

RISK ASSESSMENT

Assessment Scope/Title:	St James the Great, Hanslope	Date Of Assessment:	25/02/2019	Date For Review:	25/02/2022
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Hazard Reference	Hazard Details <small>Record details of what could cause injury or harm</small>	Who May Be Harmed & How? <small>Record details of all those at risk from the hazard and how they may become harmed</small>	Risk <small>Risk matrix refers Likelihood x Severity = Risk</small>	Control Measures <small>List all necessary control measures needed to reduce the risk to acceptable levels</small>	Person Responsible <small>Identify the appointment holder with responsibility for ensuring controls are in place</small>	Residual Risk <small>Risk matrix refers</small>
1	Trips due to trailing electrical wires across walking areas.	Clergy, Congregation & Visitors tripping over cables	3 x 1 = 3	<ol style="list-style-type: none"> 1. All cables to be placed in cable floor shields. 2. Alternatively be securely affixed to the floor. 3. Consider alternative electrical points. 	Parish Priest Churchwardens PCC	1 x 1 = 1 Low Risk
2	Trips due to position of font step.	Clergy, Congregation & Visitors tripping over protruding edges	3 x 1 = 3	<ol style="list-style-type: none"> 1. When people are arriving or departing from the church the step must be placed upright against the font or placed in its normal storage position against the wall near the children's area. 	Parish Priest Churchwardens PCC	1 x 1 = 1
3	Kitchen electrical equipment. Cleaning electrical Equipment.	Persons working in kitchen - Electrocutation, burns & scalding Persons cleaning - Electrocutation	3 x 4 = 12	<ol style="list-style-type: none"> 1. All items to be installed in accordance with the manufacturer's instructions. 2. All electrical devices to be used in accordance with manufacturer's instructions. 3. Manuals to be available in kitchen. 4. No young person's/children to use kitchen equipment without supervision 5. All portable electrical devices & detachable cables to be PAT & labelled accordingly. 	Parish Priest Churchwardens PCC	1 x 4 = 4 Low Risk

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4	Fire	Clergy, Congregation & Visitors 1. Risk of burns due to fire. 2. Risk of asphyxiation from smoke inhalation	3 x 4 = 12	<ol style="list-style-type: none"> 1. All exits to be unlocked during services and other activities. 2. All exits to be keep clear of furniture & other items. 3. Maintain fire equipment applicable to building (fire extinguishers, blankets) at agreed intervals in accordance with contract. 4. No smoking in building 5. All candles to be extinguished whilst church unoccupied. (except time limited votive candles as used at control 6 6. Ensure no combustible items left directly under votive candle stand & where possible placed on non-combustible floor. (Must be on non-combustible floor if left lit whilst church unoccupied) 7. Ensure Fire instructions are posted on notice board & are kept up to date including location of extinguishers. 8. Evacuation plan in place with information distributed to clergy, sidesmen & activity leaders. 	Parish Priest Churchwardens PCC	1 x 2 = 2 Low Risk
5.	Manual Handling	Clergy, Congregation & Visitors – Back injuries through incorrect handling	3 x 3 = 9	<ol style="list-style-type: none"> 1. If possible break down item into smaller/lighter loads. 2. Ensure sufficient manpower is available. 3. Request assistance if necessary. 	Parish Priest Churchwardens PCC	1 x 2 = 2 Low Risk
6.	Cleaning Chemicals	<ol style="list-style-type: none"> 1. Cleaning volunteers – tissue damage due to incorrect handling. 2. Children – consuming dangerous substances 	1 x 3 = 3	<ol style="list-style-type: none"> 1. Items only to be used according to manufacturer's instructions. 2. Chemicals to be kept in dedicated cupboard at high level (Kitchen) 3. No children to be in kitchen area unless supervised by an adult. 4. Cleaning cupboard to be fitted with device to prevent young children opening it. 	Parish Priest Churchwardens PCC Volunteers	1 x 2 = 2 Low Risk

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7.	<p>Working at height</p> <p>Risk of injury whilst carrying out task whilst working on ladder.</p>	Volunteers – Injuries due to falls	3 x 4 = 12	<ol style="list-style-type: none"> 1. Eliminate the need to work at height if possible. 2. Ladders or stepladders to be examined prior to use, and comply with any manufacturers instructions i.e. correct angles during use and locking devices fully engaged 3. If required to carry more than 10Kg up ladder or steps separate manual handling risk assessment is required 4. Ladders or stepladders to be supported by second person 5. Do not use top 3 rungs of ladder and ladders used for access should project 1m above landing point and be tied 6. Do not use top 2 steps of stepladder unless suitable handrail available on step ladder 7. Personnel protection equipment and suitable footwear to be worn appropriate for the task. 	Parish Priest Churchwardens PCC Volunteers	1 x 3 = 3 Low Risk
8.	Lone Working	Clergy & volunteers – complications due to lack of immediate assistance after accident.	1 x 3 = 3	<ol style="list-style-type: none"> 1. The onus for advising that an individual is to lone work lies with the individual. 2. Each person should assess their ability to lone work, taking into account experience & health matters. 3. If after assessment there are concerns the lone worker should <ol style="list-style-type: none"> a. arrange for someone to accompany them. b. notify someone with an agreed time limit for the task. 	Parish Priest Churchwardens PCC Volunteers	1 x 2 = 2 Low Risk

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9.	Churchyard Maintenance	Volunteers – injuries caused by misuse of mechanical devices	2 x 3 = 6	<ol style="list-style-type: none"> 1. All equipment to be used in accordance with manufacturers instructions. 2. Defects to be notified to churchwarden 3. Personnel protection equipment and suitable footwear to be worn appropriate for the task. 	Parish Priest Churchwardens PCC Volunteers	1 x 2 = 2 Low Risk
10.	Tower Access	Clergy, Churchwardens, Bell Ringers & visitors. – injury due to falls	3 x 3 = 9	<ol style="list-style-type: none"> 1. All access to be restricted without permission of Parish Priest, Churchwardens, Tower Captain or PCC member 2. Tower lower door to be kept locked except for access. 3. When giving permission each person's ability to use the tower must be assessed. 4. Rope handrail condition to be checked periodically 5. Lights to be on when in use. 6. During open tower days a notice must be displayed pointing out the nature of the stairs. Visitor's attention should be drawn to the notice before the ascent is undertaken. 7. There must not be crossing on the stairs. Use of the bell ringing room, clock chamber & bell chamber to be used to facilitate movements of persons up & down the tower. 7. During open days there must be safety personnel stationed at floor levels, at the Bell ringing room, clock chamber, bell chamber & at the top of the tower. 8. Numbers in the tower to be controlled at floor level. Maximum number of person in the tower to be kept at a maximum of 15. 9. Weather conditions must be taken into account when deciding whether to open the tower to visitors. 	Parish Priest Churchwardens PCC Tower Captain Volunteers	1 x 3 = 3 Low Risk
11.	Organ Gallery	All persons needing access - electrocution	2 x 4 = 8	<ol style="list-style-type: none"> 1. Warning notice to be displayed on or near the access door. 2. When children or young persons using the meeting room the door must be locked. The keys must be removed & kept in the possession of a responsible adult. 	Parish Priest Churchwardens PCC Volunteers	1 x 4 = 4 Low Risk

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12.	Portable electrical equipment	All persons using the equipment - electrocution	3 x 4 = 12	<ol style="list-style-type: none"> 1. All electrical devices to be used in accordance with manufacturer's instructions including age restrictions. 2. All portable electrical devices & detachable power cables to be PAT & labelled accordingly. 3. Where appropriate children should not be using electrical equipment unless designed for such use. 4. When using the wall and floor mounted sockets in the Lower Vestry, Chancel, Watts Gallery, Storage area btw lower Vestry and Watts Gallery, Nave & both north & south aisles a RCD plug must be plug btw. the socket outlet and the items being used. RCD plugs are available in the kitchen in the cupboard marked RCD plugs. 	Parish Priest Churchwardens PCC Volunteers	1 x 4 = 4 Low Risk
13.	Falls down stairs from meeting room	Young Children - Injuries due to falls	3 x 4 = 12	<ol style="list-style-type: none"> 1. Young children to be accompanied at all time by a responsible adult. 2. Child safety gate to be used during children activities meetings. 3. Children's activities must adhere to the Parish Safeguarding policy document. 4. There must be adult an appropriate ratio of adults to children. 	Parish Priest Churchwardens PCC Volunteers	1 x 4 = 4 Low Risk
14.	Use of incense	All those handling charcoal – burns All those handling incense – irritation if in contact with skin, eyes or ingestion.	3 x 1 = 3	<ol style="list-style-type: none"> 1.Charcoals to be handled in accordance with the safety guidelines supplied with the charcoals 2. Burns to be treated in accordance with the general first aid guidelines 3..Incense to be used and handled in accordance with the Material Safety Data sheet supplied with the incense. 4.Where an incident occurs then the first aid instruction on data sheets to be followed 	Parish Priest Churchwardens PCC Volunteers	2 x 1 = 2