

GENERAL RISK & FIRE RISK ASSESSMENTS 2023-4

Name of church St. John the Baptist
 Address (inc postcode) Church Green, Witney OX28 4AW

Assessment undertaken by Ian Galletley

Reviewed by :Same

Date July 2023

The risk rating is a multiple of the scores for Probability and Impact. Both are scored out of 3. 1 = low, 2 = medium, 3 = high

A rating of 1 - 3 is Green, 4 - 6 Amber, 9 = Red. Any Amber and Red ratings must have actions identified to lower the risk rating. Red ratings demand immediate action, with a review within 1 month.

The first rating is that which would result should no mitigating actions be put in place.

The second (Rating #2) relates to the residual risk after the mitigating actions have been progressed.

The DCCs/PCCs are asked to accept the residual risk rating for each risk, and also to agree any further actions, associated accountabilities and monitoring.

The risks populated below apply to all our churches, but others specific to each church should be added. Ratings and mitigating actions *may* vary between churches.

| Risk and Description | Prob | Imp | Rati ng | Mitigating actions | Prob #2 | Imp #2 | Rati ng #2 | Further action req'd? Who and by when |
|---|------|-----|------------|--|------------|-----------|------------------|--|
| <i>Slips, trips and falls</i> Leading to personal injury particularly for the elderly or infirm | 2 | 3 | 6 | Hazard tape to cover any steps regularly in use or loose surfaces Signage to be put out to cover wet floors First aid kits to be checked and replenished regularly | 1 | 3 | 3 | Consider major repairs to significantly uneven floor areas Consider improved lighting for steps DCCs, at each risk assessment review |

GENERAL RISK & FIRE RISK ASSESSMENTS 2023-4

| | | | | | | | | |
|---|---|--|--|---|--|--|--|--|
| | | | | Slippery surface signs displayed on wet exterior surfaces or spillages anywhere until liquid is dried. Cable coverings/hazard tape to be used for leads. Adequate lighting in all accessible areas White lines on steps and ramps. | | | | |
| Strains, bruising and injury From inappropriate lifting | 2 | | | 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 | | | | Ensure event & maintenance organizers know correct lifting methods. Only activities are weddings, funerals and baptisms. Undertakers responsible for funerals; all others as determined by the appropriate priest. |
| Working at height Leading to significant fall and personal injury | 3 | | | Compliance with the 'working at height' element of the Benefice Health & Safety Policy. Ladders should be checked before use. Ladder user to be accompanied, and ladder held securely by accompanying person. Accompanying person to check that user is not overreaching | | | | As left |
| Lone working Risk of threat from others and/or personal injury | | | | Adherence to the Single Person occupancy procedures as stated in the Benefice Health & Safety Policy. Lone workers to have a mobile phone with them. | | | | As left |

GENERAL RISK & FIRE RISK ASSESSMENTS 2023-4

| | | | | | | | | |
|--|---|--|--|---|--|--|--|---|
| On-site Contractors | 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. | | | | As left |
| Fire Leading to personal injury and major damage to premises etc | 3 | | | Compliance with agreed evacuation procedure for major events; marshals identified and trained if not specific individuals named in evacuation procedure. Additional emergency exit signs displayed during events. Additional doors opened | | | | See below |
| Visitors at events unfamiliar with church layout in emergency | | | | Compliance with agreed evacuation procedure for major events; marshals identified and trained if not specific individuals named in evacuation procedure. Additional emergency exit signs displayed during events. Additional doors opened | | | | Specific risk assessments to be completed for major events (in excess of 50 visitors). See above statement |
| Arson | 2 | | | Church and porch locked overnight | | | | |

GENERAL RISK & FIRE RISK ASSESSMENTS 2023-4

| | | | | | | | | |
|---|---|--|--|--|--|--|--|--|
| Proximity to candles especially during baptism and candlelight services | 1 | | | 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. | | | | Votive candles are not used. |
| Heaters | 2 | | | Church users to be aware not to place flammable objects on or close to heaters | | | | All heaters are twelve feet above the floor. |
| Risk of electric shock from faulty equipment | 0 | | | PAT tests Unplug equipment when not in use if possible Use low voltage / battery operated equipment RCD protection where possible | | | | The electrical circuits are quinquennially inspected; there are no longer any electrical appliances in the church. |
| Theft Including money, artefacts and personal possessions | 0 | | | Cash to be counted and recorded under dual control (not from the same family group). Cash removed from church regularly. Any cash held in the church stored in the safe. Controlled access to any area where money is being counted during major events. | | | | The church no longer collects cash. Any donations at funerals are handled by the undertakers. |
| Hygiene Kitchen Equipment | 0 | | | Cleaning chemicals in a locked cupboard if available, Sharp implement out of reach of children. Appliances turned off at wall socket. | | | | There is no water supply. Occasional use of hoovers brought from home. |

GENERAL RISK & FIRE RISK ASSESSMENTS 2023-4

| | | | | | | | |
|-----------------------------|---|--|--|--|--|--|--|
| Unhygienic food preparation | 0 | | | <p>Training and accreditation in food hygiene standards for those leading events involving the provision of food. Food preparation staff follow good practice (including availability of thermometers to check food temperature).</p> <p>Access to separate washing facilities from food preparation area. External contractors to have appropriate indemnity insurance.</p> | | | <p>Not applicable. Once a year refreshments are brought in by members.</p> |
|-----------------------------|---|--|--|--|--|--|--|

Date of last PAT test (annual)

No electrical appliances

Date of last electrical system test (every 5 years)

February 2022

Date of last fire extinguisher service

March 2023

(additional tests may be recorded here eg bell ropes, organ) Bell rope now in use and recently checked.

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.

Additional note: lawnmower and strimmer kept in locked separate store controlled by the warden.

GENERAL RISK & FIRE RISK ASSESSMENTS 2023-4

Named people responsible for evacuation procedure
Ian Galletley

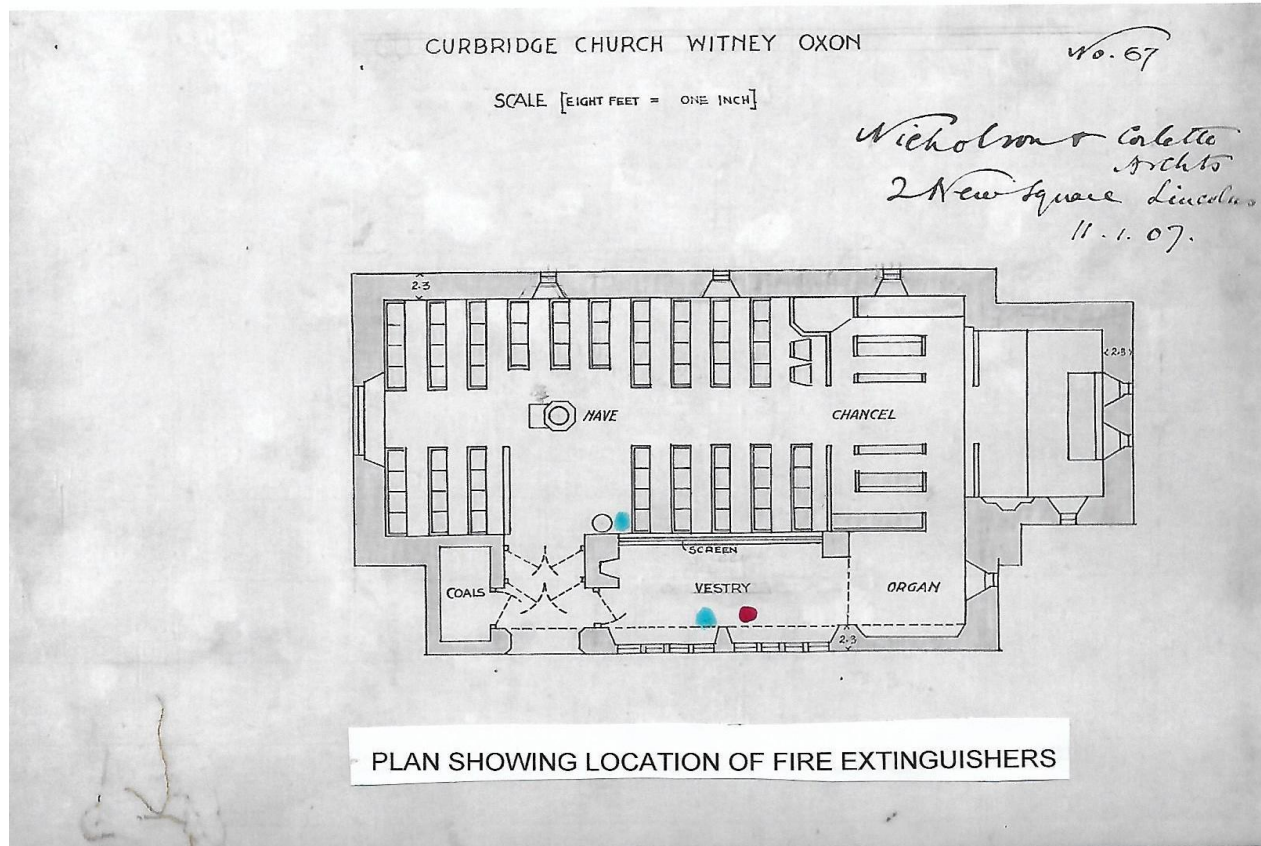
Approved by the PCC

Signed Ian Galletley

Counter-signed

Appendix A: Plan of church

GENERAL RISK & FIRE RISK ASSESSMENTS 2023-4



LEGEND



Water Extinguisher



Carbon Dioxide Extinguisher