

GENERAL RISK & FIRE RISK ASSESSMENTS 2021

Name of church St. John the Evangelist

Address (inc postcode) Middletown, Hailey, Witney OX29 9UB

Assessment undertaken by Robin Carr

Date 15 May 2021

Responsibility for implementing the results of the assessment has been delegated to Robin Carr 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) 1 November 2021

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 to 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	DCC review any permanent hazards. Steps to the boiler awaiting fitting of warning notices. Check lighting in all areas Review ramps
Visitors at events unfamiliar with church layout in emergency	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	Specific risk assessments to be completed for major events (in excess of 50 visitors) Ensure event organizer is familiar with church plan
Arson	3	Church and porch locked overnight	None
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.	None

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.	None
Use of ladders	2	Working at height procedures to be followed as outlined in the Parish Health and 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	None
Handling money leading to theft	2	Cash to be counted and recorded under dual control (not from the same family group) Money handling in church is minimized, and cash removed from church as soon as possible. Any cash held in church to be stored in the safe. A regular pattern in banking cash is avoided.	None
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	Ensure event & maintenance organizers know correct lifting methods
Risk of electric shock from faulty equipment	1	PAT tests Unplug equipment when not in use if possible Use low voltage / battery operated equipment RCD protection where possible	None
Kitchen equipment	1	Sharp implements and cleaning chemicals placed out of reach of children. Appliances turned off at the wall socket	None

Unhygienic food preparation	2	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). Food preparation staff follow good practice Access to separate washing facilities from food preparation area	Ensure availability of thermometers to check temperature of hot food
Infection from shared toilet facilities etc.	1	Regular cleaning of facilities with adequate cleaning materials available for emergencies Soap, water and disposable towels available Non-disposable towels & cloths laundered regularly	None
Hot surfaces and water in servery	1	Warning signs on hot surfaces Hot water temperature maximised to 43°C	

Date of last PAT test (annual) *09/02/21 by John Haskell*
 Date of last electrical system test (every 5 years) *April 2019*
 Date of last boiler service *10.11.2020*
 Date of last fire extinguisher service *03.11.2020*
 (additional tests may be recorded here eg bell ropes, organ)

Details of evacuation procedure:
 Evacuation by one of two routes.
 Route 1: Through Main Church Door
 Route 2: Through Vestry and external door.
 Meeting Point for both routes: Near to front gate by War Memorial.

Named people responsible for evacuation procedure

Robin Carr John Haskell Elpie Lewis

Date of last evacuation drill: not applicable

Approved by the PCC 27 May 2021

Signed *Toby Wright*

Counter-signed *Jeremy Lasman*