particularly if the equipment is Class 2 (double insulated).
2. A visual inspection of the plug to ensure that it is not damaged. E.g. blackening suggesting burning, loose wires, broken plug casing and exposed wires or other parts.
3. A visual inspection of the cable to ensure that it is not damaged. E.g. cuts or abrasions which could result in exposure to current.
4. Users should also be advised to visually check the socket into which they are plugging portable equipment for damage e.g. blackening, broken casing, exposed parts.
5. Any damage noted should be reported to the parish office and the equipment should be removed from use until it can be made safe. A notice should be displayed on equipment (DO NOT USE) and as a further precaution the plug can be removed.
6. In the case of damage noted to sockets, this should be reported and warning displayed on the socket (DO NOT USE) until an electrician effects repairs.

A suitable policy for the use of personal electrical appliances should be compiled and promulgated to those personnel likely to be affected by such a policy. Policy should either prohibit the use of personal electrical appliances or require people bringing such equipment on site to ensure that it is in a safe condition i.e. meets current standards used for the test and inspection of portable electrical equipment.

A residual current device (RCD) must be used on sockets supplying electrical equipment used outdoors. Some extension cable reels come with a built in RCD which is acceptable. If power is regularly required outdoors then a properly designed outdoor electrical socket should be installed.

In the event that electrical equipment is used outdoors the equipment and plugs and cables supplying it must be subject to extra vigilance because of the greater potential for damage. Regularly check cables by running them through your fingers (with equipment disconnected from the supply). This makes it easier to identify cuts in cable or exposed

wires. Check that plugs and equipment are not damaged and never use electrical equipment in an environment for which it is not recommended.

Ensure that sockets are sufficient in number and located where they are needed so as to avoid the frequent use of extension leads and plug boards.

Multi socket adaptors should not be left on the floor. Multi socket adaptors should be secured to the wall adjacent to the equipment they supply or to the desk on which equipment is located to avoid damage which could result in exposure to live parts or a build up of dust and dirt or proximity to combustible material which could result in ignition.

The building should be maintained sufficiently well as to avoid damage to the electrical system from water ingress.

General housekeeping should discourage pests e.g. rats and squirrels which can cause damage to electrical cables by chewing.

Combustible items must not be stored in proximity to electrical intake and control equipment. Cupboards containing such equipment must not be used as storage areas.

Cupboard containing high voltage equipment should be kept locked and a high voltage warning sign should be displayed on the front face of the cupboard.

Only allow competent persons to change light bulbs.

Where light fittings require a working height of greater than 2m during maintenance work, only allow contractors to undertake work unless the volunteer or employee is appropriately trained for the task. **(Refer to Diocesan insurer for clarity if in doubt).**

Christmas lights should be tested and inspected as a portable electrical appliance.

If buying new Christmas lights look out for the CE mark and ensure they are compliant with BSEN 60598-2-20.

See also working at height.

Assessment subject: Events and activities

Regulations & ACOP

Management of Health and Safety at Work Regulations 1999
Health Act 2006
The Licensing Act 2003
Regulatory Reform (Fire Safety) Order 2005
The Health & Safety (First Aid) Regulations 1981
Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995

Hazards Identified

Overcrowding
Fire
Weather
Electricity
Flammable gas
Slip, trips and falls
Manual Handling
Security
Food (**See 'Kitchen and Food Safety' Health and Safety Topics, Section 2 and associated risk assessments, Section 3**)

Risks Identified

Overcrowding causing death and injury by crushing, being struck by falling items, slips, trips and falls.

Fire caused by discarded cigarettes, electrical fault or other source of ignition.

Collapse of temporary structure.

Death or injury as a result of inadequate emergency planning.

Who and how many might be harmed?

Clergy, staff, volunteers, stall holders, parishioners, visitors

Action to consider

Select a venue appropriate for the event taking into account factors beyond your control which could affect the event. E.g. good weather and public holidays increasing numbers.

Comply with any licensing requirements.

Undertake a Fire Risk Assessment for the event.

Ensure sufficient helpers for the event.

Compile an emergency plan and inform all helpers and stall holders.

Ensure adequate first aid provision.

Do not allow trailing cables to cross thoroughfares. Where trailing cables occur, make sure they are suitably covered and warning is provided.

Ensure electrical equipment is safe for use.

Use electricity outside safely. I.e. Equipment suitable for outdoor use, weatherproof fittings, RCD used with equipment.

Make sure you have made adequate provision for vulnerable groups e.g. the disabled, elderly, the very young.

Avoid unnecessary manual handling operations. Where manual handling does occur, ensure safe procedures are followed. **(See 'Manual Handling' Health and Safety Topics, Section 2 and Risk Assessment, Section 3).**

If food is being supplied or sold at your event, apply good food safety practice. **(See 'Kitchen and Food Safety' Health and Safety Topics, Section 2 and associated risk assessments, Section 3).**

Record accidents and report any qualifying under RIDDOR. **(See 'Accident Reporting' Health and Safety Topics, Section 2).**

Make arrangements for safe cash handling.

Prevent general access to unauthorised areas.

Dispose of waste responsibly.

Write up an evaluation of the event to assist in future planning.

Assessment subject: Fire Safety

Regulations & ACOP

The Regulatory Reform (Fire Safety) Order 2005

Health and Safety (Safety Signs and Signals) Regulations 1996

The Management of Health and Safety at Work Regulations 1999

Hazards Identified

Sources of ignition

Sources of fuel

Sources of oxygen

Work processes and activities

Inadequate emergency planning

Risks Identified

Discarded smoking material e.g. cigarette ends

Flammable liquids e.g. petrol, paint thinners

Built up waste paper and other combustible stored items

Inappropriate storage arrangements.

Faulty electrical infrastructure or appliances

Faulty heating equipment including portable or fixed heating installation

Explosion e.g. gas leak

Arson

Death, injury and loss or damage to property from:

- inadequate fire fighting equipment
- inadequate fire warning equipment
- obstructed escape routes and emergency exits.
- poor emergency procedure planning and instruction.

Who and how many might be harmed?

Clergy, staff, volunteers, parishioners, visitors, contractors

Action to consider

Electrical sources of ignition

The fixed electrical installation must be regularly tested and inspected.

Portable electrical testing must be carried out.

Suitable policy regarding the use of personal electrical equipment in place.

Suitable limitation of trailing leads and adapters.

Smoking

Smoking prohibited

Suitable arrangements for those who wish to smoke.

Suitable disposal of waste smoking material.

Arson

Suitable and sufficient security lighting installed.

Site well cared for.

Absence of an unnecessary fire load in close proximity to the building.

Absence of available ignition in close proximity to the building e.g. rubbish bins.

Automatic fire detection and warning installed for the protection of the property when attended.

Sound lock up routine in place.

Cooking

Filters and ductwork to kitchen extraction systems regularly cleaned.

Suitable extinguishing appliances available.

Portable heaters and heating installation

Avoid the use of portable heating equipment.

If portable heating equipment must be used then radiant bar or lpg equipment should be avoided.

Measures must be in place to avoid the risk of ignition of combustible materials coming into contact with portable heating equipment e.g. rubbish bins, soft furnishings.

Portable heating equipment must be regularly tested and inspected.

Fixed heating installations must be subject to regular maintenance.

Lightning

Installation of a lightning protection system.

Maintenance of lightning protection system.

Housekeeping

Keep storage of combustible materials to a minimum.

Store flammable substances e.g. petrol, gas cylinders safely and appropriately and securely.

Avoid a build up of rubbish.

Do not use electrical cupboards and boiler rooms/ cupboards as storage

areas and keep stored items well clear of fuse boards/ consumer units and heating equipment which is not located in a cupboard/ room.

As far as is reasonably possible ensure that all soft furnishings, textile floor coverings and underlay, and any upholstered furniture in the building are fire retardant or treated with a proprietary fire retardant treatment. Bear in mind that fire retardant treatments may have a limited 'wash life' before their effectiveness is diminished. To maintain protection you should follow the manufacturer's instructions.

Furnishings which are easily ignitable or have rapid spread of flame characteristics must be avoided.

Vestments should be treated with a proprietary fire retardant. This is likely to need to be reapplied after repeated washing.

Artificial Christmas trees and other seasonal decorations should be flame retardant or treated with an approved proprietary flame retardant product. Natural trees and decorations should also be treated with an approved flame retardant product e.g. Safe Tree (obtainable from tree suppliers).

Christmas trees and other seasonal decorations should be located away from sources of ignition e.g. heating equipment, high voltage equipment and naked flames.

Other sources of ignition

Ensure there is a safe procedure for the safe disposal of incense.

Ensure fuelling of machinery is done in the open away from sources of ignition. **(See 'Gardening and Grounds Work' Risk Assessment, Section 3)**

See **'Candles' Section 3, Risk Assessment, Section 3.**

Contractors & Building Work

Contractors should be appropriately competent and/ or qualified to carry out the task for which they are engaged. Checks should be made to ensure that they carry suitable and sufficient liability insurance and references should be requested and followed up.

Health and safety and fire safety expectations should be discussed with contractors prior to commencement of work.

Where appropriate the requirements of the Construction (Design and Management) Regulations 2007 should be discussed and implemented.

Always check method statements (verbal discussion may be more appropriate in some cases) and take the time to observe work in progress from time to time to satisfy yourself that high safety standards are maintained. In particular establish that safe procedures are to be followed:

1. Where there is to be any hot work on site (e.g. welding, soldering, paint stripping), ensure that all necessary controls have been put in place to prevent fire.

2. Where temporary electrical equipment is to be used.
3. Where escape routes and external exits are unavoidably obstructed.
4. Where combustible materials are temporarily introduced onto escape routes.
5. Where fire safety equipment is temporarily affected.
6. Where fire resisting partitions are breached or fire doors are being wedged open.
7. Where additional personnel may be on site who are unfamiliar with the layout of the building.

Means of escape

There must be sufficient, appropriately placed exits from the building.

The number of exits must be sufficient for the numbers needing to use them.

Fire exits must open immediately without the need for a key.

Fire exits must open in the direction of escape.

Fire exits must not include sliding or revolving doors.

Exits must be capable of being secured against unauthorised entry without compromising emergency use.

The distance of travel to a fire exit must be reasonable where there is a single and alternative means of escape.

Escape routes must be suitably protected.

Suitable fire precautions must be installed to protect users of inner rooms e.g. automatic fire detection and warning in the access room, vision panel in the wall of the inner room.

Escape routes must be unobstructed.

There must be reasonable means of escape for disabled visitors.

Measures to limit fire spread and development

Compartmentation in the buildings must be of a reasonable standard to be capable of limiting fire spread.

Ensure that gaps in walls and ceilings through which cables and pipes pass and through which fire and smoke will travel are appropriately sealed to limit the spread of fire and smoke.

Fire doors equivalent to the fire rating of the surrounding wall and ceiling structure will be necessary in an escape corridor or lobby to maintain a uniform level of protection.

Where false ceilings are installed fire protection should extend above the false ceiling to the true ceiling.

The ceiling above a basement should be capable of resisting fire and

smoke for up to 60 minutes.

Internal doors to basements should be fire doors rated to at least 60 minutes and include smoke seal and intumescent strip.

Check fire doors regularly to ensure they are not damaged, fit correctly in the frame etc.

Do not over paint smoke seal and avoid a build up of paint on intumescent strip.

Ensure that glazing in fire doors matches the fire rating of the door and is competently fitted.

Ensure that hinges and door furniture on fire doors is suitable for use with a fire door and is competently fitted.

Self closers should be used with fire doors to rooms.

Where fire doors are prone to being propped open a suitable door release system should be installed.

Ensure that there are no linings in the building (wall/ ceiling treatments) which are likely to promote the spread of fire.

Escape lighting

Ensure that escape routes are adequately illuminated in the event of power failures or dense smoke.

Where emergency lighting is installed ensure that it is properly tested and maintained.

Where hand held torches are provided as emergency lighting ensure they are regularly checked and faulty torches or batteries are replaced.

Fire safety signs and notices

Fire action notices should be displayed prominently in areas used by members of the public e.g. the main entrance of the church hall. Where churches are open to the public and unmanned a fire action notice should be displayed on the narthex notice board or similar prominent position.

Fire exits and escape routes should be suitably signed and signs should be visible along the length of the escape route.

Fire exit signs must include words and pictures or just a picture (the running man).

Identifying signs should be displayed beside all manual fire fighting equipment.

Fire safety notices must be capable of being understood in the event of a power failure or where smoke is present.

Fire doors should be appropriately signed. For doors to rooms the sign 'FIRE DOOR KEEP SHUT' should be displayed on both faces of the door. For doors to cupboards the sign 'FIRE DOOR KEEP LOCKED' should be displayed on the front face of the door.

Manual fire fighting equipment

There must be sufficient fire extinguishing equipment in the building.

There must be suitable fire extinguishing equipment in the building e.g. for use on electrical fire, fire blankets in kitchens.

Manual fire fighting equipment must be easily identifiable and accessible.

Fire extinguishers should be located on wall brackets or in properly designed stands.

Fire blankets should be installed where accessing them does not involve reaching over ignition sources e.g. behind the cooking hob.

Means of giving warning of fire

Some buildings are sufficiently simple in layout that a fire will be noticed immediately and the alarm will be raised by a shout of 'FIRE' which will be capable of being heard by anyone occupying the building. Difficulties in fire detection and warning arise when buildings are unattended or they are more complex such that a fire starting may not be detected until it has become well developed e.g. an attached building or on another floor.

You must have made sure that you have suitable and sufficient means of detection and warning of fire. This may involve independent battery operated smoke detectors or require a more sophisticated system but will depend on your specific circumstances.

Fire detection and warning installations must meet the requirements of BS5839:1 2002. Seek the advice of your fire detection and warning engineer to ensure compliance.

Where a fire alarm system is installed ensure it is regularly maintained. Where appropriate conduct a sound test weekly.

Ensure a procedure is in place restoring full fire warning cover if the fire alarm system or part of it has been temporarily disabled.

Where battery operated smoke alarms are installed change the battery when necessary or once a year. Keep a record of the date the battery was changed.

Test battery operated smoke alarms each week.

Maintain a fire log to include routine and unplanned events.

Procedures and arrangements

You must carry out a fire risk assessment and review it regularly (at least annually).

You should record the findings of your fire risk assessment regardless of the number of employees you have.

You must ensure you are competent to carry out a fire risk assessment or have access to competent advice.

You must have a sound emergency plan for each building for which you are responsible. The emergency plan must include arrangements for summoning the fire and rescue service.

You must have nominated people to respond to fire.

You must have nominated people to assist with evacuation.

You must carry out routine in-house inspections to ensure your fire precautions are in good order.

You must ensure you have included disabled people in your emergency planning:

- a. Auditory impaired visitors may not hear your fire alarm and will need to be identified to ensure they are warned in the event of fire. Parish personnel should discuss this with the individuals concerned (the disabled visitor and their carer).
- b. Visually impaired visitors are likely to encounter difficulties evacuating from an unfamiliar building and will need assistance. Parish personnel should discuss this with the individuals concerned (the disabled visitor and their carer).
- c. Mobility impaired visitors particularly wheelchair bound visitors may need assistance to exit from the building. If the parish is providing this assistance these visitors should be advised to contact the parish first to ensure any necessary arrangements to maintain their safety and the safety of others are in place, otherwise they should be advised to bring their own assistance.

NB: If parish personnel are to provide assistance to wheelchair bound visitors then they will need to be physically capable of providing assistance which may include lifting and moving. Instruction should be provided on safe lifting techniques to avoid the risk of musculoskeletal injury to stewards and injury to those who they are assisting.

You must consider the location of separated children in your emergency planning. *See Children & Young People Risk Assessment*

Training and drills

People nominated to respond to fire and/ or to assist with evacuation must be given suitable and sufficient training.

New staff or volunteers must be given suitable and sufficient information and if necessary training in the emergency plan for the building(s) in which they will be working.

Employees and volunteers must be reminded periodically about the emergency plan.

Full evacuation drills should be conducted at least every 6 months in Diocesan workplaces. Fire evacuation drills are less helpful and tend to be unrealistic in the church or church hall unless there is a regular activity or event being held in the building e.g. a nursery school. Churches and church halls need to rely more on good emergency planning and regular training of personnel identified in the emergency plan.

Testing and maintenance

The building(s) must be adequately maintained.

Any installed fire detection and warning must be subject to weekly testing and periodic servicing.

Any installed emergency lighting (including hand held torches used as emergency lighting) must be subject to periodic testing and maintenance.

Fire extinguishing appliances must be annually maintained and subject to routine in house checks to ensure they are not damaged, obstructed and are where they should be.

Automatic fire suppression systems must be subject to routine maintenance.

Final exit doors and/or security fastenings must be subject to routine checks.

Escape routes must be subject to routine checks to ensure they are not obstructed, there are no trip hazards and fire safety signage is correctly displayed.

Lightning protection systems must be subject to annual inspection and test.

Records

Record keeping is the only means you have to support due diligence and cannot be under stressed.

In addition to records of non fire specific systems and equipment maintain records of:

1. Fire drills
2. Fire training
3. Fire alarm log recording all maintenance work, tests and unsolicited alarms
4. Maintenance to escape lighting
5. Maintenance and testing to other fire protection systems.

Further detail on fire safety is included in Section 2 of the Diocesan Health & Safety Manual. A checklist for a fire risk assessment can be found in the Checklist for Parish Audit. Section 4: Forms and Notices of the Health and Safety Manual.

Action Plan for Fire Risk Assessment

Step 1	Step 2	Step 3	Step 4	Step 5
<p>Identify fire hazards:</p> <ul style="list-style-type: none"> • sources of ignition • sources of fuel • work processes 	<p>Identify the location of people at significant risk in case of fire.</p>	<p>Evaluate the risks</p> <p>Are current fire safety measures adequate?</p> <p>Consider:</p> <ul style="list-style-type: none"> • Control of ignition sources / fuel sources • Fire detection/ warning • Means of fire fighting • Maintenance and testing of fire precautions • Fire safety training of employees <p>Carry out improvements if needed</p>	<p>Record findings and action taken</p> <p>Prepare emergency plan</p> <p>Inform, instruct and train employees in fire precautions</p>	<p>Review</p> <p>Revise the assessment if your situation changes.</p>

Assessment subject: Fireworks

Regulations & ACOP

Health and Safety at Work etc Act, 1974
Management of Health and Safety at Work Regulations 1999
Control of Explosives Regulations 1991
Firework Regulations 2004
The Regulatory Reform (Fire Safety) Order (RRFSO) 2005

Hazards Identified

Fire
Fireworks
Explosion
Vandalism
Crowds
Vulnerable groups e.g. young children, elderly and disabled

Risks Identified

Burns or injury from fire works

Irrational behaviour from frightened spectators

Slips, trips and falls on uneven ground, concealed trip hazards and poor light.

People with poor mobility having difficulty accessing or leaving the site.

Who and how many might be harmed?

All those attending the event, passers by.

Action to consider

Inform the local authority and emergency services about your intended event and plan the event thoroughly from the start.

Ensure the site includes appropriately sized spectator, safety, firing and fall out areas.

Limit spectators to the spectator area only. Prevent access to other areas by means of a suitable physical barrier.

Provide at least 2 spectator exits (suitably spaced and sized. Keep these free from obstruction, well lit and well marked.

Keep emergency service routes into the site clear at all times.

Ensure you have enough appropriately trained first aid personnel on site and that every one knows where to go to get help.

Ensure suitable and sufficient first aid equipment is to hand and everyone knows where it is.

Provide adequate stewards to police the area and make sure they are clearly visible.

Provide all stewards and officials with torches.

Keep parked cars away from the site and manage traffic routes into the site safely.

At the planning stage form an emergency plan and ensure everyone involved in the organisation and policing of the event is familiar with it.

Stewards should wear clothing with low flammability levels. A fire blanket should be to hand stewards should know how to deal with burn injuries.

Fireworks should be Category 1, 2 or 3 only as defined by BS7114:1988. They should be purchased from a reputable source.

Use a professional display operator if you are in any doubt about setting up and firing your display safely.

Ensure you have done all that you can to prevent people bringing their own fireworks.

Provide sand buckets, water buckets and fire extinguishers on site to deal with small fires.

Ensure those involved in setting off the display have been trained to do so.

Store fireworks safely.

Be vigilant for less able spectators who are in difficulty or are at increased risk.

Make sure your controls are suitable and sufficient for the number of people you are expecting. If you are unable to control your numbers safely then you must reduce the numbers until you can.

For Bonfires see 'Bonfires and The Easter Fire' Risk Assessment, Section 3

Assessment subject: **Flower Arranging**

Regulations & ACOP

Workplace (Health, Safety and Welfare) Regulations 1992
Management of Health and Safety at Work Regulations 1999
Provision and Use of Work Equipment Regulations 1998
Manual Handling Operations Regulations 1992
Personal Protective Equipment at Work Regulations 1992
Work at Height Regulations 2005

Hazards Identified

Water
Work equipment
Manual Handling
Working at Height
Plants
Floral arrangements
Non consensual violence
Lone working

Risks Identified

Slips, trips and falls from water spills or discarded plants.

Trips and falls from poorly placed arrangements.

Being struck by falling floral displays.

Being struck by falling equipment.

Musculoskeletal injury from poor lifting and moving of plants, equipment and floral displays.

Adverse medical reaction to plants and plant products.

Cuts from sharp work equipment (knives, secateurs etc).

Death, injury or ill health caused by non consensual violence.

Who and how many might be harmed?

Clergy, employees, volunteers, parishioners, visitors, contractors, employees of florist companies.

Action to consider

Ensure water spills are mopped up immediately.

Do not overfill floral display holders.

Check floors for plants and plant material.

Remove discarded plants to waste bin or compost. NB. Do not allow access to compost site unless safe to do so).

Ensure floral displays are secure.

Ensure equipment and materials are stored safely.

Ensure adequate information and training on safe storing of equipment, moving and lifting procedures. **(See 'Manual Handling' Section 2,**

Health and Safety Topics and Section 3, Risk Assessment. Also 'General Guidance on Manual Handling Risk Assessment' Section 3, Risk Assessment).

Try to avoid the need for excessive moving of displays by locating work space near to where the display is destined for.

Do not allow any one to stand with their feet more than 2metres off the ground.

Ensure safe procedures are followed for working at height and use of working at height equipment. **(See 'Working at Height' Section 2, Health and Safety Topics, and Section 3, Risk Assessment).**

Take into account individual factors when considering the safety of manual handling or working at height operations.

Maintain flower arranging equipment in good order. Provide safe systems of work e.g. Never leave knives unattended. Always leave secateurs in the closed position.

Provide personal protective equipment (PPE) as necessary. (e.g. disposable gloves if an individual suffers skin allergy to some plants). **(See 'Personal Protective Equipment' Section 2, Health and Safety Topics and Section 3, Risk Assessment).**

Provide instruction on correct use, maintenance and storage of PPE.

Follow safe procedures for lone working where necessary. **(See 'Security and Personal Violence' Section 2, Health and Safety Topics and Section 3, Risk Assessment).**

Consider personal factors when determining the suitability of an individual working alone. Never allow ladder work to be undertaken alone.

Provide adequate heat, ventilation, light and space for floral display work.

Follow strict safety procedures when using portable electrical equipment in proximity to water.

Assessment subject: Food: Purchase and receipt

Regulations & ACOP The Food Hygiene (England) (no 2) Regulations 2005
Hazards Identified Bacteria Chemicals Foreign Bodies
Risks Identified Presence of food poisoning bacteria on raw foods/ ingredients. Ready to eat and/ or high risk foods contaminated with food poisoning bacteria. Chemical contamination of fruit and vegetables from agricultural products. Foreign bodies in food ingredients. Inadequate temperature control during transportation allowing bacteria to grow. Damaged food packaging allowing contamination and/ or bacterial growth. Product infested by pest. Food delivered close to or beyond its safe 'Use By' or 'Best Before' date.
Who and how many might be harmed? All food consumers
Action to consider Delivery temperatures of foods should be checked. Chilled food delivered at a temperature above 8°C, or frozen food which shows signs of thawing should not be used. Raw foods should be kept separate from high risk/ ready to eat foods during delivery. 'Use By' and 'Best Before' dates should be checked. Foods which are beyond safe dates should not be used. Packaging should be checked for signs of damage. Foods in damaged packaging where there is a risk of pest infestation or contamination should not be used. Food should be purchased from reputable suppliers. Deliveries of chilled and frozen foods should be put away quickly.

Assessment subject: Food: storage

Regulations & ACOP

The Food Hygiene (England) (no 2) Regulations 2005

Hazards Identified

Bacteria
Chemicals
Foreign Bodies

Risks Identified

Bacterial growth in chilled and frozen foods not stored at safe temperature.

Ready to eat/ high risk foods contaminated with food poisoning bacteria from raw food.

Bacterial growth in food stored for too long i.e. past safe 'Use By' date.

Chemical contamination of food stored near chemicals.

Food contaminated by foreign bodies and/ or pests.

Who and how many might be harmed?

All food consumers

Action to consider

Cleaning chemicals should be stored away from food storage areas.

Pest control inspections should be regularly conducted.

Eggs should be refrigerated to reduce the growth of salmonella bacteria and date codes checked.

Food should not be stored on floors.

Food should not be stored alongside items not associated with food activities. Redundant equipment should be removed.

Decanting foods into reusable containers e.g. baking ingredients, cereals, dried herbs, should be avoided. Where the practice occurs, containers should be clearly labelled with a description of the food and relevant date codes.

Assessment subject: Food: preparation

Regulations & ACOP

The Food Hygiene (England) (no 2) Regulations 2005

Hazards Identified

Bacteria
Chemicals
Foreign Bodies

Risks Identified

Cross contamination between raw and ready to eat/ high risk foods.

Bacterial contamination from dirty hands, gloves, equipment, utensils, surfaces or packaging.

Growth of bacteria while food is being prepared within danger zone (between 8°C - 63°C).

Foreign bodies contaminating food and ingredients (e.g. jewellery, hair, metal).

Chemical contamination from cleaning chemicals.

Bacterial growth in food where kitchen temperatures and humidity are high as a result of poor ventilation.

Food poisoning bacteria being passed onto food from food handlers suffering from diarrhoea and/ or vomiting.

Contamination caused by using the same cloth for cleaning surfaces used in the preparation of raw food and ready to eat food.

Inadequate use of a sanitizer on food contact surfaces.

Who and how many might be harmed?

All food consumers

Action to consider

Raw foods should be prepared and handled in separate areas, away from cooked and ready to eat foods.

Separate chopping boards should be used for raw and cooked/ ready to eat foods. Boards should follow the recognised colour coding. **(See Section 2, 'Kitchen and Food Safety').**

Direct handling of food should be kept to a minimum. E.g. use tongs, spoons etc.

Food should be kept at room temperature for as short a time as possible. Once prepared, high risk/ ready to eat food should be stored below 8°C until required.

Kitchen staff should maintain high standards of personal hygiene. They should wear clean clothing, hats/ hair nets or wear long hair securely tied back and off the face.

A wedding ring should be the only jewellery permitted to be worn.

Kitchen staff should wash their hands after using the toilet, after handling raw meat, before handling any food, after eating, drinking or smoking, after taking out rubbish, after coughing or sneezing and after handling eggs.

Smoking should be prohibited in food preparation/ food handling rooms.

Separate hand washing facilities should be provided in the food preparation area. Disposable hand towels and anti bacterial soap should be provided.

Staff who suffer the symptoms of food poisoning should not handle food until they have been symptom free for at least 48 hours.

Details of gastro-enteric illness should be recorded in the Accident Book.

All equipment and food contact surfaces should be cleaned and disinfected regularly.

Adequate ventilation should be provided in food preparation areas.

The building, fixtures, fittings and equipment should be kept in good order and in a good state of repair. Equipment should be regularly serviced and maintained. Defective equipment should be repaired or replaced.

Separate cloths should be used for cleaning surfaces used to prepare raw and ready to eat foods. Cloths should be regularly laundered and disposed of as necessary.

Where windows and doors are used for ventilation fly screens should be fitted.

Raw eggs should not be used as an ingredient. Alternative products e.g. pasteurised egg mix should be used instead.

Drying up cloths should be changed after each meal service or more frequently if necessary.

Contractors should be encouraged to undertake work in the kitchen outside main food preparation times.

Where visitors will be in the kitchen for more than a brief period (i.e. in excess of delivery times) they should be required to wear suitable head covering and over clothing for the duration of their visit.

A screening system should be put in place to establish whether any new or temporary staff have suffered from a gastro – enteric illness within the last 48 hours. This could be a simple yes/no question on the induction form.

Raw fruit should be washed prior to displaying for consumption.

Assessment subject: Food: Cooking

Regulations & ACOP

The Food Hygiene (England) (no 2) Regulations 2005

Hazards Identified

Bacteria
Chemicals
Foreign Bodies

Risks Identified

Food poisoning bacteria surviving the cooking process due to inadequate temperature. (less than 75°C in the centre of the food).

Inadequate thawing of food allowing outside of food to appear cooked whilst centre of food not adequately cooked.

Cross contamination between raw and cooked foods.

Who and how many might be harmed?

All food consumers

Action to consider

The centre of foods must be cooked to at least 75°C. A temperature probe should be used to check core temperatures.

Core temperatures should be recorded and records held for 6 months.

Probes should be disinfected before and after use.

Frozen foods should be thoroughly defrosted prior to cooking.

Joints of meat should be purchased less than 2.5kg to ensure thorough cooking.

Large quantities of liquids (sauces, stock) should be stirred regularly to reduce the likelihood of bacteria surviving and growing on 'cold spots.'

Ready to eat food should be separated from raw meat and unwashed vegetables prior to service.

Assessment subject: Food: Storage of prepared food

Regulations & ACOP

The Food Hygiene (England) (no2) Regulations 2005

Hazards Identified

Bacteria
Chemicals
Foreign Bodies

Risks Identified

Hot Holding:

Bacterial growth where food is stored at 63°C.

Contamination by foreign body.

Cooling:

Bacterial growth where food is cooled for too long.

Cross contamination from raw products.

Contamination by foreign body.

Cold holding:

Bacterial growth where fridge temperature is more than 8°C.

Cross contamination from raw products.

Contamination by foreign body.

Reheating:

Survival of food poisoning bacteria where food does not reach more than 75°C throughout.

Who and how many might be harmed?

All food consumers

Action to consider

Hot holding:

Hot held food should be kept at a temperature of more than 63°C. Temperatures should be regularly checked and recorded. Records should be kept for at least 6 months.

Hot holding equipment should be regularly serviced and maintained.

Hot holding equipment should not be used for heating up food.

Hot held food should be covered wherever possible.

Cooling:

Hot food should be cooled as quickly as possible by the following means:

- Decanting into smaller quantities.
- Plating out.
- Cutting into smaller portions.
- Using shallow trays.
- Placing food in a cool, ventilated area.

Hot food should be cooled within 1½ hours and then transferred to the fridge where it should be stored at less than 8°C.

Cooling food should be covered to protect from contamination.

Cold holding:

Where chilled food has been stored at temperatures in excess of 8°C it should be discarded after 4 hours.

Raw foods should be kept separate from ready to eat or high risk foods.

Reheating:

Reheating should be avoided.

Probe thermometers should be used to check core temperature of reheated food is at least 75°C.

Food should only be reheated once.

Assessment subject: Food: General

Regulations & ACOP The Food Hygiene (England) (no 2) Regulations 2005
Hazards Identified Bacteria Chemicals Foreign Bodies
Risks Identified Lack of staff instruction, supervision or training may compromise food safety.
Who and how many might be harmed? All food consumers
Action to consider Those involved in the handling of food should be supervised and trained. All those involved in the handling and preparing of high risk food must be trained to at least Basic Food Hygiene level. Records of training should be kept for food handling staff. All those working in food areas must be aware of essentials of food hygiene requirements. These should be displayed prominently in the kitchen. The qualifications and experience of new kitchen staff should be confirmed prior to appointment. A food safety audit should be undertaken regularly to ensure continued good practice.

Assessment subject: Fuel (Petrol, Oil, bottled/ tank gas, open fires).

Regulations & ACOP

The Control of Pollution (Oil Storage) (England) Regulations 2001

Dangerous Substances and Explosive Atmospheres Regulations 2002

Workplace (Health, Safety and Welfare) Regulations 1992

Regulatory Reform (Fire Safety) Order 2005

Hazards Identified

Accidental or uncontrolled escape of oil, petrol or flammable substance

Risks Identified

Fire

Pollution

Who and how many might be harmed?

Environment, wildlife, clergy, public, staff, volunteers

Action to consider

Ensure petrol and other flammable substances are stored safely and securely.

Ensure oil storage tanks are double skinned or banded to required standards as set by The Control of Pollution (Oil Storage) (England) Regulations 2001 for non domestic installations and Building Regulations 2000 – Approved Document J- Combustion Appliances and Fuel Storage.

An oil storage installation should be checked by an OFTEC Registered Technician to ensure it meets the requirements of the regulations and any remedial action recommended should be implemented. Thereafter the oil storage installation should be checked annually. Records of all inspections and maintenance should be kept on file.

Provide instruction on what to do in the event of a fuel spill.

Provide suitable absorbent material on site to contain small spills. Dispose of contaminated material correctly.

Keep fuel storage areas clear of combustible material and sources of ignition.

Oil consumption should be monitored to identify any leakage as early as possible.

Supervise oil deliveries.

Prevent a build up of surplus gas cylinders.

Store bottled gas safely and securely. Secure cylinders with a chain

through the handle to the wall.

A gas storage installation should be checked by the LPG supplier (usually where the tank is the property of the supplier) or a CORGI registered gas fitter and any remedial action recommended should be implemented.

Details of any maintenance to the installation should be kept on file.

Thereafter the gas storage installation should be checked annually

If it is safe to do so an LPG heating system should be shut down in the event of a fire.

Do not attempt to fight a fire near a gas storage tank. This must be left to the fire service.

The fire service must be advised of the location of a gas storage installation.

A no smoking sign should be displayed on the fencing surrounding the gas tank.

Keep boiler rooms locked and do not use these areas as storage areas.

Keep wood stores for open fires separate to the building.

Ensure chimneys are regularly swept.

Ensure fires are guarded when unattended or where there is a danger of fuel 'spitting.'

You must ensure that you have installed suitable and sufficient pollution control measures in association with drainage in car park areas particularly where there is a nearby watercourse.

Run off water and contaminants from car parks should be properly managed ideally by the installation of full petrol retention interceptor (which can serve both car parks) for clean discharge into a positive drainage system. Where a soak away system is used bear in mind that this will have a limited life and may result in contamination of the natural water system. Seek the advice of the Environment Agency or a specialist draining company.

Assessment subject: Gardening and grounds work

Regulations & ACOP

Workplace (Health, safety and welfare) 1992

The Provision and Use of Work Equipment 1998

Control of Substances Hazardous to Health 2002

Manual Handling Operations Regulations 1992

Work at Height Regulations 2005

Personal Protective Equipment Regulations 1992

The Control of Pollution (Oil Storage) (England) Regulations 2001

Dangerous Substances and Explosive Atmospheres Regulations 2002

Hazards Identified

Garden machinery (petrol or electric)

Fuel storage

Chemicals

Plants

Disease

Manual handling activities

Working at height

Risks Identified

Contact with moving parts likely to result in death or injury.

Fire and explosion.

Injury and ill health from exposure to dangerous substances (weed killers).

Exposure to diseases associated with animals e.g. leptospirosis (Weil's Disease).

Injury or irritation from contact with plants.

Temporary or permanent damage to hearing from exposure to excessive noise e.g. tractor mowers.

Musculoskeletal injuries.

Electrocution from contact with overhead or underground power cables.

Electrocution from inadequately earthed electrical equipment.

Death or injury from falls from high level working equipment.

Being struck by falling items e.g. branches.

Entrapment in machinery.

Who and how many might be harmed?

Clergy, staff, volunteers, parishioners, visitors, contractors

Action to consider

Ensure all garden machinery and equipment is well maintained and regularly serviced. A record of all maintenance and repair work to equipment should be kept.

Where machinery is provided with guarding for safe operation it must be made clear to all persons using it that the guarding shall not be removed or altered in any way.

Keys for the operation of mechanical machinery should be stored in a separate, secure location.

Only those trained to use mechanical equipment should be allowed to do so.

Suitable and sufficient personal protective equipment must be provided where the risks demand. E.g. ear defenders, safety glasses, gloves. Information should be provided to users of PPE explaining how to use the equipment and how to store and maintain it safely. **(see 'Personal Protective Equipment' Health and Safety Topics, Section 2 and Risk Assessment, Section 3).**

All mechanical equipment should be turned off during cleaning or adjustment of moving parts.

Out door electrical equipment should be operated in conjunction with a RCD.

Electrical equipment should not be used in damp or wet weather.

Fuel should be stored safely and securely. Where more than 15 litres of petrol is stored an application must be made to your local authority for a licence. Special storage requirements are likely to apply. **(see 'Fuel: Use and Storage' Health and Safety Topics, Section 2 and 'Fuel' Risk Assessment, Section 3).**

Machinery should be fuelled in the open well away from sources of ignition. A supply of suitable absorbent material should be on hand to deal with minor spills. Used absorbent should be disposed of safely.

Where chemicals are used, the safety data sheet must be kept on file. Users must be informed of the risks and what to do in the event of an emergency.

Staff or volunteers undertaking work at height must be made aware of the working height limits in force **(see 'Working at height' Health and Safety Topics, Section 2 and Risk Assessment, Section 3).**

For high risk work e.g. tree surgery approved contractors should be used.

Garden and grounds workers should be given training in safe manual handling procedures.

Where work is in progress that increases the risk of persons being struck from falling items the work site should be clearly defined and bystanders kept well away.

All trees within the site boundary should be inspected annually by a competent person for signs of disease or too close proximity to boundary structures. A record should be kept of these inspections and any subsequent work.

Any remedial work identified in the annual tree inspection should be carried out without delay. Where trees are subject to a tree preservation order the local authority should be consulted.

Major tree surgery should be carried out by a competent person. Chain saws should not be operated by persons without appropriate qualifications and safety equipment.

Any trees on neighbouring land which could be a hazard to the church grounds should be visually inspected during the annual inspection and, where concerns are identified, a letter should be written requesting the landowner to take appropriate remedial action. A copy of the letter should be kept on file.

See also Bonfires and the Easter Fire risk assessment

Assessment subject: Gas

Regulations & ACOP

Gas Safety (Installation and Use) (Amendment) Regulations 1998

Hazards Identified

Gas escape
Carbon Monoxide

Risks Identified

Carbon Monoxide poisoning
Death or injury from gas explosion.
Damage to property from gas explosion.

Who and how many might be harmed?

All persons and property in close proximity to explosion.
Tenants.

Action to consider

All gas equipment must be checked annually by a CORGI registered engineer. A certificate for the inspection should be kept on file. This applies to gas equipment in tenanted property.

Any work to gas equipment or supply must be undertaken by a suitably qualified engineer.

Any defects in equipment or suspected leaks should be reported immediately and made safe.

The location of the gas isolation point and the following procedure for managing a suspected gas escape is displayed prominently in the building(s) and people likely to need to know the isolation procedure should be advised of it:

1. Contact the National Gas Emergency Service (Telephone: 0800 111 999)
2. Be prepared to provide the following information:
3. The address of the suspected gas escape or gas emergency
4. Your name and telephone number and the contact details of any other member of parish personnel e.g. designated contact person in the parish for a gas emergency
5. Any special circumstances or access information
6. Follow the advise of the National Gas Emergency Service which is likely to be:
7. To isolate the supply
8. Open doors and windows
9. Avoid operating the electrical system and extinguishing naked flames

Gas cut off points should be clearly visible.

Carbon Monoxide monitors should be fitted in proximity to gas boilers.

Portable gas heaters using bottled LPG should be regularly maintained.

Stored bottled gas should be kept to a minimum and stored in a secure outbuilding. Cylinders should be secured with a chain through the handle to the wall.

Use reputable portable gas suppliers.

Prevent the build up of combustible material, including vegetation, around portable gas installations.

Ensure portable gas installations are suitably protected from damage by pests e.g. rodents.

Do not allow smoking near gas cylinders.

Do not allow the use of electrical equipment and keep vehicles away from portable gas installations.

Supervise deliveries of portable gas.

See also Fuel (Petrol, Oil, bottled/ tank gas, open fires) risk assessment

Assessment subject: Graveyards

Regulations & ACOP

Workplace (Health, Safety and Welfare) Regulations 1992
Confined Spaces Regulations 1997

Hazards Identified

Falling headstones and statues
Trenches and pits
Disease and infection
Uneven ground
Slippery ground

Risks Identified

Being struck by a falling object.
Musculoskeletal injury from moving headstones and other heavy objects.
Falling into collapsed trenches or pits.
Infection and disease from contact with secretions from the deceased.
(See 'The Deceased').
Slips, trips and falls from uneven or slippery ground.

Who and how many might be harmed?

Clergy, staff, parishioners, volunteers, visitors, contractors

Action to consider

Exhumation should only be carried out under EHO supervision and Home Office licence.

Ensure your infection control procedures (see 'The deceased') are followed where appropriate.

All gravestones should be inspected at least annually. This need not be carried out by an expert. Each stone should be physically handled to check for loose mountings, disintegrating mortar or undue spalling likely to render the stonework unsafe. A record of the survey, all findings and action taken should be kept.

Stones in a dangerous state should be carefully laid on the ground and, where appropriate, the family contacted to advise of the action taken.

Where there is a risk of persons tripping over graves or other protruding items then the grass must be kept at such a height that the grave or other item is clearly visible.

If your own staff or volunteers are carrying out graveyard maintenance ensure they are trained in correct methods of manual handling.

Ensure freshly dug graves are guarded to prevent people falling in.

Ensure sides of trenches and pits are suitably supported.

Do not allow lone working in graveyards.

Provide a ladder as a means of access and egress from grave.

Ensure roads and pathways are kept clear of leaves, long grass and moss likely to result in surfaces becoming slippery or trip hazards be concealed.

Ensure children under the age of 12 years are kept under adult supervision when in the graveyard.

Where vehicular accesses is possible, display speed restriction signs (10/15mph) and consider restricting access times except for authorised vehicles.

Consider prohibiting dogs except guide dogs.

Assessment subject: Heat Sources

Regulations & ACOP Workplace (Health, safety and welfare) Regulations 1992
Hazards Identified Exposure to heat source
Risks Identified Burns
Who and how many might be harmed? Clergy, staff, volunteers parishioners, visitors, contractors
Action to consider Thermostatically control radiators. Assess radiators and portable heaters for dangers. Ensure that people with mobility difficulties are not likely to find themselves trapped close to a heat source. Guard all high risk radiators. Ensure portable heaters are sited safely. Ensure portable heaters are safely maintained and operate thermostatically. Ensure that where hot water pipes are surface mounted they are not likely to cause injury. High risk pipes should be suitably guarded. Never use portable electrical radiant heaters or industrial heaters. Display hot water warning signs on water boilers or urns. Display warning notices on food warmers and site them safely. Restrict access to kitchen areas.

Assessment subject: Legionella

Regulations & ACOP

Health and Safety at Work etc Act, 1974

Control of Substances Hazardous to Health, 2002

Legionnaires Disease: The Control of Legionella Bacteria in water systems, 1995 (revised 2001) Approved Code of Practice

Hazards Identified

Conditions favourable for bacteria to develop (between 20 & 45°C).

Areas where stagnant water can occur (dead legs).

Infrequently used water outlet points (taps/ showers).

Debris is present in the system e.g. rust, sludge or scale which the bacteria can feed on.

Thermostatic mixing valves which set a favourable outlet temperature for legionella growth.

Vulnerable people e.g. elderly/ those with reduced or suppressed immune systems, are exposed to water from your system.

Risks Identified

Death or ill health from Legionellosis including Legionnaires' Disease.

Pontiac fever

Lochgolihead fever

Who and how many might be harmed?

Any one exposed to water from your system or from air conditioning equipment on site

Tenants

Action to consider

Where cold water is not mains fed label taps as not drinking water.

Ensure hot and cold water is stored and delivered within legal limits. Ensure water cannot stagnate. Remove redundant pipe work and run little used taps and showers regularly to flush out the system.

Keep shower heads clean and free from scale.

Keep water tanks covered, insulated, clean and free of debris.

Insulate pipe work.

Inform maintenance workers of any risks and what you have done to reduce them.

Advice tenants of the risks, what precautions you have taken and what they can do e.g. flushing through showers after a period of non use.

Monitor the condition of water storage tanks and water from these tanks, to ensure they remain in good condition. Should the condition of either deteriorate then arrange for water to be tested and tanks to be disinfected as necessary.

Keep air conditioning units well maintained by a competent contractor.

Assessment subject: Lightning Conductor

Regulations & ACOP Electrical Equipment (Safety) Regulations 1994
Hazards Identified Fire Damage to equipment Explosion
Risks Identified Electrical discharge from a thunderstorm which may result in damage to buildings, electrical equipment and personnel.
Who and how many might be harmed? All persons in close proximity to lightning strike.
Action to consider Lightning protection should be fitted where there is a greater than 1 in 10,000 risk of lightning strike lightning protection should be installed. The risk to small churches is usually 1 in 500. An assessment of your building by a lightning protection specialist would be necessary to establish the risk and to advice of the best course of action to take in protecting the building from lightning strike. Lightning protection equipment should be tested and inspected annually. A record should be maintained on file of all tests. Included with the testing log should be: <ol style="list-style-type: none">1. Drawings of the layout of the lightning protection system indicating materials of construction.2. Soil properties and any special earthing arrangements.3. The type and position of earth electrodes.4. Any alterations to the system.

Assessment subject: Manual Handling

Regulations & ACOP

Manual Handling Operations Regulations 1992
Workplace (Health, safety and welfare) Regulations 1992
Provision and Use of Work Equipment, 1998 (PUWER)
Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
Work at Height Regulations 2005

Hazards Identified

Manual movement of loads
Frequent forced or awkward movements of the body
Mechanical movement of loads

Risks Identified

Injury and long term musculoskeletal damage from manual handling operations.

Repetitive Strain Injury (RSI) from repeated forced and awkward body movement.

Being struck by material falling from lifting or moving equipment or when material becomes dislodged from its storage point.

Being knocked over, run over or crushed against fixed parts by powered vehicles or plant.

Falling from equipment associated with loading and unloading of materials.

Who and how many might be harmed?

Clergy, staff, volunteers, parishioners, visitors

Action to consider

A procedure for lifting and moving should be compiled and promulgated to those people likely to be involved in lifting and moving tasks. Procedure should include:

1. Assessing the need to carry out the task.
2. Observing the Diocesan Standing Height Restriction in all manual handling tasks which require work at height.
3. Selection of appropriate equipment
4. Checking equipment for safety prior to use.
5. Reporting any defective equipment and removing it from use.
6. Assessing when to carry out the task (e.g. manual handling which is likely obstruct use of escape routes or impact significantly on the normal use of the building should not be carried out when the building is heavily occupied)
7. Being fit and able to undertake the task (some people may be willing but not able)
8. How to provide warning to others (e.g. roping off the area, stationing personnel to provide verbal warning)
9. Using safe lifting and moving techniques to avoid injury

Ensure that stewards assisting with emergency evacuation have received sufficient information and training to avoid personal injury when assisting disabled people who are forced to use an exit not suitable for wheelchairs.

Establish what lifting and moving is being undertaken on site, who is involved and how they are carrying out the task. Use your findings to establish whether you need to introduce new control measures to avoid accidents and injury from lifting and moving. For example, some personnel involved in lifting and moving may not be sufficiently physically fit and may need to be asked not to continue to undertake tasks they are currently involved in; additional equipment may be needed to ease the load or alternative practices may need to be introduced.

Provide training in safe manual handling techniques.

Provide equipment to remove the need for manual handling where possible.

Ensure equipment involved in moving of materials is visually inspected before use and is subject to more rigorous testing and inspection where appropriate.

Ensure storage systems (racking, cupboards, shelving) is secured to the wall, ceiling or floor to prevent it falling on people.

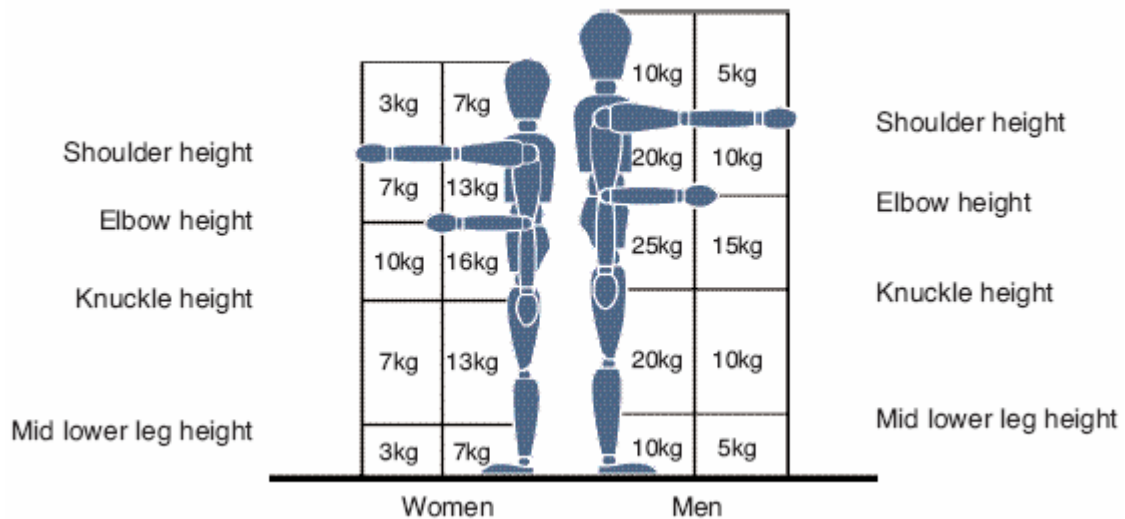
Assess the suitability of those involved in manual handling operations against a systematic set of criteria.

Ensure stored items are organised to allow for easy access and reduce the risk of injury from over reaching or being struck by falling items.

Heavy, awkward and bulky items should not be stored where retrieving them requires the use of a ladder or other equipment to gain sufficient height.

General guidelines for manual handling risk assessments

Each box in the diagram below shows guideline weights for lifting and lowering. These are not to be interpreted as safe working limits; however, working outside these guidelines increases the risk of injury. Your aim is always to reduce risks as far as is reasonable.



When undertaking a manual handling risk assessment you should:

Observe the activity in normal working conditions. The figures assume that the load can be grasped with both hands and that the person undertaking the activity (the subject) is able to apply a stable body posture for the duration of the activity. If this is not possible then you must carry out a more detailed assessment should be carried out.

Observe the activity and compare it to the diagram. If the subject's hands enter more than one box during the operation, apply the smallest weight.

Use a mid way weight if the hands are close to a boundary between boxes.

If an operation involves more than two times the guideline weights a more detailed assessment should be made, even if the subject is very fit, well trained and working under favourable conditions.

Guideline weights should be reduced if the subject twists to the side during the operation. Roughly, reduce by 10% if the subject twists beyond 45° and by 20% if the subject twists beyond 90°.

The guideline weights are for infrequent operations (up to 30 operations per hour). At this pace there are adequate opportunities for the body to use other muscles and take rests. Weights should be reduced if the operation is frequently repeated. Roughly, reduce the weights by 30% if the operation is repeated once or two times per minute. If the operation is repeated five to eight times per minute then reduce the weights by 50%. For operations repeated more than 12 times per minute reduce weights by 80%.

Further information

Manual handling assessment charts

HSE Books

INDG383-R3

Assessment subject: Office Environment

Regulations & ACOP

Workplace (Health, safety and welfare) Regulations 1992

Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002)

Hazards Identified

Slips, trips and falls

Fire

Poor seating

Poor lighting

Inadequate ventilation

Inadequate space

Hazardous substances (photocopier toner)

Office equipment

Portable display screen equipment

Risks Identified

Death or injury from trip hazards such as poorly stored boxes and files.

Injury from filing cabinets, storage cupboards or shelving tipping onto personnel.

Being struck by falling stored material.

Tripping over trailing cables.

Irritation from exposure to substances e.g. photocopier toner.

Entrapment in machinery.

Temporary or permanent damage due to poorly designed and/ or non adjustable workstation.

Musculoskeletal damage from moving stationary and equipment or Repetitive Strain Injury.

Stress

Temporary or permanent damage to eye sight from uncontrolled use of display screen equipment or poor lighting.

Who and how many might be harmed?

Office based personnel (clergy, staff or volunteers)

Action to consider

Do not store items on the floor.

Store items safely in cupboards or on shelves which are secured to the wall, floor or ceiling to prevent tipping.

Use filing cabinets which avoid tipping by preventing more than one drawer opening at a time. Where older style cabinets are used which do not have this facility, display notices on cabinets warning to open one

drawer at a time.

Ensure all cables, flexes and adapters are well managed and tidy.

Provide instruction in how to use office equipment e.g. photocopier. Only allow trained personnel to remove paper jams.

Ensure office equipment is well maintained by a competent contractor where appropriate.

Ensure workstations are adjustable and users are trained in how to adjust and maintain their workstations safely. Provide workstation cleaning kits.

Encourage office personnel to assess the suitability of their own workstations.

Ensure personnel are aware of safe use of all types of display screen equipment and receive regular eye sight checks if their use warrants this.

Provide gloves for changing toner and clear instructions are given on safe disposal.

Provide sufficient space and ventilation around photocopiers to allow for the dispersal of ozone.

Provide manual handling training.

Provide training and support for computer software packages.

Ensure lighting is adequate. Provide at least individual desk lamps.

Provide sufficient space around workstations for workers to move around safely and complete tasks comfortably.

Assessment subject: Painting and Decorating

Regulations & ACOP

Control of Substances Hazardous to Health, 2002

Workplace (Health, Safety and Welfare) Regulations, 1992

Work at Height Regulations 2005

Provision and Use of Work Equipment, 1998

Manual Handling Operations Regulations 1992

Hazards Identified

Irritants (**See 'Chemicals' Health and Safety Topics, Section 2 and Risk Assessment, Section 3**).

Fire

Slips, trips and falls

Dust

Electricity

Manual movement of loads and frequent forces or awkward movements of the body

Noise

Vibration

Risks Identified

Death, injury or loss of property from fire damage resulting from decoration or redecoration processes.

Poisoning from exposure to lead e.g. when preparing surfaces previously painted with lead-based paint products.

Sensitivity to paint and dust causing asthmatic symptoms or dermatitis.

Disease from exposure to dangerous substances e.g. asbestos.

Chemical burns from exposure to paint, surface preparation chemicals or chemical cleaning products.

Drowsiness from exposure to fumes given off by paints glues and other decorating products.

Electrocution from contact with live parts.

Repetitive Strain Injury (RSI).

Musculoskeletal damage from manual handling operations e.g. overreaching.

Temporary or permanent damage to hearing from exposure to noise e.g. mechanical sanding equipment.

Temporary or permanent damage from exposure to vibration e.g. hand held power tools.

Falls from ladders and other working at height equipment. (See **'Working at Height' Health and Safety Topics, Section 2 and Risk Assessment, Section 3**).

Who and how many might be harmed?

Staff, volunteers, visitors, contractors

Action to consider

Where contractors are used to complete decorating work. (See **'Building and maintenance work' Health and Safety Topics, Section 2 and Risk Assessment Section 3**).

Where staff or volunteers are involved in decorating work consider the following controls:

Undertake thorough risk assessment of the project with specific reference to the people involved in the work. Record your findings and incorporate controls into work processes.

Ensure safety information is available for all chemicals used in the project. Inform those using the chemicals of risks, how to store and use the products safely and what to do in an emergency.

(See **'Chemicals' Health and Safety Topics, Section 2 and Risk Assessment, Section 3**).

Inform workers of any particular hazards they will encounter e.g. asbestos and follow correct procedure. (See also **'Asbestos', 'Electricity', 'Gas'**) **Health and Safety Topics, Section 2 and Risk Assessment, Section 3**).

Provide all necessary personal protective equipment and insist that it is used, stored and maintained correctly. (See **'Personal Protective Equipment' Health and Safety Topics, Section 2 and Risk Assessment, Section 3**).

Store all paints and decorating materials safely.

Select suitable work equipment and ensure it is safe.

Isolate any electrical supplies.

Provide adequate ventilation.

Dispose of flammable items safely. E.g. rags soaked in white spirit, oil based paint, sawdust.

Avoid lone working.

Ensure workers are aware of safe procedures for working at height including the working height limit set by the Diocesan insurers. (Maximum 2 metres above floor level). (See **'Working at height' Health and Safety Topics, Section 2 and Risk Assessment, Section 3**).

If portable scaffold equipment is used ensure those using it are

appropriately trained.

Ensure regular breaks are taken particularly where tasks could lead to strain e.g. using hand held power tools, painting etc.

Ensure workers are given adequate instruction in manual handling operations. **(See 'Manual Handling' Health and Safety Topics, Section 2 and Risk Assessment, Section 3).**

Monitor the project to ensure that safe procedures are being followed.

Assessment subject: Personal Protective Equipment

Regulations & ACOP

Personal Protective Equipment Regulations 1992

Hazards Identified

Misuse of equipment

Unsuitable or inadequate equipment

Defective equipment

Risks Identified

Injury to lungs, hands and feet, eyes, ears, body

Who and how many might be harmed?

Clergy, staff, volunteers, parishioners, visitors, contractors

Action to consider

PPE must be appropriate to the task and designed to protect the person using it from harm as a consequence of that task.

Gloves reduce a person's ability to detect when a wooden handled gardening tool is slipping and should not be worn when using wooden handled, sharp edged tools.

Protective gloves must be provided to personnel involved in emptying bins, particularly where there is a risk of infection e.g. bins in toilets.

Robust protective gloves must be provided to personnel involved in litter picking.

PPE must be provided free of charge to the person needing it (whether employee or volunteer).

Provide good quality products made to appropriate standard for the task.

Consider individual needs in selecting equipment e.g. size, allergies.

Ensure equipment fits properly.

Make sure that where more than one item of PPE is worn that they are compatible.

Provide instruction and training in how to use PPE including why it is needed, when to use it and how to store equipment and maintain it in good order.

Replace damaged PPE.

Assessment subject: Play inflatables including bouncy castles

Regulations & ACOP Management of Health and Safety at Work Regulations 1999
Hazards Identified Fire Weather Users Power lines Equipment
Risks Identified Upturning or instability of structure from wind. Splitting of fabric of structure Users falling off structure during use Injury on accessing or leaving structure Overcrowding Deflating of structure during use Inadequate means of escape in case of fire Poor sitting of equipment
Who and how many might be harmed? Users of the equipment, supervisors, people in proximity to the structure
Action to consider Provide a perimeter fence for crowd control of at least 1 metre in height. Cover all hard surfaces adjacent to open sides, entrances and exit points with non-inflatable gym mats or equivalent. These should be a minimum of 3cm thick and a maximum of 12cm thick. Erect structure in accordance with hirers' instructions. Do not use in adverse weather conditions. Ensure a responsible person supervises the activity at all times. This person should be given adequate instruction in safe procedure and what to do in an emergency. Ensure that all footwear is removed and hard, sharp or dangerous items are removed prior to use. Do not allow: <ul style="list-style-type: none">• Bouncing on the step/front apron• Climb in or out from the sides Impose height restrictions as appropriate and segregate age ranges as necessary. Do not overload equipment.

Ensure equipment is sited away from any dangerous objects e.g. overhead power cables, sharp objects, water.

When hiring equipment, ensure the source is reputable and always check equipment is in good order prior to use.

Never accept liability for items hired or borrowed especially under contract. **(Diocesan insurers)**

Ensure electrical components of inflating play equipment are in good condition. Prevent unauthorised access and particularly protect from water and lack of adequate ventilation. Manage any trailing cables appropriately.

Assessment subject: Pregnant and New Mothers

Regulations & ACOP Workplace (Health, safety and welfare) Regulations 1992
Hazards Identified Manual handling operations Excessive working hours Slip, trip and fall hazards Stress
Risks Identified Musculoskeletal injury. Foetal damage/ aborted birth Under nourishment of child due to poor breast milk.
Who and how many might be harmed? Volunteers, parishioners, staff, visitors
Action to consider Prevent any heavy work or awkward manual handling activities being undertaken by pregnant or new mothers. Ensure all pregnant and new mothers are aware of the need to report their condition through the necessary channels. Be aware of the needs of pregnant and nursing mothers and take steps to provide for these needs where possible. Ensure you have considered pregnant and new mothers in your emergency planning.

Assessment subject: Pressure systems

NB: Pressurised systems include beverage dispense systems and fire extinguishers

Regulations & ACOP

Pressure Systems Safety Regulations 2000

Pressure Equipment Regulations 1999

Hazards Identified

Pressurised plant failure.

Risks Identified

Death or injury

Damage to property

Who and how many might be harmed?

All persons in proximity to failed pressure system.

Action to consider

Use pressurised systems as a last resort.

Ensure pressurised systems are properly maintained by a competent person. A pressurised system requires a written scheme of regular examination.

Keep written records of all inspections, repairs and alterations to pressurised systems.

Safety data sheets for pressurised gas in cylinders kept on site and used in association with a pressurised gas system should be kept on site.

Operate plant within safe limits as indicated by manufacturers' instructions or competent advice.

Provide adequate instruction on operating pressurised plant.

Provide adequate and clear instructions on emergency procedure.

Where necessary provide appropriate personal protective equipment for use with pressurised plant. Provide instruction in how to use protective equipment safely and how to store and maintain equipment. **(See 'Personal Protective Equipment' Health and Safety Topics, Section 2 and Risk Assessment, Section 3).**

For further information on safe use of pressurised gas systems see the Health & Safety Executive booklet '*Pressure Systems Safety and You*' INDG 261 available from HSE Books.

Assessment subject: Processions

Regulations & ACOP

Health and Safety at Work etc Act, 1974
Management of Health and Safety at Work Regulations, 1999

Hazards Identified

Slips, trips and falls
Manual handling
Disabled and vulnerable groups
Inadequate first aid cover
Crowds

Risks Identified

Disabled and vulnerable groups become separated from the procession.

Injury from insufficient consideration of disabled and vulnerable groups when planning the route.

Injuries from slips, trips and falls occurring along the processional route.

Injuries from inadequate crowd management.

Injuries from unsafe manual handling operations.

Injuries made worse by inadequate or inappropriate first aid treatment.

Who and how many might be harmed?

Clergy, volunteers, parishioners, visitors, other members of the public.

Action to consider

Ensure supervision of children by parents or responsible adults. Where supervision is provided by the parish ensure child protection guidelines are followed.

When arranging the route check for any hazards which could present a risk to those involved in the procession, particularly disabled and other vulnerable groups. (E.g. trip hazards, repairs to pavements etc).

Check what other events may be going on in proximity to your procession and plan accordingly.

Inform civic authorities and police in advance to obtain any permissions/street closures necessary.

Brief stewards on the proposed route and emergency procedures e.g. first aid assistance.

Ensure adequate first aid cover and take first aid equipment with you.

Ensure assistance for less able bodied persons to enable them to participate in the procession.

Provide details of the proposed route to parishioners in advance notifying them of any particular requirements e.g. sensible footwear.

Ensure hemlines of vestments are unlikely to present a trip hazard.

When ceremonial items are being carried as part of the procession ensure safe manual handling procedures are followed.

Assessment subject: Security/ violence

<p>Regulations & ACOP Health and Safety at Work etc Act 1974 Management of Health and Safety at Work Regulations 1992</p>
<p>Hazards Identified Handling and banking cash Dealing with the public Valuable items</p>
<p>Risks Identified Theft Violence Vandalism Arson Stress</p>
<p>Who and how many might be harmed? Clergy, staff, volunteers, parishioners, contractors</p>
<p>Action to consider Limit amounts of cash kept on site to a minimum. Store cash in a safe or strong room with the keys located in a separate building when the building is not in use. Vary banking routines. A responsible person(s) must be identified in the parish to ensure that all monies are counted correctly, secured on site or elsewhere and deposited in the bank as soon as practicable. The responsible person should take possession of any collection as the congregation retires. If the monies are to be counted immediately this should be done in a secure room (Sacristy) and the amount entered in the record which should. Monies should then be deposited in the safe prior to banking. If the monies are to be counted later then they should be placed into the safe for reconciling later. Two people should be involved in the transit of cash. One can act as look out. Keep records of amounts collected separate from stored monies. All external door locks must be 5 lever mortise deadlocks and comply with BS3621. Keep a list of key holders and undertake periodic checks, especially if there have been staff changes. If there are doubts change the locks. All accessible opening windows should be fitted with window locks.</p>

Encourage people to be vigilant to potential unsafe situations.

Keep valuables locked away. Photograph valuable items and, where appropriate, security mark with a pen or engraving device to aid recovery.

Keep external doors locked and install security equipment. At a minimum this should include a spy hole and chain.

Ensure external lighting is adequate and where possible is automatic.

Avoid leaving windows open in unattended rooms where unauthorised entry would not be difficult. E.g. ground floor or low, flat roof.

Provide those at risk with training on personal safety to include how to deal with an emergency.

Lone workers should be advised of the following:

- Avoid lone working if possible
- Lock themselves into the building.
- Inform someone when they expect to be on site and when they expect to return home.
- If they expect to be working alone for some time they should make arrangements to contact someone to let them know all is well during the period they are working.
- Keep an operating mobile phone in a readily accessible location when they are working alone.

Eucharistic ministers carrying out home visits must be informed of the risks associated with the location and people they are visiting. Measures to reduce the identified risks should be discussed with the ministers concerned.

Establish a system for Eucharistic Ministers carrying out home visits. Some parishes use a home visit book which is kept in the parish office. Details of home visits are written in the book (date, time, contact details of person visited etc). If there are subsequent concerns about the whereabouts of people involved in home visits there is a record of where they were expected to be. A system for finishing a home visit or series of home visits may be appropriate either by signing off in the book or by ringing into the parish office. This is particularly useful where particular risks are identified e.g. late at night, isolated location, threat of violence etc.

The parish priest and parish deacon should keep an operating mobile telephone with them when they are working alone. Additional precautions will be necessary in the event of any increased threat.

Confession time in the church should be timed to avoid the parish priest being alone in the building.

Where there is no view of the main body of the church from the Reconciliation Room additional personnel should be in the church to provide warning of fire.

Where security alarms are installed ensure they are regularly maintained preferably by a company registered with the National Approval Council for Security Systems. Security systems should meet BS4737 'Intruder Alarms.'

Maintain maintenance records on file.

Install panic buttons linked into security alarm at key points.

Test security alarms every 6 months.

CCTV surveillance systems should be considered to protect buildings, particularly the church and church hall.

All installed CCTV systems which include the facility to record information, except those located on domestic property, are subject to the remit of the Data Protection Act 1998. This includes displaying signs so that people are aware that they are entering an area covered by surveillance equipment. Signs must be clearly visible and legible.

You must ensure that your system complies and if necessary, that the Information Commissioner has been notified of your system. For details and general information on CCTV and the Data Protection Act and assessment of whether you need to notify your system go to www.ico.gov.uk.

Display the telephone number for the police in a prominent location.

Ensure outbuildings are secure and do not leave garden equipment, petrol, tools or ladders accessible.

Ensure users of portable computer equipment take sensible precautions e.g. not carrying equipment in branded carrying cases; not leaving or using equipment in a parked car; and taking care in public places, or in situations (or at times) where the risk of theft may be greater.

Assessment subject: Thoroughfares

Regulations & ACOP

Workplace (Health, safety and welfare) Regulations 1992

Hazards Identified

External paths and public areas

Access to steps and stairs

Corridors, walkways, passages etc throughout the building

Risks Identified

Slips, trips and falls due to:

defective or unsuitable floor surfaces

slippery floor surfaces

snow and ice

poorly defined/ maintained steps

Poor lighting

Stored items

Inadequate provision of handrails

Who and how many might be harmed?

Clergy, staff, volunteers, parishioners, visitors, contractors

Action to consider

Ensure all floor surfaces are well maintained and suitable for the purpose.

Treat exterior pathways, steps and driveways with grit or salt during periods of ice and snow. Display notices warning of slippery surfaces at such times particularly if it is not reasonable to treat all affected surfaces.

Prevent access to dangerous pathways, steps or drives until defects have been remedied.

Provide adequate lighting to external and internal thoroughfares.

Ensure steps and stairs are well maintained. Provide handrails where appropriate and define step nosings.

Keep exterior thoroughfares, steps and driveways clear of leaves and moss likely to make them slippery.

Keep thoroughfares clear of stored items.

Mop up spills on interior floors quickly. Display warning notices where necessary.

Where floor polishes are used ensure the manufacturers' instructions are complied with. Display warning signs when floor polishing work is in progress.

Use sensible cable management to avoid trailing cables and manage temporary hazards.

Assessment subject: Welfare

Regulations & ACOP

Health and Safety at Work etc Act, 1974

Workplace (Health, safety and welfare) Regulations 1992

Hazards Identified

Lack of suitable and sufficient welfare provision

Risks Identified

Stress

Ill health

Injury

Low morale

Low productivity

High turnover of workers (employed or volunteer)

Loss of respect and credibility

Who and how many might be harmed?

Clergy, staff, volunteers, parishioners, visitors, contractors

Action to consider

Ensure access and egress from buildings is safe.

Control speed limits on site where appropriate and define traffic zones where necessary.

Provide suitable and sufficient exterior lighting which is automatic to provide good visibility and a sense of security for people using your building(s).

Provide facilities for taking breaks. These should include:

1. Suitable and sufficient toilets and hand washing facilities
2. Provision for the disposal of sanitary waste
3. A place to change if work clothes are required e.g. cooks and cleaners
4. Facilities for making hot and cold drinks
5. Protection from passive smoking

The workplace should be kept clean and tidy.

There should be adequate space, lighting and ventilation for work tasks to be conducted safely and in as much comfort as is reasonable.

People should not be expected to work beyond their limits. Expectations should be discussed with workers and achievable goals set.

A procedure for the management of stress should be compiled and implemented.

Drug and alcohol can affect work performance and safety. Have a system in place to deal with problems if they arise. Be supportive but be aware that you cannot allow other people to be put at risk from the behaviour of

others.

Ensure that you are aware of any health issues which may affect an individual's ability to work safely. Implement precautions to protect all concerned.

Assessment subject: Working at Height

Regulations & ACOP

Provision and Use of Work Equipment Regulations 1998 (PUWER)

Workplace (Health, safety and welfare) Regulations 1992

Work at Height Regulations 2005

Hazards Identified

Falls from ladders, step ladders, mobile tower scaffolds

Falling objects.

Risks Identified

Death or injury from falls from height

Being struck by objects or equipment falling from equipment.

Who and how many might be harmed?

Clergy, staff, volunteers, parishioners, visitors

Action to consider

Assess the risks of each work at height activity and ensure that all identified risks are adequately controlled.

No work at height which exceeds the Diocesan Standing Height Limit should be carried out on site by parish personnel unless exemption has been granted by the Diocesan insurer.

The Diocesan insurer will not accept liability for claims arising from injuries sustained as a consequence of exceeding the Diocesan Standing Height Limit (feet more than 2 meters off the ground). This has potentially serious consequences for parish budgets since liability would rest with the parish and any settlement following a successful claim would be the responsibility of the parish.

Exemption from the standing height restriction can only be given for named individuals on successful completion of an appropriate training course or other relevant factors. Think very carefully about providing training because this will not remove the risk of injury from working at height activity. Other factors e.g. previous experience, age of volunteers, health issues etc have a bearing on how safely people can undertake tasks.

Ensure that where work at height is carried out below the Diocesan Standing Height Limit the requirements and good practice of the Work at Height Regulations 2005 are followed including:

1. Assessing the need to carry out the task.
2. Observing the Diocesan Standing Height Restriction
3. Selection of appropriate equipment e.g. a ladder should only be used for tasks of less than 30 continuous minutes
4. Checking equipment for safety prior to use.
5. Reporting any defective equipment and removing it from use.
6. Assessing when to carry out the task (e.g. not when the building is busy and not undertaking ladder work alone)
7. Being fit and able to undertake the task (some people may be willing but not able)

8. How to provide warning to others (e.g. roping off the area, stationing personnel to provide verbal warning)

The above should be included in your safe procedure for ladder (including step ladder) work and should be promulgated to any personnel involved in ladder access work.

Ensure authorised personnel only work at height and that you apply a systematic set of criteria in assessing their suitability for such work.

Ladders and step ladders used by parish personnel should conform to current safety standards.

Access to ladders which enable to standing height limit to be exceeded should be restricted by locking ladders up or locking them away.

Ensure mobile tower scaffold equipment is inspected at least annually by competent engineers and inspection certificates are kept on file.

Parish personnel using the mobile scaffold tower should have received training in correct use of this equipment and exemption from the Diocesan Standing Height Limit. Current recognised training for users of mobile access equipment is sponsored by PASMA (Prefabricated Access Suppliers and Manufacturers Association).

Provide a safe procedure for use and storage of equipment associated with higher level work.

Provide adequate warning for others of work in progress when ladders and other working at height equipment is in use. Prevent access to the work site if an assessment of the risks indicates this to be necessary.

A suitable and sufficient fall arrest system should be installed on the fixed access ladders e.g. to the bell tower. A variety of systems are available and you should seek the advice of a working at height specialist for the best practical means of fall arrest provision on your access. Once a fall arrest system is installed ensure that contractors using the access do so with any necessary ancillary equipment. NB: Parish personnel will not be permitted to use an access which exceeds 2m above the floor level even with the installation of a fall arrest system unless they have received exemption from the Diocesan insurer.

Access to fixed access ladders should be restricted.

Some churches have a roof void with walkways above the suspended ceiling many of which are inadequately guarded to avoid falls through the ceiling. Suitable and sufficient guarding should be installed to such walkways to reduce the risk of falls. Diocesan/ parish personnel should not access such a roof void unless they have received appropriate exemption from working at height restrictions imposed by the Diocesan insurer and have any necessary qualifications/ competence.