

## **4.0 Risk Assessments**

### **4.1 Fire Risk Assessments**

From October, 2006 risk assessments for fire were required to be documented by article 5 of The Regulatory Reform (Fire Safety) Order, 2005. The following Fire Safety Risk Assessment includes considerations outlined in the Fire Safety Risk Assessments – Small and Medium Places of Assembly (05 FRSD 03338 (b)).

- The following table provides a record of the assessment for different areas within the premises and the associated controls to minimise risk and mitigate any fires that might occur. Additional control measures with suggested time-scales for implementation are included, as appropriate on an attached report.

## Fire Risk Assessment

Assessment Number 4.1

Location/Task: Fire Safety

Date: Dec 16

Assessor: Brian Hedley

Review Date: Dec 20

Area/Use	Sources of ignition & fuel	People at risk	Risk of Fire	Reduction measures (fire causes)	Reduction measures (to people)	Risk	Additional control measures identified
Main Church, Including Vestry	Candles; heating equipment; church structure: high proportion of dry wood.	Staff; Volunteers; Visitors; Contractors; Congregation	Fire resulting from poorly maintained equipment. Accidental fires. Heating equipment. Candles	Staff and volunteers' training and vigilance in reporting defective equipment. Controls for maintenance of kitchen and heating equipment. Supervisory arrangements and separate risk assessment for e.g. Christingle services.	<p>No automatic system. Warning is verbal by service leader, churchwarden, sidesmen.</p> <p>Serviced fire extinguishers are set at appropriate places around the church.</p> <p>Staff, volunteers, Church Wardens and Sidesmen awareness of escape routes with limited travel distances.</p> <p>Availability of mobile phone to alert emergency services.</p> <p>The main exit is the north door.</p> <p>For those people near the sanctuary and vestry, the priest's door is the nearest</p>	Low to Med	<p>Churchwardens / sidesmen to be particularly aware of the needs of the elderly / less mobile / special needs. There may be problems associated with sight / hearing / mobility / comprehension. Aisles to be kept clear of obstructions.</p> <p>Review in 2018 noted the need for a fire extinguisher in the sanctuary to deal specifically with candle / fabric fires at that location.</p> <p>The north entrance is well known. People should be informed of the opportunities for exit offered by the priest's door opposite the vestry. This door is to be unlocked during services and other public events. Consideration should be given to training sidesmen in the appropriate use of fire extinguishers. This is still to be done.</p>

	Portable electrical appliances and electrical installations	Staff, Volunteers, Visitors, Contractors Congregation	Poorly serviced or unsafe circuits and electrical equipment. Overloaded sockets.	<p>Electrical installations professionally installed and maintained by competent electrical contractors</p> <p>Programme for inspection of fixed electrical services in accordance with IEE recommendations</p> <p>Programme in place for portable appliance testing</p> <p>Diligence in use of portable appliances which are routinely checked during use</p> <p>Staff and volunteers reporting of defective equipment</p>	As above	Low to Med	None
	Gas boiler	As above	Fire resulting from poorly maintained equipment	Gas appliance service inspection	As above	Low to Med	None

	Arson	Staff, Volunteers, Visitors, Contractors Congregation	Deliberate fire lighting	Safe storage of waste and clearance of combustible materials	As above	Med	None
	Kitchen	As above	Fire resulting from poorly maintained equipment	All equipment switched off when not in use and after kitchen activities.  Safe storage of waste and clearance of combustible materials.	As above	Low to Med	None
Church structure	High proportion of dry wood	Staff, Volunteers, Visitors, Contractors Congregation	Electrical ignition. Fire resulting from poorly maintained equipment. Accidental and deliberate fires.	Electrical installations professionally installed and maintained by competent electrical contractors.  Programme for inspection of fixed electrical services in accordance with IEE recommendations.  Programme in place for portable appliance testing. Staff and volunteers reporting of defective equipment.	As above	Low to Med	None

Tower and belfry	High proportion of dry wood	Staff, Volunteers, Visitors, Contractors	Electrical ignition. Fire resulting from poorly maintained equipment. Accidental and deliberate fires.	<p>Safe storage of goods and clearance of combustible materials.</p> <p>Electrical installations professionally installed and maintained by competent electrical contractors.</p> <p>Programme for inspection of fixed electrical services in accordance with IEE recommendations.</p> <p>Programme in place for portable appliance testing.</p> <p>Staff and volunteers reporting of defective equipment.</p>	Access to tower restricted by padlock as there are no alternative escape routes. Access may only be made in the presence of a church official	Low to Med	None
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## 4.2 Electrical Safety

**Date:** Dec 2016

**Person Undertaking Assessment:** Brian Hedley

**Review Date:** Dec 2020

### **Details of Area or Activity Assessed:**

Electrical safety to include consideration for the safety of electrical installations and portable electrical equipment.

### **Details of Hazards, Persons Affected:**

Hazards associated with risk of electrical shock from use of equipment and installations. Persons affected include staff, volunteers, visitors, contractors & members of the congregation.

### **Existing Control Measures:**

Staff and volunteers trained to advise churchwarden of defective equipment; arrangements are in place to ensure that items are removed from service. Work is undertaken by competent electricians in accordance with IEE requirements.

There is a programme for both portable appliance inspections and fixed installation inspections in accordance with HSE and BS 7671 : 2001 guidelines.

### **Additional Control Measures Identified:**

Staff and volunteer awareness training to be provided.

Check to be made with Parish Office to ensure records of PAT and fixed installation inspections are available.

### **Implementation of Improvements:**

<b>Issue</b>	<b>Person Responsible</b>	<b>Timescale</b>
Staff and volunteers awareness training to be provided.	Churchwarden	Ongoing
Check to be made to ensure records of PAT and fixed installation inspections are available.	Churchwarden	Ongoing

### 4.3 Access, slips, trips and falls

Date: Dec 16

Person Undertaking Assessment: Brian Hedley

Review Date: Dec 2020

#### Details of Area or Activity Assessed

Flooring and walkways within all locations to take account of staff and volunteers, contractors, visitors and members of the public

#### Details of Hazards, Persons Affected

Hazards associated with slippery and uneven surfaces and walkways throughout the premises and the area outside. Hazards associated with poor access and egress to and from buildings and slippery surfaces during cleaning operations. Persons affected include staff, volunteers, visitors, contractors & members of the congregation.

#### Existing Control Measures

Housekeeping standards are maintained to ensure walkways are kept clear as means of escape at all times. Cleaning is generally undertaken outside of main use times (third Saturday every month) to minimise risks to staff and volunteers from wet floors. Staff and volunteers trained to ensure slippery floor signs are used and to clear spillages promptly. Staff and volunteers encouraged to dry wet floor surfaces after cleaning, wherever possible. Adequate levels of external lighting.

#### Additional Control Measures Identified

Regular monthly checks to encourage maintenance of good standards.

#### Implementation of Improvements

Issue	Person Responsible	Timescale
Monthly Safety Inspection form to be introduced on cleaning day to encourage checking and maintenance of good standards.	Churchwarden	Ongoing
Assessment to be made of external lighting levels to ensure this is to adequate standard.	Churchwarden	Ongoing

#### 4.4 Hazardous substances and Personal Protective Equipment (PPE)

Date: Dec 16

Person Undertaking Assessment: Brian Hedley

Review Date: Dec 2020

##### Details of Area or Activity Assessed

Chemicals on site are limited to those used as part of the cleaning and limited maintenance activities. Substances are selected with safety in mind.

##### Details of Hazards, Persons Affected

Hazards associated with exposure to substances that can cause illness or injury, such as corrosive, irritant, toxic or sensitizing agents. Hazards associated with ingestion, inhalation, contact from absorption through skin or injection.

Asbestos-containing materials (ACMs) within the building structure have not been clarified.

Persons affected include staff, volunteers, visitors, contractors & members of the congregation.

##### Existing Control Measures

Basic training given to relevant staff and volunteers as part of their induction. Chemicals in use are selected on the basis of using the least hazardous products. Common-sense measures in relation to use of chemicals and use of personal protective equipment, such as gloves. Chemicals to be kept labelled and to be stored in designated cupboards and not left out.

##### Additional Control Measures Identified

Staff and volunteers to be provided with instruction on safe use based on assessment control measures and to have access to COSHH information, which is provided at point of use.

Provision of PPE to be checked in the light of assessments undertaken to confirm that it is suitable.

Arrangement to be made to ensure contractors are advised of the location of ACMs relevant to their work activity

##### Implementation of Improvements

Issue	Person Responsible	Timescale
Staff and volunteers to be provided with instruction on safe use based on assessment control measures and to have access to COSHH information, which is provided at point of use.  (continued)	Churchwarden	Ongoing as new staff and volunteers arrive



<p>Provision of PPE to be checked in the light of assessments undertaken to confirm that it is suitable.</p>	<p>Churchwarden</p>	<p>Ongoing</p>
<p>Arrangement to be made to ensure contractors are advised of the location of ACMs relevant to their work activity.</p>	<p>Churchwarden/Parish Office Staff</p>	<p>Ongoing</p>

## 4.5 Machinery and Equipment

**Date:** Dec 16

**Person Undertaking Assessment:** Brian Hedley

**Review Date:** Dec 2020

### Details of Area or Activity Assessed

Plant and equipment includes such items as ovens, cookers, office equipment and water heaters. Gas boiler for heating.

### Details of Hazards, Persons Affected

Hazards associated with electrical safety, access to moving parts of machinery, gas safety risk associated with fire, explosion and carbon monoxide due to incomplete combustion for gas boilers. Persons affected include staff, volunteers, members of the congregation, and contractors.

### Existing Control Measures

Gas boiler is serviced annually by a Gas Safe Register engineer. Other equipment is routinely checked and repaired, as required and use is restricted to authorised personnel.

### Additional Control Measures Identified

Equipment servicing and maintenance record to be completed, under the control of the HSO *Appendix 6*.

Clear directions to be given to ensure that staff and volunteers do not use equipment unless they have been formally trained and authorised and that they understand arrangements for removing and reporting of defective equipment.

### Implementation of Improvements

Issue	Person Responsible	Timescale
Equipment servicing and maintenance record to be completed, under the control of the HSO <i>Appendix 6</i> .	Churchwarden	Ongoing
Clear directions to be given to ensure that staff and volunteers do not use equipment unless they have been formally trained and authorised and know arrangements for removing and reporting of defective equipment.	Churchwarden	Ongoing

## 4.6 Manual Handling

Date: Dec 16

Person Undertaking Assessment: Brian Hedley

Review Date: Dec 2020

### Details of Area or Activity Assessed

Routine work undertaken by all staff and volunteers includes a requirement to undertake manual handling on a routine basis. This will include moving furniture, chairs and other equipment.

### Details of Hazards, Persons Affected

Hazards associated with risk of injury (back, fingers, feet and trunk) associated with extreme manual handling, or use of unsafe methods. Persons affected include staff, volunteers, and contractors

### Existing Control Measures

For handling chairs, not to stack chairs more than seven high; not to carry more than two at a time. Make sure rows have sufficient space between them; do not obstruct exits with chairs. Do not carry chairs long distances without taking rests.

For furniture and tables always use at least two people to carry heavy items and take rests. Ensure route and location is clear of obstructions

### Additional Control Measures Identified

Staff and volunteers to be trained in safe handling techniques and records maintained in accordance with good practice

### Implementation of Improvements

Issue	Person Responsible	Timescale
Staff and volunteers to be trained in safe handling techniques and records maintained in accordance with good practice.	Churchwarden	Ongoing

## 4.7 Visitors, Contractors and Vulnerable Persons

Date: Dec 16

Person Undertaking Assessment: Brian Hedley

Review Date: Dec 2020

### Details of Area or Activity Assessed

Visitors and members of the congregation include vulnerable groups such as children, the elderly and those with disabilities. St Mary's Church needs to ensure that contractors providing services to the organisation work in a safe manner and are aware of and adhere to our established policy and procedures. There are currently no young persons who routinely work. Consideration will be need to be given to new and expectant mothers when the church is advised of relevant staff and volunteers status.

### Details of Hazards, Persons Affected

Hazards associated with visitors and contractors are likely to be similar to those associated with staff and volunteers working in the premises. Particular issues relate to possible injury resulting from slips and falls and emergency escape from the buildings. Contractors need to be made aware of and follow procedures to ensure that they do not put staff, volunteers and members of the public at risk and also ensure that they are aware of emergency arrangements. It is unlikely that children and young people will be involved in the Church operation, other than as members of the congregation. New and expectant mothers could potentially be employed. Persons affected include staff, volunteers, members of the congregation and contractors.

### Existing Control Measures

Staff and volunteers are aware of the need for safe working practices and arrangements to ensure that visitors and contractors are not put at risk. Any children visiting as members of the public will be closely supervised and restricted from areas where there are potential dangers (i.e. where there is machinery, tower (only under supervision), and hot surfaces. The PCC ensure that competent contractors are used. The PCC are also responsible for supervising work undertaken by contractors.

### Additional Control Measures Identified

For significant contract work, the contractor must be made aware of their responsibilities to follow St Mary's Church Health and Safety Policy & Risk Assessments. Policy to be developed for documented review and risk assessment for any staff and volunteers who advise of pregnancy and on new mother return to work.

### Implementation of Improvements

Issue	Person Responsible	Timescale
For significant contract work, the contractor must be made aware of their responsibilities to follow St Mary's Church Health and Safety Policy & Risk Assessments.	Churchwarden	Ongoing
Policy to be developed for documented review and risk assessment for any staff and volunteers who advise of pregnancy and on new mother return to work.	Churchwardens	Yet to be completed

## 4.8 Working at Height

Date: Dec 16

Person Undertaking Assessment: Brian Hedley

Review Date: Dec 2020

### Details of Area or Activity Assessed

Ladders and stepladders are provided to be used for access to high levels on a very occasional basis. Prolonged working at height or work that requires hazardous activities will be contracted to specialist organisations. There is a need to access upper areas for cleaning and maintenance on an occasional basis.

### Details of Hazards, Persons Affected

Falls from height are a common workplace accident and any working on steps and ladders can expose staff and volunteers to potential hazards. Items can also be dropped onto persons circulating in the area below. Persons affected include staff, volunteers, visitors, contractors & members of the congregation.

### Existing Control Measures

Ladders and stepladders supplied are to a modern standard. Check angle of rest and security of base (1 out for 4 up). Check ladders for damage, wear & tear as part of the monthly inspections undertaken by the HSO. Use ladders for short periods only. Never work alone - always accompanied. Do not over-reach. Only perform activities that can be carried out single handedly. Make sure nobody is below / around working area. Carry all items, e.g. light bulbs, securely.

### Additional Control Measures Identified

Staff and volunteers to be provided with information on ladder safety. Existing ladders to be checked to ensure that they meet the relevant standards as Class 1 (Industrial) or BSEN 131 (Trade). A record of ladder inspections is maintained as part of the Monthly Inspection and Fire Log. The replacement of nave and chancel light bulbs will be undertaken by a contractor.

### Implementation of Improvements

Issue	Person Responsible	Timescale
Staff and volunteers to be provided with information on ladder safety.	Churchwarden	Ongoing
Existing ladders to be checked to ensure that they meet the relevant standards as Class 1 (Industrial) or BSEN 131 (Trade). A record of ladder inspections is maintained as part of the Monthly Inspection and Fire Log.	Churchwarden	Ongoing
The replacement of light bulbs in the nave and chancel will need to be undertaken by a contractor	Churchwarden	Only contractors used from 2018

## 4.9 High Attendance Services

Date: Dec 16

Person Undertaking Assessment: Brian Hedley

Review Date: Dec 2020

### Details of Area or Activity Assessed

Civic Services, Christmas and Easter services some weddings and group baptisms and other times will give rise to high numbers of attendance and potential incidents, notably where an emergency evacuation is required.

### Details of Hazards, Persons Affected

Challenges around ensuring evacuation of high numbers in the event of emergency. Hazards associated with slips, trips and falls. Persons affected include staff, volunteers, visitors, contractors & members of the congregation.

### Existing Control Measures

Ensure exits are open and unblocked. Ensure aisles are not blocked. Do not allow people to stand near and block exits. Ensure sufficient space between rows for easy access. Do not block aisles or pew ends with additional seating. Ensure enough sidesmen/stewards are on duty for high-attendance events.

### Additional Control Measures Identified

Ensure priest's door in sanctuary is unlocked. Ensure south door and gates in porch are unlocked.

### Implementation of Improvements

Issue	Person Responsible	Timescale
Ensure priest's door in sanctuary is unlocked. Ensure south door and gates in porch are unlocked.	Churchwarden	Ongoing

#### 4.10 User Groups

Date: Dec 16

Person Undertaking Assessment: Brian Hedley

Review Date: Dec 2020

##### Details of Area or Activity Assessed

Groups occasionally hire/ use the facilities for purposes for which they will have responsibility.

##### Details of Hazards, Persons Affected

Hazards associated with activities of this type will be similar to general hazards such as fire, slips and falls etc. normally associated with Church use of the facilities. Persons affected include those hiring the facilities and visitors.

##### Existing Control Measures

Ensure named person is in charge of the activity. Make sure those using the facilities have completed a H & S checklist and are aware of H & S provisions in church; in particular their awareness of actions in the event of fire and emergencies. User groups are to ensure that they have appropriate cover for first-aid.

##### Additional Control Measures Identified

Reinforcement of existing control measures. Provide any user groups with copies of Church H&S policies and procedures.

##### Implementation of Improvements

Issue	Person Responsible	Timescale
Reinforcement of existing control measures. Provide any user groups with copies of Church H&S policies and procedures.	Churchwarden/Parish Office Staff	Ongoing

#### 4.11 Tower and Belfry

Date: Dec 16

Person Undertaking Assessment: Brian Hedley

Review Date: Dec 2020

##### Details of Area or Activity Assessed

Access to the Belfry is needed to maintain the bell-frames and ropes, to switch on temporary additional lighting through the churchyard during winter months, to allow the roof alarm contractors access for routine maintenance and to access stored materials such as the Easter Garden stonework and Christmas Tree Decorations.

##### Details of Hazards, Persons Affected

The area is confined and access is difficult. There is potential for falls on a spiral staircase from height and slips and falls in this area. Those affected include churchwardens, staff and supervised volunteers.

##### Existing Control Measures

The entrance to the tower is kept locked. Only authorised people are allowed access. No access to the bell chamber is allowed unless accompanied by an authorised person – churchwarden, Rector. No access is permitted when bell is being rung. No lone persons allowed in this area.

##### Additional Control Measures Identified

Padlock key required to gain entry to tower door.

##### Implementation of Improvements

Issue	Person Responsible	Timescale
Padlock key required to access tower.	Churchwarden	Ongoing



#### 4.12 Christingle/Christmas Eve/Easter services

Date: Dec 16

Person Undertaking Assessment: Brian Hedley

Review Date: Dec 2020

##### Details of Area or Activity Assessed

During the year special services include the use of candles. Children are involved with these activities.

##### Details of Hazards, Persons Affected

Hazards associated with fire, smoke and hot wax. Those affected by the hazard include staff, volunteers and members of the congregation, including children.

##### Existing Control Measures

Provide extra fire-fighting equipment, e.g. sand buckets, water buckets, and blankets in case of clothing fire.

Provide plenty of sidemen evenly spaced around the church and ensure they are aware of fire instructions

Ensure all children are supervised

Ensure all candles are fully extinguished at end of service

##### Additional Control Measures Identified

Ensure that sidemen are briefed on fire precautions

Individually held candles not be used at high attendance services

##### Implementation of Improvements

Issue	Person Responsible	Timescale
Ensure that sidemen are briefed on fire precautions.	Churchwarden	Ongoing
All candles are extinguished before the leave the building	Churchwardens and sidemen	Ongoing
Individually held candles not to be used at high attendance services		Ongoing

#### 4.13 Open Days and similar events

**Date:** Dec 16

**Person Undertaking Assessment:** Brian Hedley

**Review Date:** Dec 2020

##### **Details of Area or Activity Assessed**

Placement of displays, flowers and other decorations by volunteers and staff preparing for events.

##### **Details of Hazards, Persons Affected**

Slips and falls, falls from height, manual handling and items dropping onto those below. Staff, volunteers, visitors, contractors & members of the congregation.

##### **Existing Control Measures**

Flower arrangers have devised and maintain working methods that enable safe working within the church building. Oversight by colleagues is a further precaution and there is no lone working. Tidy working methods are used. Spills etc. are immediately cleared. Working material is kept in tidy manner, waste material is quickly cleared and any plastic protective material promptly removed. Flower arrangers understand the need to work within personal capabilities. Assistance is readily available. Custom, experience and practice mean that safe methods are applied.

##### **Additional Control Measures Identified**

Reinforcement of need for tidy working and thorough clean up and safe working methods. Some simple printed advice on manual handling. Oversight during preparation of displays. Final checking ('sign off') by event organiser.

##### **Implementation of Improvements**

<b>Issue</b>	<b>Person Responsible</b>	<b>Timescale</b>
Colleagues to be always nearby to offer assistance. Reinforcement of need for tidy working and thorough clean up and safe working methods. Some simple, printed advice on manual handling. Oversight during preparation of displays. Final checking ('sign off') by event organiser.	Churchwarden	Ongoing

#### 4.14 Kitchen

**Date:** Dec 16

**Person Undertaking Assessment:** Brian Hedley

**Review Date:** Dec 2020

##### **Details of Area or Activity Assessed**

Activities are limited: no cooking equipment is available. Modern equipment includes wall-mounted boiling water heater and a kettle. Hot water is supplied via electric heater under the kitchen sink.

##### **Details of Hazards, Persons Affected**

Burns, scalds and cuts are the most common hazards with potential for slips and falls. Persons affected include staff, volunteers, visitors, contractors & members of the congregation.

##### **Existing Control Measures**

Hot water boilers only used by authorised personnel.  
Avoidance of trailing leads for electrical equipment. Unplug when not in use.  
Do not allow children in kitchen when in use.  
For cleaning, provision of rubber gloves.  
Chemicals to be stored on eye-level shelf in walk-in cupboard.  
Use 'food safe' products.  
Do not decant cleaning products.

##### **Additional Control Measures Identified**

Control of Substances Hazardous to Health (COSHH) assessment made for materials to be prepared and relevant persons to be made aware of associated controls.

##### **Implementation of Improvements**

<b>Issue</b>	<b>Person Responsible</b>	<b>Timescale</b>
COSHH assessment for materials to be prepared and relevant persons to be made aware of associated controls.	Churchwarden	Ongoing

#### 4.14 Off-site Activities

**Date:** Dec 16

**Person Undertaking Assessment:** Brian Hedley

**Review Date:** Dec 2020

##### **Details of Area or Activity Assessed**

Occasional off-site activities and visits that are organised by the Church.

##### **Details of Hazards, Persons Affected**

Potential hazards relating to transfer and transport to off-site activities. Specific hazards associated with alternative venues and activities. Persons affected include staff, volunteers, visitors, contractors & members of the congregation including children and young people.

##### **Existing Control Measures**

When using other premises check H & S provisions at the establishment, especially escape routes, fire-fighting resources, equipment, summoning emergency services and reporting procedures.

Ensure effective liaison with hosting personnel and where necessary, write joint risk assessment for the specific venue and activities to be undertaken

Vehicle use and transfer must ensure adequate supervision to maximize safety.

For any off-site activities suitable first-aid arrangements including a 'named person' to be in place.

Transport and minibus drivers restricted to qualified, insured personnel.

Hired equipment to be used with supervision and in accordance with instructions provided.

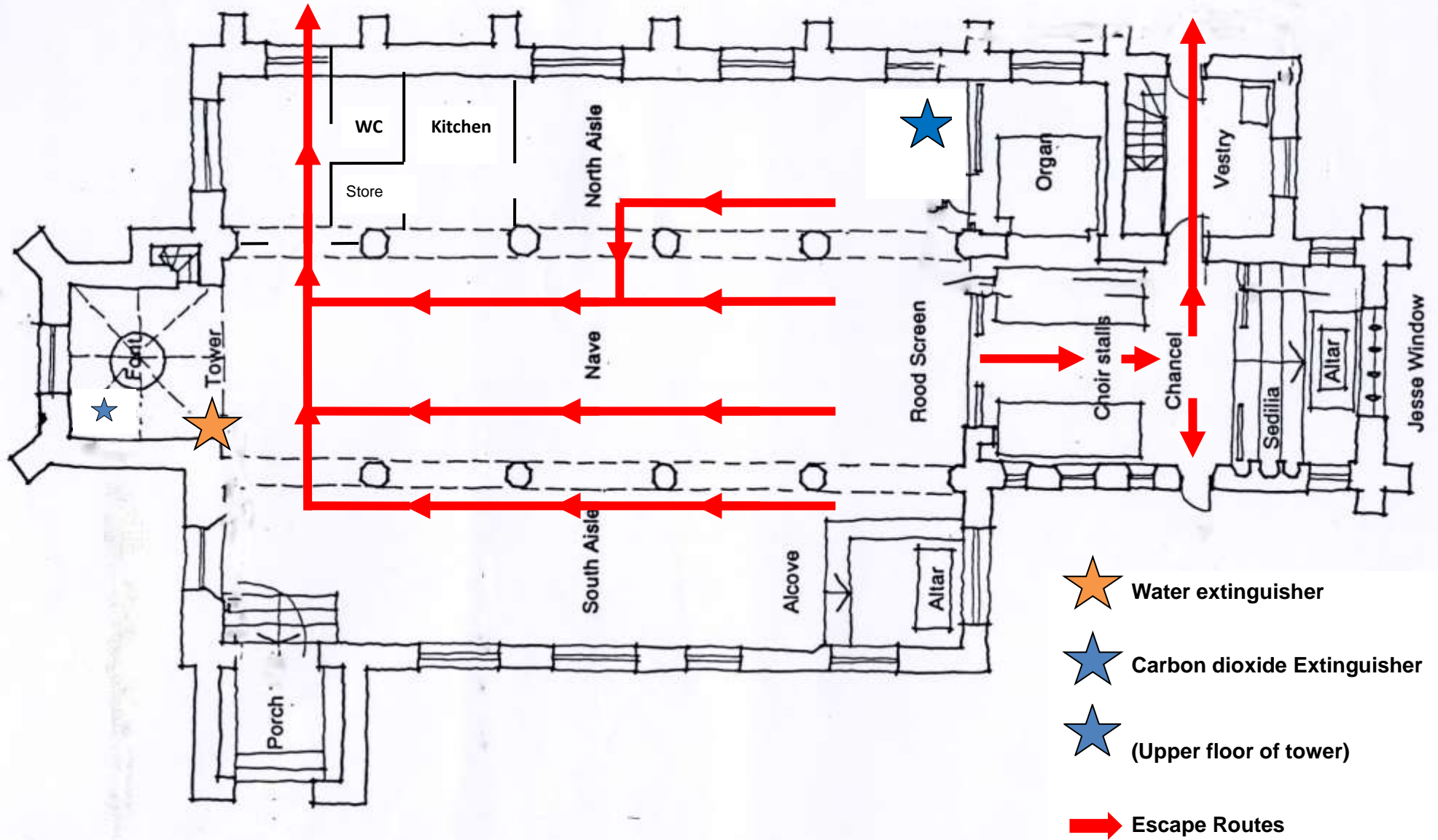
##### **Additional Control Measures Identified**

Where off-site activities present particular risk that is not included as above, undertake a specific risk assessment for these activities.

##### **Implementation of Improvements**

<b>Issue</b>	<b>Person Responsible</b>	<b>Timescale</b>
Where off-site activities present particular risk that is not included as above, undertake a specific risk assessment for these activities.	Organiser of activity	Ongoing

Appendix 1  
St Mary's Church Fire Plan



**Appendix 2: Risk Assessment Form**

**Assessment Number:**

**Date of Assessment:**

**Person Undertaking Assessment:**

**Review Date:**

**Details of Area or Activity Assessed**

**Details of Hazards, Persons Affected**

**Existing Control Measures**

**Additional Control Measures Identified**

Issue	Person Responsible	Timescale

**Appendix 3: Accident & Near Miss Report Form**

All accidents and incidents, however slight, must be reported to enable the Parochial Church Council to comply with Health, Safety and Environmental regulations.

Use this form to report: a) any injury sustained during work; b) any health and safety incident without injuries; c) any illness arising from work; d) any environmental incidents and e) any church security incident involving threatening behaviour or violence. Send the form to the Rector, The Rev'd Simon White, The Rectory, Cottingwood Lane, Morpeth NE61 1ED

If a member of staff is incapacitated for routine work for more than seven consecutive days (excluding the day of the accident) as a result of an injury resulting from an accident arising out of or in connection with work, the PCC MUST notify the Health and Safety Executive (HSE).

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**Details of Injured or affected person:**

**Name:** \_\_\_\_\_ **DoB:** \_\_\_\_\_  
**Status:**      Employee      Visitor      Congregation      Child      Contractor

**Address and Telephone:**

**For staff - Job title:**

.....

**Details of accident / incident / illness / near miss:**

**Location of occurrence:**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Police contacted: Yes / No**

**Police contact name:** \_\_\_\_\_ **Police incident number:** \_\_\_\_\_

.....

**Briefly describe the circumstances:**

**Accident/Incident Type (please tick one only):**

Assault/violence	Electrical	Trapped	Fall from height
Hazardous Substance	Machinery/equipment	Moving/handling	Near miss
Road traffic collision	Sharp object	Slip/trip/fall same level	Theft
Struck a fixed/stationary object	Struck by moving/flying/falling object	Other:	





## Appendix 4: Fire and Emergency Plan

In the event of a fire:

- Verbally raise the alarm – inform the person leading the service or event who will request that people leave the building quickly and in an orderly manner
- Ensure that the Fire Brigade is called. Use the mobile phone situated in the kitchen cabinet or one from someone who is present
- Attack the fire with a suitable extinguisher if it is safe to do so and keeping an exit directly behind you. Do not try to fight a fire if you are not sure what is burning or you have any doubts about using the equipment
- Evacuate the church quickly using the nearest exit. Open the doors fully. Assist people out of the building, particularly the physically disabled, the elderly, children or anyone with impaired hearing or vision.

<b>Sidesman 1</b>	<b>North aisle and left hand side of nave</b>
<b>Sidesman 2</b>	<b>South aisle and right hand side of nave</b>
<b>Worship leader</b>	<b>Choir and sanctuary party</b>
<b>Warden</b>	<b>Kitchen &amp; toilet</b>

Ensure that people are gathered in a safe place, well away from the building or location of the fire.

Gather people at the assembly point on the main path from the church to the new cemetery.

Check that everyone has been safely evacuated. Do not let anyone re-enter the building until informed by the Fire Officer or other responsible person that it is safe to do so.

**Appendix 5: Control of Substances Hazardous to Health (COSHH) Risk Assessment Form**

Area	Date	Assessment No.	Assessor

**Has a Material Safety Data Sheet (MSDS) been obtained? Y / N**

**Is it necessary to use this substance (consider safer alternatives)? Y / N**

**Does the substance contain anything with a Workplace Exposure Limits\* (WELs)? Y / N**

**If Yes, please list the substances and limits from the MSDS**

.....

**How is the product harmful? (Please Circle)**

**Inhalation    Eye Contact    Skin Contact    Ingestion    Injection    Sensitising Agent**

**Describe the required PPE. (Please Circle)**

**Goggles    Gloves    Protective Clothing    Apron    Protective Footwear    Respirator/Dust Mask**

**Description of the activity; who, where and how the substance is used**

.....

.....

**List out the current control measures that apply to the task**

.....

.....

**Is monitoring and/or supervision of the controls in place? Describe the measures taken**

.....

**Have staff and volunteers been trained in the safe use and the control measures to be used? Y / N**

**Are the controls applied adequate and consistent with those given in the MSDS? Y / N**

**Is the PPE provided appropriate and suitable and is it being worn by staff and volunteers? Y / N**

Review Date	Changes Made	Assessor	Signed

\* For information refer to HSE: <http://www.hse.gov.uk/pubns/books/eh40.htm>



## Appendix 7: Manual Handling Guidelines

### General Handling Arrangements

The use of mechanical aids should always be considered as a priority where heavy items will be handled. Handling should be carefully considered and appropriate planning given prior to attempting tasks.

The use of team lifting or alternative, safer methods should always be considered in preference to individual handling. Where heavy boxes are to be handled, consideration should be given to splitting heavy boxes into lighter loads.

No member of staff or volunteers are expected to undertake unreasonable handling tasks.

Safe handling is the responsibility of all staff and volunteers.

It is important to;

- avoid the need to undertake manual handling wherever possible; use mechanical aids or get assistance, where appropriate;
- avoid the need for handling that involves stretching and twisting operations; use sensible techniques for manual handling as outlined below;
- where possible, break down loads to smaller amounts;
- contact the Rector or PCC where there is a need for additional support to deal with high stock levels or difficult handling operations
- be aware of and use safe manual handling techniques as outlined.

Any member of staff or volunteers who have particular concerns about a handling operation should raise this with the Rector and they must not attempt to undertake work that they consider unreasonable.

### Safe Techniques for Manual Handling

The following principles should be applied when lifting and lowering is undertaken:-

- think about the task involved. Can it be avoided or are there mechanical aids or assistance from other staff and volunteers available? Consider whether the weight and task is reasonable;
- plan the manual handling before starting. Make sure the area is clear and where you are going to put the item down;
- position feet a shoulder width apart, bend the legs and grip the item;
- straighten your legs, keeping your head looking forward and move smoothly without jerking; move to the final position and smoothly place the item down, bending knees as before.

