

# Risk Assessment

<b>Ministry: N/A</b>	<b>Assessment Type</b> (Note 1) tick as appropriate	
<b>Location/ Activity:</b> Church Services + All Events.	<b>Specific</b> <input type="checkbox"/>	<b>Generic</b> <input checked="" type="checkbox"/>
<b>Date/timings (if specific):</b>	<b>Who is at Risk:</b>	
	<b>All Staff + Volunteers:</b> <input checked="" type="checkbox"/>	
	<b>Children/Young People +Adults:</b> <input checked="" type="checkbox"/>	
	<b>Public etc.:</b> <input checked="" type="checkbox"/>	

HAZARD/ ACTIVITY	SIGNIFICANT HAZARDS	RISK*			RISK CONTROL MEASURES (Note 2)	RESIDUAL RISK**		
		L	S	DR		L	S	DR
Access to building	Slips, Trips, bruises, lack of access.	2	2	4	<ul style="list-style-type: none"> <li>Disabled access provided through side door.</li> <li>There is wheelchair access to the toilets.</li> <li>Access routes to building (including flagstones, steps, mat in porch) regularly monitored.</li> <li>Service Warden/Welcome Team to ensure those with mobility issues are assisted on steps/entrance to building.</li> <li>Sand and salt mix to be spread on footpaths during winter/snow periods.</li> </ul>	1	2	2

Fire	Burns, Smoke inhalation, Physical injury.	2	3	6	<ul style="list-style-type: none"> <li>• Building Fire RA completed and will be reviewed annually.</li> <li>• Fire extinguishers maintained regularly.</li> <li>• All Electrical appliances are PAT tested according to their requirements (double insulated etc.).</li> <li>• No smoking or naked flames allowed in building or in churchyard except either for sacramental reasons (e.g., Advent) or where advance agreement of rector/PCC is obtained (e.g., weddings) and a risk assessment of potential hazards has been carried out and steps taken to minimise these.</li> <li>• Staff have mobiles to dial 999.</li> <li>• Service wardens and staff are trained in their responsibilities if a fire breaks out.</li> <li>• Fire exits are kept unobstructed.</li> <li>• An assembly point has been agreed (pavement opposite Arts Centre Ballroom) and staff and Service Wardens are aware.</li> <li>• Staff and Service Wardens to be fully aware of fire evacuation procedures and ensure users of building are informed.</li> <li>• Boiler is regularly serviced by accredited professional.</li> </ul>	1	3	3
Security	Unknown person, gaining access.	3	2	6	<ul style="list-style-type: none"> <li>• Door to outside kept manned or locked once service/event begins - part of service warden's duties.</li> <li>• South door opposite the rectory to be kept locked at all times.</li> <li>• Toilets and all rooms to be checked before church locked at end of session.</li> <li>• Trained service warden on duty at all services and to follow the Service warden duties with regard to security as set out in guidelines.</li> <li>• Where service warden (or nominated replacement) not on duty then church doors to be kept locked during event.</li> <li>• Anyone in church for a non-public event to lock all doors when in the church.</li> <li>• Keys to church signed in and out via the Church Office log book.</li> <li>• Any suspicious behaviour to be reported to Service Warden or staff member who will then assess information and notify police if appropriate.</li> </ul>	1	2	2

Injuries through use of building – and garden	Slips, trips, falls, Sprains, cuts, and bruises.	2	2	4	<ul style="list-style-type: none"> <li>• First Aid kit available (in kitchen).</li> <li>• Staff are First Aid trained.</li> <li>• Service wardens check church at beginning of each service/event to ensure no trailing wire or other hazards.</li> <li>• Event leaders to be notified of step up to lectern and team to monitor area in front to lessen potential trip hazard. If the Lectern is moved, it is to put back on the Dais as a visual reminder of the set up for the next user.</li> <li>• Staff or Service Wardens responsible for cleaning up any spillages immediately.</li> <li>• No public access allowed to restricted areas of church e.g., vestry.</li> <li>• Leaders to be reminded to use correct manual handling techniques when moving/lifting equipment/furniture etc. Short step ladders are available for use with instructions attached.</li> <li>• Full Size ladders are kept locked away and only to be used by those trained and authorised by the Buildings Group.</li> <li>• Climbing on trees, walls and gravestones is not permitted.</li> <li>• Only permitted volunteers, staff, and contractors shall have access to the tower (Balcony + Belfry) and access start and end times shall be booked in with the Church Office logbook. Those accessing the tower shall arrange check in/out with family or work buddy.</li> <li>• Where incidents occur staff to be debriefed after sessions to ensure any incidents are noted and reviewed for future guidance.</li> <li>• First Aiders will take steps to prevent cross contamination from blood born viruses prior to administering first aid by completing an initial assessment. Incidents/accidents to be reported to Local Environmental Health Department as appropriate.</li> <li>• Mobile phones held by leaders to call ambulance as required.</li> <li>• All areas accessed by public, staff, and contractors to be kept tidy and free of all potential hazards.</li> <li>• Twice annual inspection of church and churchyard by H + S + Building Group to note any potential hazards or works requiring to be done. Written records to be made with notes of actions lead person for each action.</li> </ul>	1	2	2
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Inappropriate behaviour/ Child/Adult Protection/ Safeguarding	Emotional upset, physical injury, abuse.	3	2	6	<ul style="list-style-type: none"> <li>• All staff and volunteers will be DBS checked according to legal requirements.</li> <li>• Staff and service wardens on duty to be aware of any strangers or inappropriate behaviour – and how to challenge strangers and those whose behaviour becomes inappropriate safely.</li> <li>• Risk assessment to be drawn up, and agreed with the individual, for anyone who attends church and is assessed as potential risk to other attendees.</li> <li>• It is parents' responsibility to take children to toilet, but Service Wardens look out for misuse of toilets as part of their duties.</li> <li>• Service warden, or deputy, always situated at back of church during service to be aware of use of toilet and also entrance door.</li> </ul>	1	2	2

Cooking/ food hygiene/Drinks	Burns/scalds, Food poisoning.	3	2	6	<ul style="list-style-type: none"> <li>• Young people under 18 not to be allowed into kitchen without supervision. If there is a planned activity parents are to be informed.</li> <li>• Staff/volunteers to be fully familiar with safe operation of equipment.</li> <li>• Staff member with Food Hygiene level 2 certificate to be responsible for any food preparation, storage etc.</li> <li>• First aid kit and first aid trained member of staff to be available.</li> <li>• Food waste to be disposed of appropriately.</li> <li>• Food equipment and surfaces to be kept clean.</li> <li>• Hand washing/sanitising to take place before food preparation and consumption.</li> <li>• Food to be stored safely and use by dates adhered to.</li> <li>• Food allergies considered when storing and preparing food.</li> <li>• Staff/volunteers to wipe up any spillages immediately.</li> <li>• Parents are to be made aware it is their responsibility to keep their – and other – children safe from their hot drinks. Hot drink cups only to be <math>\frac{3}{4}</math> filled to reduce likelihood of spillage.</li> <li>• Where hot drinks are supplied to young people over age 11yrs they are served: <ul style="list-style-type: none"> <li>- and supervised by leaders within a set time and controlled environment</li> <li>- when no physical activities are running</li> <li>- Not scalding hot</li> </ul> </li> <li>• All chemicals/cleaning agents to be stored in south vestibule (no public access).</li> </ul>	1	2	2
One off event (internal + external)		3	3	6	<ul style="list-style-type: none"> <li>• Additional risk assessment to be undertaken prior to the event if required.</li> <li>• Event Leaders to be given and to have read and incorporated the “<b>St George’s Church Stamford – Conditions relating to use of the main Church Building 2015</b>” guidelines into all planning and implementation of event.</li> <li>• Event leaders to have been given and to have read and incorporated this Risk Assessment into planning and implementation of event</li> <li>• Full review post event/session to evaluate event, adjust procedures and update RA’s accordingly.</li> </ul>	2	3	3

**Points which must be undertaken prior to attendance are:**

- Leaders to have DBS checks and to have been made aware of RA and St George’s Children’s & Young People’s, Adult Safeguarding policies.

Assessor (Note 4)		Operations (Note 4)		Overall Risk Rating (highest risk)
Signature:	<i>J Caseley</i>	Signature:	<i>C Arthey</i>	4
Position:	Ministry Assistant	Position:	Operations Manager	
Date completed:	02/03/2022	Date completed:	02/03/2022	
<b>Operations Assessment Review (Note 4 and 5)</b>				
Date:	13/12/2022			Review frequency
Signature:	<i>J Caseley</i>			Annually

### Risk Management

All activities have risks associated with them. The purpose of Risk Management is to recognise that risks exist, to identify them to mitigate them and to plan for their possible occurrence. Risk Management can be sub-divided into risk assessment and risk control.

#### Risk Management is an ongoing process throughout any activity.

A risk assessment is a proactive approach to lessen the chance of an untoward event ever happening and is used to identify possible problems and situations that could cause harm. It is designed to identify things or activities which could cause harm (hazards) and the people that may be effected and evaluate the associated risk which is a combination of the probability of the hazard being realized and the consequence of its outcome.

Armed with this information decisions can be made on how the risk is to be mitigated. Safety awareness is essentially common sense and a risk assessment is just a structured approach to something that in everyday life one does automatically.

### Risk evaluation

Once the hazards have been identified the risks associated with each hazard must be evaluated. This must take into account the probability of exposure to the hazard and the consequence of the outcome e.g. how many people could be affected, how severely (see consequences) or the cost

Risk can be recognised and managed by using the formula: RISK = PROBABILITY X CONSEQUENCE

High	Common, regular or frequent occurrence.	3	3 Med	6 High	9 High
Medium	Occasional occurrence.	2	2 Low	4 Med	6 High
Low	Rare or improbable occurrence.	1	1 Low	2 Low	3 Med
<b>Risk Matrix Likelihood X Severity</b>			1	2	3
			Minor injury or illness.	Serious injury or illness.	Fatalities, major injury or illness.
			Low	Medium	High

## Mitigation

If all risk scores on the assessment are 5 or below, the activity can proceed. No action is required, but if the risk can be easily reduced further then it would still be sensible to do so. If some of the initial scores are 6 or higher then further work must be done to reduce the risk:

<b>High</b>	Rigorous scrutiny of control measures required to ensure <a href="#">ALARP</a> , Improve control measures where possible; consider stopping the activity. Conducting activities at this level of risk may require formal approval from the PCC.
<b>Medium</b>	Review control measures and improve if reasonably practicable to do so, consider alternative ways of conducting the activity.
<b>Low</b>	Maintain control measures and review regularly or if there are any changes.

\* Numbers used are for illustrative purposes only. \*\* Residual risk is the level of risk that remains after suitable and sufficient control measures are introduced.

### Notes:

- 1 If using a 'Generic' risk assessment, Assessors and Operations are to satisfy themselves that the assessment is valid for the task and that all significant hazards have been identified and assessed. If additional hazards are latterly identified, they are to be recorded and the Generic assessment updated to a 'Specific' risk assessment.
- 2 Only a reference to a simple description of the control measures is required. If the existing control measures reduce the risk to [ALARP](#) and the residual risk is considered not to be significant then no further assessment should be needed for the risk relating to that hazard.
- 3 If the risk assessment identifies the need for additional control measures, the risk relating to that hazard and any other hazard s affected by the change will need to be reassessed once the additional controls have been implemented.
- 4 Assessors are to note that they are responsible for production of the risk assessment and that by completing this section they acknowledge ownership of the risk and that the risk assessment is suitable and sufficient.
- 5 Risk Assessments are to be reviewed:
  - at a frequency proportional to the risk (e.g., high risk – 6 monthly; medium risk – annually; low risk – every 2 years)
  - if there is reason to doubt the effectiveness of the assessment.
  - following an accident or near miss.
  - following significant changes to the task, procedure, person at risk or staff.
  - following the introduction of more vulnerable persons.