

# GENERAL RISK & FIRE RISK ASSESSMENTS 2021

Name of church: St. John the Baptist

Address (inc postcode) Main Road, Curbridge, Oxfordshire, OX29 7NT

Assessment undertaken by: Ian Galletley

Date: 12 May 2021

Version Draft v 0.2

Responsibility for implementing the results of the assessment has been delegated to Ian Galletley as a responsible person, on the understanding that the overall responsibility for H&S and Fire Safety remains with the PCC as defined in the Parish H&S policy.

Review date (annually or after major works): 12 May 2022

Risk	Risk score	Mitigation	Required action
Lone occupancy	6	Adherence to the Single Person occupancy procedures as stated in the Parish Health and Safety policy. Inform others of lone occupancy before entering church and after leaving	Require lone workers have a charged mobile, if no access to landline
Trip & slip hazards – steps, ramps, uneven ground (especially gravestones), spilt liquids, rain & snow, trailing electrical cables from microphones etc.	4	Hazards appropriately marked or sectioned off. “Slippery surface” signs displayed on wet exterior surfaces or spillages anywhere, until liquid is cleared Cable coverings / hazard tape to be used for leads. Adequate lighting in all accessible areas White lines on steps, ramps	Deputy warden to review any permanent hazards . Check lighting in all areas Review ramps
Arson	3	Church and porch locked overnight	No required action
Visitors at events unfamiliar with church layout in emergency	2	Low risk because of the building’s simple plan and single public door.	Verbal advice at the start of function for visitors.
Proximity to candles especially during baptism and candlelight services	2	Priest and wardens in charge to issue warning. Votive candles and lighters in fireproof containers with appropriate signage First Aid kit stocked with burn relief cream etc.	No required action

Risk	Risk score	Mitigation	Required action
On-site contractors, especially those working at height	2	Contractors will be advised/required to work in compliance with Parish Health and Safety Policy, including the requirements of working at height. Will be met by wardens or appointed deputy and briefed. Insurance and appropriate certification will be checked No lone working, and telephone access should be checked Non-contractors should not use ladders / scaffolding etc.	No required action
Use of ladders	2	Contractors will be advised/required to work in compliance with Parish Health and Safety Policy, including the requirements of working at height. Only approved contractors to use ladders. No single person use	No required action
Handling money leading to theft	1	Parish policy is that cash is to be counted and recorded under dual control (not from the same family group). Express consent required from Treasurer to allow variance from this policy (as very little money handled).	Express consent required from Parish Treasurer to allow variation from Parish Policy
Strains, bruising and injury from inappropriate lifting	1	Use enough suitable manpower for lifting Use trolleys etc. where possible for heavy objects Event & maintenance organizers to remind all staff of good lifting technique	No required action
Risk of electric shock from faulty equipment	1	Very limited number of applications because of no water supply, but PAT tests where applicable	No required action

Date of next PAT test (annual)

TBA\*

Date of next electrical system test (every 5 years)

TBA\*

Date of last boiler service

Not applicable

Date of last fire extinguisher service (all 3)

March 2020

\*To be undertaken in 2021 after the quinquennial inspection so that all concerns can be dealt with in a coordinated manner

**Details of evacuation procedure:**

The warden will ensure that someone with a mobile phone contacts the emergency services.

There is only one external door. All people to leave directly from the nave, if possible. If necessary, there is an alternative exit from the chancel through the vestry.

Only members of the congregation who have received training in using extinguishers should attempt to put out a small fire, and should not put themselves or others in danger by doing so.

The warden and/or welcomer will act as sweepers and be the last to leave the building, having checked that nobody is in the vestry.

The assembly point is in the churchyard, half way between the church and the road.

The warden will ensure that nobody re-enters the building until authorised by the emergency services.

**Named people responsible for evacuation procedure**

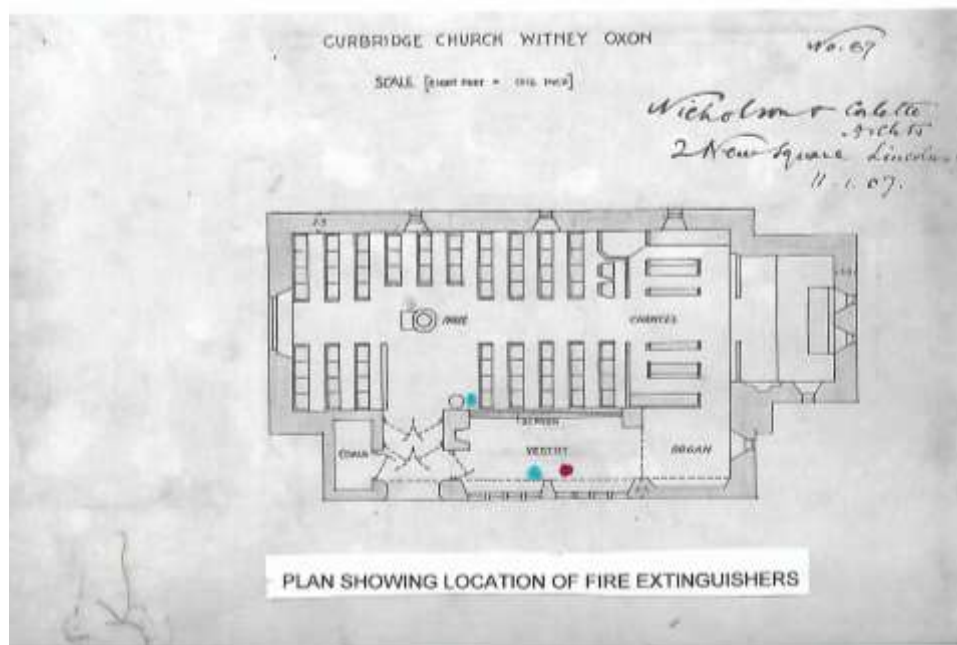
Ian Galletley

Approved by the PCC 27 May 2021



Signed *Toby Wright*

Counter-signed *Jeremy Lasman*

**Appendix A: Plan of church**



**LEGEND**

-  Water Extinguisher
-  Carbon Dioxide Extinguisher