

Christ Church Mount Pellon Health and Safety Policy

Christ Church, Mount Pellon
Church Lane
Mount Pellon
Halifax
HX2 0EF

January 2016

Review Date: *January 2017*

This document has been prepared in accordance with the provisions of the Health & Safety at Work etc. Act 1974 and the regulations made under it.

The policy is in three sections:

Section A – General statement of policy

Section B – Organisation and responsibilities

Section C – Arrangements

To all employees, voluntary helpers and contractors:

The success of this policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for health and safety.

Section A – General statement of policy

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 allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out below.

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 the appropriate changes made.

In order to ensure that Health & Safety matters are kept constantly under review, an item on Health & Safety will be on the agenda for all meetings of the Parochial Church Council, and sub committees where they exist and employees and voluntary workers will be consulted on a regular basis in order to seek their views on Health & Safety matters.

Signed *John Hellewell*

Vicar

Date *14th January 2016*

Review date *January 2017*

Section B – Organisation and responsibilities

Responsibility of the Vicar

Overall responsibility for Health & Safety is that of the Vicar the Revd John Hellewell who will ensure that arrangements are in place to satisfy Health & Safety Regulations and appropriate Codes of Practice. Specific responsibilities may be delegated to church personnel. As new projects emerge, the names of responsible persons will be notified and the list amended accordingly.

Responsibility of the Churchwardens

Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary is with the Churchwardens, as noted below:

Mr Michael Cockerill

Mr Paul Heptinstall

Responsibility of the Parochial Church Council

The Parochial Church Council has general responsibility to ensure that the Health & Safety Policy is implemented.

Responsibility of the Health & Safety Officer

The following person carries the responsibility for the day-to-day implementation of the arrangements outlined in this policy:

Steve Daveney

The responsibility of the Health & Safety Officer shall be to:

1. be familiar with Health & Safety Regulations as far as they concern church premises
2. be familiar with the Health & 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 its rooms 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 fire fighting equipment is available and maintained
10. ensure that food hygiene regulations and procedures are observed.

Responsibility of employees and voluntary workers

All employees and voluntary workers have a responsibility to co-operate in the implementation of this Health & 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	Name/position
Accident book/Accident reporting (1)	Health & Safety Officer
Fire extinguishers (2.1)	Buildings Co-ordinator
Emergency evacuation (2.4)	Church Wardens
Portable electrical appliances (3.1)	Buildings Co-ordinator
Fixed electrical system (3.4)	Buildings Co-ordinator
Gas equipment (4)	Buildings Co-ordinator
Hazardous substances (5)	Health & Safety Officer
Plant and machinery (6)	Buildings Co-ordinator
Condition of floors and stairs (7.1)	Health & Safety Officer
Condition of churchyard (7.2)	Health & Safety Officer
Light bulb changing (8)	Church Wardens
Working at high levels (9)	Health & Safety Officer
Food preparation (10)	Health & Safety Officer
Manual handling (11)	Health & Safety Officer
Display screen equipment (12)	Vicar
Building defects/glazing (13)	Buildings Co-ordinator
Child protection (14)	Child Protection Co-ordinator
Personal safety (15)	Health & Safety Officer
Fêtes and outings (16.1)	N/A
Tower tours (16.2)	N/A
Bell ringing (16.3)	N/A
Contractors (17)	Buildings Co-ordinator
Choirs/music	Choir Director
Health & Safety training	Health & Safety Officer

Section C – Arrangements

This section sets out our arrangements to minimise as far as is reasonably practicable risks to the health and safety of employees, voluntary workers, members of the congregation, visitors and contractors.

1 Accidents and First Aid

First Aid boxes are located in: Kitchen
 Tower Room
 The Barn
 The Samuel Rooms

Trained/qualified First Aiders are: Kath Sharman
 Paul Heptinstall
 Tracey Jagger

The accident books are located in: Kitchen
 Tower Room
 The Barn
 The Samuel Rooms

All accidents and incidents are entered in the accident book or on an accident report form and our insurers advised.

If part of the church is let to outside organisations, they are told in writing that in the event of an accident, details must be entered in the accident book. A separate book is kept for this purpose.

Accident books and accident records are regularly reviewed.

RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

These accidents will be reported by the responsible person.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) there is a statutory requirement to report certain types of accident, dangerous occurrences and disease to the enforcing authorities. Fatal accidents, major injuries and injuries which involve the injured person being absent from work for more than three days must be reported to the enforcing authorities. So must diseases and certain dangerous occurrences, as defined by the regulations.

There are three requirements for reporting, as follows:

- serious injuries or dangerous occurrences (as defined by the regulations) must be reported immediately. This must be followed by a report in writing within **ten days** on official form **F2508**
- accidents involving the injured person losing **more than three consecutive days** work (excluding the day of the accident but including any days which would not have been working days) but which do not fall into the above category, must be reported in writing within **ten days** on form **F2508**
- reportable diseases, as defined by the regulations, must be reported in writing to the enforcing authority on form **F2508A**. This will be required only if the employer receives a written diagnosis of the disease made by a doctor and the person concerned is involved with a work activity as specified in the regulations. Reportable diseases include certain poisonings, infections such as legionellosis and hepatitis, and other conditions such as certain musculo-skeletal disorders.

Accident reporting

The quickest and easiest way to do this is to call the Incident Contact Centre and speak to an ICC Operator who will complete a report form over the phone. You will be sent a copy for your records. The ICC Consultant will ask a few questions and take down appropriate details. Your report will be passed on to the relevant enforcing authority and you will be sent a copy of the information recorded which you can file – this meets the RIDDOR requirement to keep records of all reportable incidents.

You can also send reports by post or email.

www.riddor.gov.uk

Tel. 0845 300 9923

Fax. 0845 300 9924

Email: riddor@connaught.plc.uk

Incident Contact Centre, Caerphilly

Business Park, Caerphilly, CF83 3GG.

Recording

Full details of all accidents, disease and dangerous occurrences should be recorded using the Data Protection compliant HSE Accident Book. This is necessary for monitoring purposes and is also a requirement of RIDDOR, as well as the Social Security (Claims and Payments) Regulations 1979 and Social Security Administration Act 1992.

2 Fire safety

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, please see the separate fire safety policy.

2.1 Fire extinguishers & other equipment

Fire extinguishers and blankets are kept in the following locations:

Location	Type of extinguisher and capacity
Welcome Area	Foam Fire Extinguisher, 10 Kg
Organ Loft Door	CO ₂ Fire Extinguisher, 5 Kg
Kitchen	Powder Fire Extinguisher, 3.5 Kg
	Fire Blanket
Top of main Barn Stairs	Foam Fire Extinguisher, 10 Kg
Lady Chapel side of Barn	Foam Fire Extinguisher, 10 Kg
Lady Chapel (top of Samuel Room steps)	Foam Fire Extinguisher, 10 Kg
Samuel Room, by Outside Door	Foam Fire Extinguisher, 10 Kg

The extinguishers and blankets noted above are checked bi-monthly by the responsible person to ensure that they are still in place and have not been discharged.

The extinguishers and blankets noted above are checked annually by Lepol, Units 14-15, Hanson Lane Enterprise Centre, Hanson Lane, Halifax. HX1 5PG. Tel:01422 359052

2.2 Evacuation Procedure

For large services and concerts, where the congregation/audience exceeds **30** our procedures for stewarding/evacuation are as follows:

1. All designated fire doors must be unlocked before the service/event commences and be clearly marked as fire exits using the 'Running Man' symbol
2. A check must be made that all doors can be opened
3. A trained steward (currently wardens, sidespeople and group leaders) must be allotted to each door and have responsibility for persons in a specific part of the church as follows:

Area	Exit
Chancel & prayer chapel	Samuel Room fire exit
Nave - South of central aisle	Main entrance
Nave - North of central aisle	Dorcas Room fire exit

4. Responsibility for using each fire extinguisher will be allotted to named and trained stewards
5. If emergency lighting is not available, torches must be available for each steward
6. In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building will be made by the service leader
7. Persons will assemble in the Cemetery Lane
8. The emergency services will be contacted immediately by a nominated person using a mobile phone, held by a warden or service leader

2.3 Evacuation Drills

Fire evacuation drills will be carried out annually. All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

2.4 If you discover a fire (no matter how small)

1. Immediately raise the alarm
2. Telephone the emergency services
3. Check the building for occupants
4. Attack the fire if possible and within your capability, using the appliances provided, but without taking personal risk
5. If not possible to attack the fire or if you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you. The general rule is people before property
6. Evacuate to the designated assembly point
7. Ensure clear access for the emergency vehicles

3 Electrical safety

1. A list of all our portable electrical appliances is maintained by the responsible person
2. Every quarter plugs, cables and sockets will be inspected by the responsible person to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs needed will be reported to the Buildings Co-ordinator action
3. Every year all our portable electrical equipment will be tested by a competent contractor (who is a member of the NICEIC (National Inspection Council for Electrical Installation Contracting), ECA (Electrical Contractors Association) or other approved body) to ensure that all appliances are safe. Any unsafe equipment will be safely disposed of
4. Every quarter a visual inspection will be carried out of the fixed electrical installation by the responsible person. Any defects will be reported to the Buildings Co-ordinator action
5. Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a member of the NICEIC, ECA or other approved body. Any necessary remedial work will be carried out
6. At intervals of not more than five years our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers
7. It is our policy not to sell any second hand electrical goods unless they have been inspected and tested by a suitably qualified person and a register of such equipment is maintained
8. Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees and voluntary workers must observe the following:
 - (i) Visually check all electrical equipment before use
 - (ii) Report all faults immediately to the responsible person
 - (iii) Do not attempt to use or repair faulty equipment
 - (iv) No electrical equipment is to be brought onto the premises and used until it has been tested by the approved person and entered in the electrical equipment record
 - (v) Electrical equipment should be switched off and disconnected when not in use for long periods
 - (vi) Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage

4 Gas equipment safety

1. Our gas boilers and any other gas equipment is maintained and checked annually by a competent contractor who is a CORGI registered gas installer. Any necessary work required for safety is implemented immediately

5 Hazardous substances

The responsible person will maintain a list of all hazardous substances used in the church. Where possible, we have eliminated the use of hazardous substances. Where this is not possible, our safety arrangements are as follows:

For all hazardous substances, which include substances marked as 'harmful, irritant, corrosive, toxic, very toxic, flammable, highly flammable, extremely flammable, explosive, oxidising or dangerous for the environment', data sheets or product information provided by the manufacturers are used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident

Name of substance: Liquid floor cleaner

Hazard level: Low

Storage: Must be kept in locked store room under stairs

Protective clothing: Wear overalls and gloves

Accidents: If splashed in eyes wash immediately with copious amounts of water.

Name of substance: Candle Oil

Hazard level: Low

Storage: Must be kept in locked store room under stairs

Protective clothing: Wear overalls and gloves

Accidents: If splashed in eyes wash immediately with copious amounts of water.

Name of substance: Petrol

Hazard level: Low

Storage: Must be kept in locked under floor garden store

Protective clothing: Wear overalls and gloves

Accidents: If splashed in eyes wash immediately with copious amounts of water.

Name of substance: Path Cleaner

Hazard level: Low

Storage: Must be kept in locked store room under stairs

Protective clothing: Wear overalls and gloves

Accidents: If splashed in eyes wash immediately with copious amounts of water.

Do not mix chemicals.

Do not store chemicals in unmarked containers.

6 Safety of plant and machinery

The responsible person will maintain a list of all items of plant and machinery. The procedures for checking and rules for use are as follows:

1. Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use
2. Employees and voluntary workers must not ride on any parts of machinery not intended for that use
3. Machinery must be switched off before any adjustments are made
4. After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used
5. Before using any item of plant or machinery, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects
6. The appropriate personal protective equipment detailed below must be worn when operating any item of plant or machinery
7. Persons under the age of 18 may use hand tools only and are not permitted to operate any power driven item of plant or machinery
8. Ladders may only be used when other equipment such as tower scaffolds or mobile elevated work platforms cannot be used and for work of short duration provided they can be safely secured. This may necessitate the use of ladder ties
9. Any defect and damage found to any item of plant or machinery must be reported to the responsible person
10. All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements.
11. Persons must not work on their own unless they have a means of communication and have notified a colleague of the details of the work being undertaken and agreed a procedure to ensure their safety is checked on
12. The following items of plant and equipment are tested by a competent person in accordance with an inspection programme.

Item	Inspection Arrangement
Lawnmower	Annual PAT tested
Petrol Strimmer	Annual Service
Ladders	Visual Inspection

7 Slips, trips and falls – condition of floors, steps and paths

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made every quarter by the responsible person of:

1. all floors and stairs in the church and hall, and
2. all paths and steps in the churchyard. Particular note will be made of moss, algae and leaves on paths. Any defects will be reported to the Health & Safety Officer who will arrange for repairs or remedial measures to be carried out.

8 Lighting

In order to ensure that the church is adequately lit, an inspection will be made every week by the responsible person to ensure that all lights in the church, hall and churchyard are working. Any bulbs that require replacing will be reported to Church Wardens who will ensure that the bulbs are replaced ensuring that the safety procedures for the replacement of bulbs is followed.

9 Working at high levels

The following areas are designated as high levels:

Lighting in main body of church

Only the following persons may work at high level
approved contractors, competent volunteers

The following procedures must be followed:

Always work in pairs

Only the following work is authorized without special agreement:

Low level lighting replacement

The appropriate training will be given and a system of recording will detail who is working where at any time.

10 Preparation of food

1. We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs
2. We ensure that all food handlers have received adequate supervision, instruction and training
3. We ensure that the appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures
4. Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected
5. Food stuffs may only be prepared in the kitchen
6. Only persons who have received the appropriate training may prepare and serve foodstuffs
7. We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures

11 Manual handling – lifting, carrying and moving loads

1. Our policy is to eliminate the need for manual handling as far as is reasonably practicable
2. 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
3. The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling
4. Only those persons who have received the appropriate training are authorized to undertake manual handling tasks.

12 Display screen equipment

Our policy is to assess the risks to all habitual users of computer workstations and to reduce those risks to the lowest level possible. The following factors will be considered when carrying out risk assessments:

- Stability and legibility of the screen
- Contrast and brightness of the screen
- Tilt and swivel of the screen
- Suitability of keyboards, desks and chairs
- The work station environment
- The user friendliness of the software

Daily work routines will involve periods away from the screen. Where necessary risk assessments will be carried out by the responsible person.

13 Hazardous buildings/glazing

1. 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. In order to achieve this, the buildings are inspected every quarter by the responsible person
2. Any defects noted are immediately reported to the Buildings Co-ordinator and the procedures put in hand for repairs
3. Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out
4. A check is made of all glazing in the buildings to ensure that any glass in windows below waist height and in doors and beside doors below shoulder height is of a safety material or is protected against breakage

14 Child protection

A statement upholding our procedures will be made at each annual church meeting and be suitably recorded.

A permanent record will be maintained of all accidents involving children.

15 Personal safety

Risk assessments have been undertaken assessing the risks to persons working alone in the church, travelling to and from church, accepting persons into their homes and handling cash and other valuables.

If working alone in church a person must carry a working mobile at all times.

16 Risk assessments/activities

Risk assessments are carried out on all areas of the church premises and all activities that carry a significant risk at regular intervals by a competent person in order to meet our obligations under The Management of Health & Safety at Work Regulations 1999.

17 Contractors

Anyone entering church premises for the purposes of carrying out work, other than an employee or voluntary worker of the church, will be regarded as a contractor.

All contractors, including the self-employed, must abide by the following:

1. Have their own Health & 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 & 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.

The responsible person will ensure that the necessary arrangements are put in hand under The Construction (Design and Management) Regulations.

18 Information and enforcement

Environmental Health Service Information:

Address	Health & Social Care Directorate Environmental Health Services Northgate House Halifax HX1 1UN
Tel	01422 357257
Email	environmental.health@calderdale.gov.uk

Employment Medical Advisory Service Information:

Address	Marshalls Mill Marshall Street LEEDS LS11 9YJ
Fax No:	0113 283 4382
Health & Safety Executive Information Line: 0845 345 0055	
HSE Books: 01787 881165	

19 Health & Safety law poster

A copy of the HSE poster 'Health and Safety Law – what you should know' is displayed on the door in the cupboard under the stairs

GUIDANCE NOTES

Contents Health & Safety policy guidance notes

How to carry out a risk assessment 21

Risk assessment calculator 21

Risk assessment matrix 22

Risk assessment checklist 22

– Accidents and First Aid 22

– Fire safety 22

– Electrical safety 22

– Gas safety 22

– Hazardous substances 23

– Plant and machinery 23

– Slips, trips and falls 23

– Lighting 23

– Falls from a height 23

– Food hygiene 23

– Manual handling 23

– Display screen equipment 23

– Hazardous buildings/glazing 24

– Child protection 24

– Personal safety 24

– Activities and other hazards 24

– Improving safety – additional control measures 24

– Example risk assessments 25

Enclosures

Manual handling procedures

Hazardous substance record

General risk assessment form

Fire risk assessment form

Accident report form

Work permit

Plant and machinery record

The letting of church premises

Health & Safety guidance notes

How to carry out a risk assessment

Risk assessment is not difficult, but it does take time. It is sensible, therefore, to spread the load as far as is possible and for people to carry out risk assessments in their own particular area, where they best know about any hazards. For example, the organist should look at the organ loft and choir vestry, the tower captain the ringing chamber and belfry, and so on. The process should be overseen and co-ordinated by the person who has overall responsibility for Health & Safety.

Systematically look at each area of the church/hall or other building and note all of the hazards and risks, and any existing safety measures. Note also any person who may be specifically at risk. You must then note any additional safety measures or 'controls' which will reduce those risks as far as possible. As well as the interior of buildings, you must also look at the churchyard and other external areas.

In order to help you, a checklist is given below of common hazards that you should look for in each area that is being assessed.

The checklist is in the same order as the sections of the Health & Safety policy. If any of these hazards are present then record them and what you need to do about them.

Look for any other hazards that may not be included in the checklist, such as specific activities or pieces of equipment that may cause harm.

If you wish, you can calculate a risk rating in order to prioritise the implementation of the additional safety measures required.

An example of a risk assessment is shown on page 25.

It is not necessary to do this calculation if you don't want to. Just leave the likelihood, severity and risk rating columns blank and note any existing safety measures and any additional ones that you decide to implement.

However, any risk which could result in a fatality must receive priority attention.

Risk assessment calculator

To calculate a risk rating, you need to grade both the likelihood and severity from 1 to 3.

The grades are then multiplied together to give a risk rating.

Likelihood

The likelihood of something happening can be graded as:

1 = Low (seldom)

2 = Medium (frequently)

3 = High (certain or near certain)

Severity

The severity of injury if something does happen can be graded as:

1 = Low (minor cuts and bruises)

2 = Medium (serious injury or incapacitated for 3 days or more)

3 = High (fatality or a number of persons seriously injured)

Having assessed both likelihood and severity, a risk rating can be calculated by multiplying the likelihood with the severity. This will give a rating from 1 to 9.

Risk rating matrix

The implementation of additional controls can then be prioritised as follows:

Risk Rating:

1 – 2 = low priority

3 – 4 = medium priority

6 – 9 = high priority

- With low priority no action at all may be required.
- With medium priority additional control measures may be necessary.

- With high priority it may be necessary to stop the particular activity or restrict access to the area until action has been taken.

A risk assessment calculator is also included in the enclosures.

Risk assessment checklist

Accidents and First Aid

- Provision of First Aid equipment
- Persons with First Aid training
- Procedures to deal with accidents
- Transport arrangements to hospital
- Examine existing arrangements and assess what is needed

Fire safety

- Combustible materials, flammable liquids and accumulations of waste
- Heaters, smoking and other sources of heat
- Provision of fire exits, escape routes, signage and emergency lighting
- Provision of fire detection equipment and fire fighting equipment
- Effect of a fire on our neighbours
- Evacuation plans and training of stewards

Electrical safety

- Condition of fixed electrical installation, including switches and sockets
- Condition of portable electrical appliances, including leads and plugs
- Use of unauthorised electrical appliances and temporary wiring
- Mechanical damage to wiring
- Frequency of inspections

Gas safety

- Condition and maintenance arrangements for fixed gas boilers and heaters
- Condition and arrangements for use, including storage and changing of cylinders for portable Liquid Petroleum Gas heaters

Control of hazardous substances

Internal

- Cleaning materials
- Types, amounts, storage arrangements
- Provision of personal protective equipment

External

- Pesticides, herbicides, petrol
- Types, amounts, storage arrangements
- Provision of personal protective equipment

Plant and machinery

Internal

- Condition and potential injury arising from font covers, sanctuary lamps, hanging roods and crosses, canopies and other suspended items
- Lifts, hoists and other lifting mechanisms
- Ladders, scaffolds and staging, including storage and accessibility
- Display screen and computer equipment
- Bells, clock weights and chiming mechanisms
- Any other equipment

External

- Churchyard maintenance equipment
- Lawnmowers, gangmowers, strimmers, etc.

Slips, trips and falls

Internal

- Loose carpets, rugs, mats and other floor coverings
- Loose and uneven tiles, stone paving and floorboards
- Trailing leads and other obstructions
- Worn, steep and uneven steps and stairs
- Inadequate lighting, lack of handrails

External

- Uneven and poorly maintained paths and steps, boiler room steps and access
- Potholes, tree roots and unprotected drops
- Gravestones and other obstructions
- Long grass and undergrowth
- Areas designated as wildlife habitats – clear designation – fences – signs
- Poor drainage of paths and growth of algae
- Inadequate lighting and lack of handrails
- Unprotected open graves prior to burials

Lighting

Internal

- Check adequacy of lighting
- Pay particular attention to stairs, steps, crypts, basements

External

- Paths, steps, drives, car parks, boiler room steps and entrances

Falls from a height

Internal

- Arrangements for light bulb changing
- Use of unsecured ladders
- Unprotected openings and walkways at high level
- Roof loft openings

External

- Clearing of gutters and valleys
- Low parapets and balustrades

Food hygiene

- Extent of food preparation
- Nature of foods to be prepared and stored
- Areas used for food preparation
- Facilities for washing and preparation of foodstuffs
- Facilities for storage of foodstuffs
- Experience, training and competence of food handlers

Manual handling

- Moving and lifting of furniture, staging, pianos and other equipment
- Numbers required
- Specialist equipment needed

Display screen equipment

- List all computer equipment
- Who uses it and for how long
- Check seating, workstation, screen, software

Hazardous buildings /glazing

- Loose stonework, falling masonry, parapets, pinnacles, slates, tiles, gutters, flag poles
- Detail any glass in windows below waist height and in doors or beside doors below shoulder height which is not of a safety material or protected against breakage (narrow panes up to 250mm need not be included)
- Arrange for a competent person to check for the presence of asbestos
- Dangerous gravestones, tombs, monuments and railings in the Churchyard

Child protection

- Existing child protection procedures
- Implementation of Diocesan guidelines

Personal safety

- Risk of attack
- Lone working, church sitting
- Handling of cash
- Means of raising an alarm, summoning assistance

Activities and other hazards

- Services, concerts, events, exhibitions, etc.
- Numbers attending
- Age related hazards (children/elderly)
- Disability access/provision
- Fêtes, sponsored walks, fund-raising activities
- Bungee jumping, abseiling, parachute jumps etc.

Note: this type of activity will require separate insurance arrangements by the provider of the facility

- Look for and note any other hazard which could cause someone harm which are not included in the above checklist.

Improving safety – additional control measures

In most cases, it will be obvious what additional measures are necessary to reduce risk. For example, if there is a risk of falling down steps which are badly lit and do not have a handrail, the additional controls needed will be to improve the lighting and fit a handrail. If you find any hazardous glazing, this will need to be replaced with safety glass, such as toughened or laminated, be covered with a safety film or have a barrier fitted. If there are risks of falls from a height, you will need to consider the fitting of barriers or the use of safety lathways, eyebolts and the use of harnesses.

In many cases, however, safety can be improved by changing working methods. It does not always require alterations to the building. For example, there is a considerable risk of accident and injury if bells are left 'up' after ringing. This hazard can be removed simply by ringing bells 'down' after ringing.

Maintain a record of the work you have done to reduce or remove hazards.

Remember that most changes to the building, even if required for Health & Safety reasons, will still be subject to the usual faculty procedures.

Your Church Architect will also need to be involved in designing changes and producing the appropriate plans.

Two examples of risk assessments are given below:

Note: the likelihood and severity rating will depend on what existing controls are already in place

Area – South porch					
Hazards/ risks	Existing controls	Likelihood	Severity	Risk rating	Additional controls
Falls down steps into the church	None	3 (High)	2 (Medium)	3 x 2 = 6 (High priority action)	Fit handrail

Area – South porch					
Hazards/ risks	Existing controls	Likelihood	Severity	Risk rating	Additional controls
Cuts, eye injuries and hearing loss from use of strimmer in churchyard	All operators use full face visor, gloves, ear muffs, steel capped boots, must be over 18 and have been trained	1 (Low)	1 (Low)	1 x 1 = 1 (Low priority action)	Strimmer must be regularly serviced and maintained