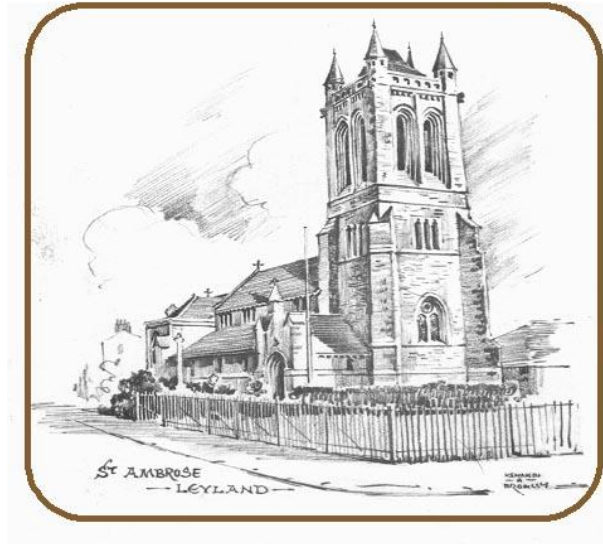


# St. Ambrose Church

## Leyland



# Health and Safety Policy

## And

# Risk Assessments

Updated from October 2006 version (D. Adams)

Ollie Woodcock (PCC Secretary) and Ian Burt (Churchwarden)

November 2014

## Contents

1. Preface
2. St. Ambrose Health and Safety Policy (November 2014)
3. Appendix A: Fire Safety Poster
4. Appendix B: Safeguarding Poster
5. Risk Assessments table

## Preface

The church's existing Health and Safety Policy and Risk Assessment document was created in October 2006 by the then churchwarden, Mr. David Adams. The document was created following a full risk assessment carried out by members of the PCC and an advisor from the architects Grimshaw Townsend. It included full risk assessments of various parts of the Church and Halls and also included the Scout Hut. Fire Evacuation Plans etc were also included.

As there have been significant changes and improvements to the buildings since that date, together with changes in personnel and church officers, it has been necessary to review and re-write the policy document. However, the work undertaken in 2006 has been fully integrated into the current document.

This new document is based upon the suggested Health and Safety policy provided by our insurers, Ecclesiastical, thereby ensuring that all elements required by laws such as the Health and safety at Work Act 1974, are fully met.

St. Ambrose Church Parochial Parish Council (PCC) has oversight and responsibility for:

- St. Ambrose Church and its environs including the Garden of Remembrance
- The Halls (known as Halls for All) which consist of the main hall, annexe, conference room and kitchen, together with toilet facilities etc.
- The car park.

The management and maintenance of the Halls is delegated to the Halls Management Committee. This committee is responsible for:

- Decisions related to the hiring and use of Halls by outside agencies and groups
- The maintenance of the internal and external parts of the building
- Issues regarding the use of spaces for events, performances and productions
- Ongoing minor repairs as logged in the report book

The PCC employs a Verger and Halls Cleaner: Mrs. Louisa McFarlane, who is responsible for the day-to-day cleaning and maintenance of both the Halls and the church. The role is supported by a full job description and contract which was created in 2013 and is reviewed annually each November.

The church relies on volunteers to carry out many ongoing maintenance, security and safety roles. These include:

- The Gardening Team - care of the gardens, Garden of Remembrance, hedges etc.
- The Halls Maintenance Team - painting and other DIY jobs carried out as needed in the Halls and Church.
- Flower Arrangers - responsible for the upkeep of all floral arrangements throughout the year.
- Pastoral Assistants and Servers - responsible to the Vicar for sacristy and service-related work.

- Sidespeople - responsible for each service, safety of congregation, supporting the churchwardens, clergy and vergers in any health and safety matters including access for the disabled, positioning of wheelchairs, prams etc and evacuation of the building should it be necessary.
- Halls Stewards - responsible for ensuring the safety and security of the Halls when being hired and used by outside agencies or groups.

Where appropriate, these volunteers have undertaken full DBS checks and they are made fully aware of appropriate health and safety issues and measures. It is the responsibility of each volunteer to ensure that they are cognisant of the health and safety policy and measures taken by the PCC to ensure the safety of all who use the church premises. Where appropriate, training has been given.

## St. Ambrose Church Leyland Health and Safety Policy

Name: **St. Ambrose Church**

Address: **Moss Lane, Leyland PR25 4XA, Lancashire**

Date: **November 2014**

Review date: **first review due November 2016 after which reviews will be carried out at least every two years.**

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, casual labour and voluntary helpers, and to provide such information, training and supervision as they need for this purpose.

We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation, contractors, visitors and others who may visit the church, churchyard and any associated buildings.

The policy will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly and, in order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all meetings of the Parochial Church Council, and sub-committees, such as the Halls Management Team, and employees and voluntary workers will be consulted on a regular basis.

Signed:

Date:

## Organisation and Responsibilities

The vicar, *Reverend Duncan Clarke* has overall responsibility for this health and safety policy.

However, specific responsibilities are delegated to members of the church. These include:

- The churchwardens : *Mr. Ian Burt*

The above persons are responsible for ensuring that the arrangements outlined in this policy are carried out and updated as necessary.

- The Parochial Church Council (PCC)

Has general responsibility to ensure that the policy is implemented.

- The Health and Safety Officer/ Committee

Has responsibility for the day-to-day implementation of the policy. The H & S Officer should:

1. be familiar with health and safety regulations as far as they concern church premises
- 2 be familiar with the health and safety policy and arrangements and ensure they are observed
- 3 ensure so far as is reasonably practicable, that safe systems of work are in place
- 4 ensure the church and hall, if applicable, are clean and tidy
- 5 ensure the churchyard is properly maintained including the safety of monuments, tombstones and trees, and that grass is kept cut
- 6 ensure that safety equipment and clothing is provided and used by all personnel where this is required.
- 7 ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training
- 8 ensure that adequate access and egress is maintained
- 9 ensure adequate firefighting equipment is available and maintained
- 10 ensure that food hygiene regulations and procedures are observed.

It is the responsibility of **employees and voluntary workers** to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on church business or premises.

Employees and voluntary workers must therefore:

- 1 comply with safety rules, operating instructions and working procedures
- 2 use protective clothing and equipment when it is required
- 3 report any fault or defect in equipment immediately to the appropriate person
- 4 report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
- 5 not misuse anything provided in the interests of health and safety.

### **Responsible persons**

The following are responsible for safety in particular areas:

## 1. By activity

Accident book/Accident reporting	Mrs. Louisa McFarlane (Verger/Caretaker)
Fire extinguishers	A and B Fire Protection inspect annually
Emergency evacuation	
Portable electrical appliances	Regularly tested and subject to logged visual inspection annually.
Fixed electrical system	Inspected every 5 years
Gas equipment	Inspected with boiler maintenance programme annually
Hazardous substances	Mrs. Louisa McFarlane
Plant and machinery	
Condition of floors and stairs	Halls Management/Maintenance Team
Light bulb changing	Maintenance team + contractors when necessary
Working at high levels	Own scaffolding used by trained persons and contractors
Food preparation	Rev. Calum Crombie/Mrs. Jackie Ball
Manual handling	
Display screen equipment	
Building defects/glazing	Mr. Ian Burt
Child protection Protection/Safeguarding)	Mrs. Ollie Woodcock (Child
Personal safety	
Fêtes and outings	Social Committee (Mrs. Lynne Rhodes)
Contractors	Mr. Ian Burt
Choirs/music	Mr. Stephen Thackeray (Choirmaster/Organist)
Health and safety training	

## 2. By area

Main body of church	Rev. Duncan Clarke
Chapels	Rev. Duncan Clarke
Clergy vestries	Rev. Duncan Clarke
Choir vestries	Mrs. Louisa McFarlane
Vergers vestries	Mrs. Louisa McFarlane
Sacristy	Pastoral Assistants
Organ loft	
Bell chamber	Mr. Ian Burt
Boiler room	Mr. Ian Burt
Kitchens	Mrs. Louisa McFarlane/Halls Management
Churchyard	Gardening Team
Church hall	Halls Management Team



## Arrangements for the Implementation of the Policy

### Accidents and First Aid

First aid boxes are located in:

*At the back of church near the main door/sidesmen area.*

*In the kitchen in the Halls.*

Trained first aiders include:

Miss Natasha Green (Sunday School and Youth Group (07856594816) dated November 2014

Mrs. Jean Brundrett (Reader) (01772 433922)

Mrs. Deborah van der Putt (10772 432198)

Mrs. Lynne Rhodes (Social Committee Leader) CPR qualification (01772 495684)

Rev. Graham Ashworth (Curate)

Mrs. Louisa McFarlane (Verger and Halls Caretaker/Cleaner) dated November 2014

**NB. Highlighted names are the first on call.**

Other members of the congregation have knowledge through their work/former work/out-dated certificates:

Ollie Woodcock, Jackie Ball, Pauline Damp, Ian Burt, Barbara Gilbert, Janet Wilson

The accident book is located in: *Halls Kitchen*

*Church: on top of the hymn books cupboard by the main door*

All accidents or incidents taking place in the church, in the Halls or within the church grounds **must** be entered into the accident book as soon as possible.

Anyone hiring the Halls, either regularly or on a 'one-off' basis, must comply with this policy, recording any minor accidents or serious injury in the book provided. The accident book will be reviewed periodically to ensure that any faults/defects which may have caused an accident can be remedied forthwith. (RIDDOR 1995)

### Fire Safety

We aim to fulfil the requirements of the Regulatory Reform (Fire Safety) Order 2005.

We therefore undertake:

- an assessment of the fire risks in the church and associated buildings and the risks to our neighbours. This is carried out either as a specific exercise or as part of our general health and safety risk assessments.
- a check that a fire can be detected in a reasonable time and that people can be warned and a check that people who may be in the building can get out safely including, if necessary, the lighting and fire exit signage.

- to provide reasonable firefighting equipment
- a check that those in the building know what to do if there is a fire
- a regular check that our firefighting equipment is in place and is serviceable, and that there is an annual maintenance carried out by a reputable company. (A.B. Fire Protection of Preston.)

*The contract to maintain fire extinguishers etc is held by A.B. Fire Preston. They certified the work carried out in November 2013 cert.no. 28162. Also inspected November 2014*

Fire extinguishers are sited in the church and in the Halls as follows:

Church	Position	Type
	Evington Chapel	foam
	Chancel	CO2
	St. Christopher's Chapel	Foam
	North aisle (near door)	Water
	South aisle (children's corner)	Water
	Office	CO2
	Vicar's vestry	foam
	Connecting corridor (outside office)	Water
Halls	Position	Type
Main hall	Stage (right)	Foam
	Stage (left)	Water CO2 (2 extinguishers)
	Fire exit door	Foam
	Rear of hall (by hatch)	Water
	Rear of hall (by window)	Water
Kitchen	By hatch	CO2 + Fire Blanket (on wall)
Entrance hall	Back wall	water
Small hall (annexe)	By main door	Water
Conference Room	By entrance door	CO2

(list dated 23.11.14)

Other fire safety equipment includes: fire blanket (Halls kitchen)

All signage is deemed to be appropriate and alarms are fitted appropriately according to the advice given by the Fire Officer. Emergency lighting, smoke detectors and break glass alarm points are all maintained by the contracted company.

Monthly testing of the alarm systems etc is carried out by the churchwarden and/or an appointed person from the Health and Safety Committee/Halls Maintenance Team. Tests are recorded.

### Evacuation Procedures

The maximum number of persons able to be seated for concerts and plays held in the large hall is \_\_\_\_\_

The small hall (annexe) is licensed for \_100\_\_\_\_\_ persons.

*Designated assembly points: Church: evacuate to Church Street and assemble on the east side footpath and verge adjacent to the car park. (Sidemen responsible for road safety)*

*Halls: evacuate to the war memorial on Moss Lane. (Players, organisations hiring the Halls responsible for road safety etc.)*

*Fire exit routes are clearly displayed throughout the premises.*

The St. Ambrose Fire Policy (see appendix A) is prominently displayed through the church and Halls.

Evacuation drills are carried out periodically. During church services, the responsibility for the safe evacuation of the congregation is regarded as being: the verger, sidemen, officiating clergy. All are fully aware of the policy and procedures. Although no landline telephone is available within church premises, mobile phones are readily available to call the emergency services.

It is not recommended that members of the public use the fire extinguishers available unless they are either trained to do so or confident that they can handle the equipment safely. It is wise to close all doors and windows and call the fire brigade, even for small fires.

### **Electrical Safety**

All portable electric appliances are regularly checked. Plugs, sockets and fixed electrical machinery is also checked and regularly maintained to ensure the safety of all equipment. A pattern of visual checks, together with maintenance and annual/bi-annual inspections ensure the safety of electrical equipment. PAT testing is carried out bi-annually, the last being 2013. The organ is maintained through a contract. External and internal lighting, particularly that in the refurbished and extended Halls, church office etc all meet official regulations and guidelines. The roof alarm, fitted in July 2014, lightning conductor (tested annually by Osborne Delta) and other such electrical and alarm systems also meet with full approval.

When it is necessary to move electrical equipment, it is done with due regard to safety. Cables and extensions are used with care, ensuring that hazards are kept to a minimum and duly highlighted.

All electrical equipment is to be turned off when not in use.

Any electrical appliances bought or replaced will meet with full standards, have fixed plugs and will be maintained throughout their use.

### **Gas Safety**

Gas is used to heat both the church and the Halls. A new boiler system was installed in the church in spring 2014. It has been fully approved by both the diocese and the installers who have been awarded the maintenance contract. (LMG Preston Ltd.)

### **Hazardous Substances**

The verger is responsible for the safe storage and use of cleaning and other materials which may be deemed 'hazardous'. These include items marked as 'irritant, corrosive, toxic' etc. They are stored in a locked cupboard within a locked storeroom in the halls.

A full assessment of asbestos within church premises was carried out in 2010. There is no risk from any asbestos.

### **Safety of Plant and Machinery**

Employees and volunteers must be made aware of the operating rules for each piece of equipment. These include:

- Lawn mowers and strimmers
- Ladders
- Tower scaffold
- Table and chair trolleys
- The lift in the Halls

All of the above are regularly maintained either through formal contracts or regular visual and operational checks carried out by members of the Halls Maintenance Team. Where necessary, (tower scaffold) operational instructions are displayed. There must always be at least 2 persons present when the above items are being used.

The following items are maintained through contract agreements:

- Lift in the Halls

### **Slips, Trips and Falls: Condition of floors, paths and steps.**

All floors, steps and paths are checked regularly by the churchwardens and members of the maintenance team. The Halls Cleaner/Caretaker and the Verger keep a diligent eye out for any faults or defects which may be deemed a slip/trip hazard. These are noted in the Faults book for action as soon as possible. We ask that any hirers of the Halls who note a fault report it immediately to either the Halls Cleaner or to the churchwarden: *Mr. Ian Burt*

The Gardening Team (led by Dorothy and David Hunter) regularly inspect the paths around the church, ensuring that moss/algae which may cause slippage, are removed. The low step near the entrance to the Halls is edged in white and external lighting is provided to highlight changes in levels from the church to the halls.

During the winter, when there is a danger of snow/ice causing trips and falls, every effort is made to use salt/grit bought for the purpose, on the paths into and around the church and halls.

### **Lighting**

All lights in the church are checked periodically. Bulbs which can be replaced easily (ie. Those at an accessible height) will be changed. Any lights which are not easily accessible, such as those in the chancel arch or within the nave ceiling, have to be replaced by competent engineers using appropriate ladder/scaffolding equipment. This is undertaken when sufficient bulbs need to be replaced.

Lights in the Halls are also monitored. Bulbs are changed by the members of the maintenance team. Stage lighting is monitored and maintained by St. Ambrose Players. They have the appropriate expertise and equipment to safely handle ceiling and other lights. Members of the congregation and/or hirers of the Halls who notice a faulty bulb should report the matter to the vergers or churchwarden.

### Working at High Levels

The following areas are designated as 'levels':

- The chancel arch (for placing the screen, Advent Star etc)
- The nave (for access to lighting etc.)
- The baptistery (for access to bell rope, ceilings etc)
- Any ceiling area within the church or Halls

Only the following named persons should work in these areas:

- Contractors for electrics, painting, exterior/interior work. They will use approved machinery and ladders/scaffolding. They will have their own health and safety and insurance policies.
- St. Ambrose Players certified members for access to stage lighting and other equipment. (Players have their own insurance cover.)
- Volunteers who work on the maintenance team, who have experience in using the tower and ladders and who follow all regulatory procedures. *(No-one is allowed to work independently and without at least one other person in attendance.)*

### Preparation of Food

*(Please note: at the time of writing, very little use is made of the kitchen for the regular preparation of food, due to the inadequacy of the facilities. When the kitchen is renewed and developed, this section of the policy will be re-addressed.)*

The kitchen is used regularly (at least twice a week) for the making of tea/coffee etc after services. It is also used by hirers for the same purpose.

The kitchen is used for the preparation of sandwiches, buttering of scones etc for special events such as the Christmas Fair. Hotpots etc ordered and prepared elsewhere are sometimes brought into the kitchen for serving.

The kitchen is also used for the washing of crockery etc used in the serving of tea etc.

We ensure that:

- Surfaces are clean and hygienic before and after use. Cleaning materials are provided.
- Cloths and tea-towels are washed and dried after use.
- The refrigerator, mainly used for storage of milk but occasionally for sandwich-making materials, is clean. Temperatures are checked periodically.
- Hirers are made aware of the facilities and requested to leave the kitchen in clean, tidy and hygienic state.
- Storage cupboards are kept closed to reduce dust etc.
- A warning notice is placed above the small electric cooker.
- Water heaters/boilers and kettles are serviced and maintained. Those using the water boiler are made aware of the dangers of steam, hot water splashes etc.

- Only those people who are fit and able to work in the kitchen do so. (There is no specific age limit but anyone who may be unsteady is dissuaded from volunteering.) Children are not allowed in the kitchen.
- Food handlers are provided with gloves (latex type) and have appropriate experience of using knives etc.

The following volunteers have food hygiene and handling qualifications:

Rev. Calum Crombie

Mrs. Jackie Ball

Mrs. Pauline Damp

### **Manual Handling: lifting, carrying and moving loads**

Our policy is to eliminate the need for manual handling as far as is reasonably practicable. Where it is not possible to avoid the need to move loads, we will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible.

The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling. Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

Trolleys are provided for the storage and movement of tables used in the halls. Chair trolleys are also available.

### **Display Screen Equipment**

A large display screen is sometimes used in church for special services such as Remembrance Sunday. The screen is to be erected by volunteers who are experienced in doing so, taking the precautions previously described.

### **Hazardous buildings/glazing**

Our policy is to ensure that our buildings are safe and without risks to the health, safety and welfare of all who work in and use them. Visual checks are carried out quarterly by the churchwarden and others. Concerns are noted and repairs arranged as necessary. If deemed necessary, temporary measures are taken to ensure the safety of a specific area.

A full survey of the church and Halls into the location and condition of asbestos was carried out in 2010. There is no asbestos.

Glass in recently created windows (eg 'Flower' window) meets all safety standards and is protected on the exterior. Glass doors and windows in the Halls and link corridor meet safety standards.

### **Safeguarding of Vulnerable Adults and Child Protection**

The Safeguarding and Child Protection Officer is: *Mrs. Ollie Woodcock*

Our policies meet all diocesan and national requirements. The policy is made available on the website. Hirers are made aware of the church's policies. Safeguarding notices are posted in church and in the Halls. A central record of CRB/DBS clearances is kept. Records are also kept of any incidents etc.

### **Risk Assessments**

The risk assessments carried out in 2006 have been updated. (see appendix).

### **Contractors**

When it is necessary to use outside contractors for the maintenance, repair and development of church premises, we ensure that they:

1. have their own health and safety policy (where required by law) and be able to provide a copy of the same
2. produce evidence that they have appropriate Public and Employers' Liability insurance in place. A record of this evidence will be maintained
3. comply with all the requirements of this health and safety policy and co-operate with the church officials in providing a safe place of work and a safe system of operation
4. where plant and machinery is brought onto the church premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation
5. contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the church officials. However, responsibility will remain with the contractors
6. all contractors will be given detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake. This 'permit to work' will also specify any safety precautions they must undertake.

We are aware of the Construction (Design and Management) regulations and, when necessary, endeavour to fulfil the requirements of the 'client'. (Allowing sufficient time, ensuring safety of contractors, following faculty guidelines etc.) Usually, the churchwarden acts as the CDM co-ordinator, liaising between the church and the contractor, when work is being undertaken.

### **Information and Enforcement**

Environmental Health Service: [www.southribble.gov.uk/content/health-and-safety](http://www.southribble.gov.uk/content/health-and-safety)  
Employment Medical Advisory Service: Health and Safety Executive, Redgrave Court, Merton Rd., Bootle L20 7HS

Safeguarding Advisor for Blackburn Diocese: Kaley Vaughton 01254 593415  
[kaley.vaughton@blackburn.anglican.org](mailto:kaley.vaughton@blackburn.anglican.org)

Health and Safety Executive

Information Line: 0845 345 0055 HSE Books: 01787 88116

## **St Ambrose Church Leyland** **Fire Policy**

**In case of fire in the Church or Halls the following procedure should be adopted.**

*Each organisation/group using the Church or Halls are responsible for electing their own fire officer and making sure that the following procedures are carried out.*

**Raise the Alarm – call the local fire service.**

**Commence evacuation of the building from the nearest fire exits.**

**Close all doors (to prevent fire from spreading).**

**Fight the fire – only if safe to do so.**

**Assemble at pre-determined assembly point.**

- **For Halls use War memorial area.**
- **For Church use the footpath adjacent to the car park (Church Street). Sidesmen are responsible for road safety.**

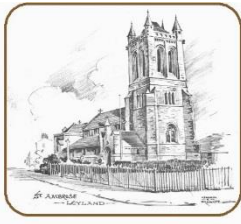
**Conduct a roll call where possible.**

**Please make sure that the entrance to the car park is kept clear for emergency vehicles.**

**Please notify Vicar/Church Wardens ASAP.**



## Appendix B: Safeguarding Poster



### St. Ambrose Church Leyland

#### Promoting a Safe Church

Christian communities should be places where all people feel welcomed, respected and safe from abuse of all kinds.

This church is committed to encouraging an environment in which all people, especially those who may be vulnerable for any reason, are able to worship and pursue their faith journey with encouragement in safety.

We welcome children and want them to be safe when they are on Church premises or attending a church run event.

To this end we have adopted Safeguarding policies recommended and promoted by the House of Bishops and by the Diocese of Blackburn.

Copies of our policies: 'A Policy for Safeguarding Children and Young People' and the 'Parish Policy Statement on Safeguarding Adults in the Church' are kept in the church office. They are also available on our website [www.stambrose.info](http://www.stambrose.info)

Our Safeguarding and Child Protection Officer is:

*Mrs. Anne (Ollie) Woodcock*

She can be contacted at:

01772 456557 or 07725 812093

***Safeguarding is everyone's business***

*If you have any concerns about a child/young person/adult's welfare please contact the Safeguarding Officer or the Vicar (Duncan Clarke)*

*Kaley Vaughton is the Diocesan Safeguarding Advisor.*

*01254 503070 or 07711 485 170*

***In an emergency contact the Police or the Local Social Care Office***

***Childline: 0800 1111***

**Risk Assessment Forms**

**St. Ambrose Church, Moss Lane, Leyland PR25 4XA**

**Risk assessments originally carried out 28.9.2006**

**Reviewed :** *October and November 2014*

**Areas assessed:**

Church, Halls and grounds

**Risk details**

*Likelihood: 1 = Low (seldom)    2 = Medium (frequently)    3 = High (certain or near certain)*

*Severity: 1 = Low (minor cuts and bruises)    2 = Medium (serious injury or incapacitated for 3 + days)    3 + High (fatality or a number of persons seriously injured)*

*Risk Rating: 1 - 2 = low priority    3 - 4 = medium priority    5 - 9 = high priority*

Area assessed	Hazards/risks/persons affected	Existing controls	Likelihood (L)	Severity (S)	Risk rating (L x S)
Church: Porch and aisles	Trips and falls due to slippery floor, carpet edging etc.	Maintenance, checking floors before services etc.	1	1	1
Doors	Trapped fingers etc	Main door held back by retainer when in use, avoid through draughts which may cause doors to bang closed.	1	1	1
Bell tower / Ringing chamber	Trip/fall on steps	No unauthorised admittance. Personal lighting is provided.	1	2	3
Evington and St. Christopher Chapels	Candles (wax and flame) when being lit.	Tapers and lighters provided. Care taken when lighting candles.	1	1	1
	Falling plaster	Loose plaster removed. Monitored prior to renovation.	1	2	2
Chancel	Trips/falls on steps at front and side.	Support for elderly and infirm as necessary. Verger/sidesmen/choir members to assist in direction and pointing out step to chapel at busy times (eg Harvest)	1	1	1

	Advent ring being knocked over/candle catching fire to robes etc.	Care taken in placing display. Restricted space made evident to users.	1	2	2
	Use of screen and Advent star etc. Possibility of supports giving way resulting in falling to ground from height.	Highly unlikely but care taken in securing supports.	1	2	2
Organ	Electric faults causing fire or electrocution.	Regular maintenance by registered engineer. Fire extinguisher in chancel.	1	2	2
Vicar's vestry	Trapped fingers, cuts etc from use of files, safes and cupboards.	Take care when using all cupboards, filing cabinets and safes. Do not stack books, folders too high. Do not carry unsafe loads from safe. Bend knees when lifting out from lower levels.	1	1	1
Office	Trapped fingers from drawers and files, cuts from using scissors, paper trimmer, staplers etc.	Take due care and attention when using equipment.	1	1	1
	Electrical fire or electrocution when using the printers.	Unplug machines when not in use. Only those who know how to operate the printers to use them.	1	2	2
Corridor	Trips and falls.	Take care when using steps. Regular maintenance or floor surfaces, especially when wet.	1	1	1
Church throughout	Fire hazards: wooded furniture, hymn books, paper stores and linens of all types. Electrical faults-lights, switches, PA system, music systems, candles.	Regular checks of electrical equipment. PAT testing. Due care and attention. Ensure no stock-piling of papers etc. No smoking throughout. Fire alarms and extinguishers. Linens stored securely in purpose-built chests.	1	3	3
Flower arrangers	Trips and falls whilst arranging flowers. Cuts from pruners, stems	All arrangers to take due care and attention. No climbing on chairs to reach	1	1	1

	etc. Arrangements collapsing.	heights. No working alone. Step ladder provided. Firm bases for arrangements. First aid kit.			
Verger, cleaning team etc.	Trips and falls, cuts and bruises.	No climbing on chairs etc to reach higher. Use stepladders provided. Avoid working alone. (If alone ie. Verger, have mobile phone with you) First aid kit on site.	1	1	1
Boiler room	Electric and other fires. Faulty boiler causing burns etc.	Only authorised persons to access. No working alone. Appropriate precautions prior to servicing etc. Engineers to be suitably insured by their company.	1	2-4	2-4
Choir vestry and toilets	Trips and falls, slippery floors, unsafe doors and hinges.	Routine maintenance and cleaning. No high stacks of chairs. Faults reported and signed until repaired. First aid kit accessible.	1	1	1
Stage	Trips and falls in semi-darkness, falling tools, scenery, lighting etc. Injury when moving scenery.	Secure all scenery and props. Tape any trailing wires. Use appropriate lighting when working/moving. Move scenery with care, lifting to support back and knees etc.	1	2	2
Steps from stage to lower main hall	Falling down steps.	Steep steps have a hand rail but all need to take care when using.	1	2	2
Main hall	Slips, trips and falls.	Clean any spillages asap. Stack chairs at side in low piles. (8) First aid kit available.	1	1	1
	Fire risks when hall is in use due to electric faults, overloads, accidents etc. Overheating of equipment and/or electrical equipment left on after use.	Fire signage, numerous fire extinguishers in hall and on stage. Exits must remain clear at all times. Limits on seating must be adhered to at all times.	1	3-5	3-5
Kitchen	Scalds/burns from water boiler, kettles etc. Burns from cooker.	Due care and attention when using boilers and kettles, cookers etc. First aid kit. Signage for use.	1	3	3

	Trips, slips.	Wipe any spillages asap.	1	2	2
	Cuts when preparing food.	Due care and attention.	1	1	1
Toilets	Trips and falls	Regular maintenance	1	1	1
Entrance hall	Trips and falls	Ensure no hazards left out, regular maintenance etc.	1	1	1
	Accident when using lift.	Follow instructions for use. Any person in wheel chair should be securely seated.	1	2	2
Store room	Trips and falls, lifting injuries, head injuries from falling items. Bruises and cuts.	Store items safely with due regard to height, accessibility etc. Leave nothing on floor which could be fallen over.	1	2-3	2-3
Small hall	Trips and falls.	(See main hall above)	1	1	1
Annexe	Trips and falls.	(see main hall above)	1	1	1
Car park	Trips and falls.	Step edges painted white. Automatic lighting. Street lighting. Periodic maintenance and monitoring of condition of tarmac etc. Parking spaces clearly marked. Parking at own risk.	1	2	2
Grounds and paths.	Trips and falls. Slips in icy conditions.	Paths and hedges maintained by gardening team and clear-up days. Gritting when icy on main path, car park path and to halls entrance.	1	2-4	2-4
Grounds maintenance team	Trips and falls. Cuts and bruises, scratches etc from trimming hedges, pruning, grass cutting etc.	Due care and attention when working. Gloves etc to be used as appropriate.	1	2	2
	Electrocution if using mowers, power tools.	Due care and attention, trip switches and regular maintenance.	1	3-4	3-4
Halls maintenance team	Damage to back, shoulders etc when lifting equipment, using step ladders etc.	Due care and attention when lifting and carrying tools and equipment. No working alone. (If has to be case then have mobile phone) Trolleys etc for moving tables, chair stacks.	1	2	2

	Inhalation of fumes from paint, glues etc.	CCOSH details to be adhered to. Ventilate or work outdoors.	1	2	2

Ollie Woodcock

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