

Name of church                      Holy Trinity

Address (inc postcode)            Woodgreen, Witney OX28 1DN

Assessment undertaken by    Chris Riley

Date                                        20 May 2021

Version Draft 0.1 (draft)

Responsibility for implementing the results of the assessment has been delegated to Chris Riley 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)    20 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. Telephone available to call emergency services	None
Trip hazards – steps, ramps	4	White lines on steps, ramps, side guides to one ramp	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 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
Heaters	2	Church users to be aware not to place flammable objects on or close to heaters	Review placing guards around heaters

Vandalism – key to Trinity room is not in a secured location	2		New location to be determined
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
Kitchen equipment	1	Sharp implements and cleaning chemicals placed out of reach. Appliances turned off at the wall socket	None
On-site contractors	2	Contractors will be advised/required to work in compliance with Parish Health and Safety Policy. Will be met by wardens or appointed deputy and briefed. Insurance and appropriate certification will be checked	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	None

		RCD protection where possible	
Unhygienic food preparation	1	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
Low parapet to balcony	2	Only adults who are regular congregation / members to use, under guidance from Wardens. Maximum 6 adults allowed into balcony	None
Asbestos in ceiling	1	Contractors to be made aware	None

Date of last PAT test (annual)	November 2020
Date of last electrical system test (every 5 years)	September 2017
Date of last boiler service	September 2020
Date of last heater service	September 2020
Date of last fire extinguisher service	8.3.2021

(additional tests may be recorded here eg bell ropes, organ)

<p>Details of evacuation procedure</p> <ol style="list-style-type: none"> <li>1. The person(s) discovering the fire will warn all other occupants of the building by shouting loudly "Fire, fire, fire!"</li> <li>2. All people in the building should immediately leave the building in an orderly manner by the nearest marked emergency exit, without collecting personal possessions</li> <li>3. Emergency exits to the building are clearly marked. Welcomers at services + fire wardens are responsible for ensuring that all designated exits are opened immediately in the event of an emergency. At other events, the person organizing the event is responsible for ensuring that there are appointed people who can open the doors in case of emergency</li> <li>4. The person discovering the fire should exit the building as soon as possible and call emergency services after reaching the assembly point. If they are not in possession of a mobile phone, they should ask someone who is.</li> <li>5. The fire wardens will act as sweepers to ensure the building is empty, without putting themselves in personal danger. In the absence of a warden, the organizer of the event will act as the sweeper (or appoint a deputy at the outset of the event)</li> <li>6. Welcomers and fire wardens should ensure that people with mental and / or physical impairment have sufficient support to leave the building safely</li> </ol>
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7. The assembly point is on Wood Green beside the children's play area, allowing the emergency services to gain unencumbered access to the building. Care should be taken when walking on the green during wet days.
8. At the assembly point, a fire warden or the event organizer will take responsibility. They will attempt to account for every person who was known to be in the building. If there is a formal attendance list, this should be used as a checklist. The emergency services should be informed on arrival of anybody who cannot be accounted for
9. **NOBODY SHOULD RE-ENTER THE BUILDING UNTIL GIVEN THE ALL CLEAR BY THE EMERGENCY SERVICES**
10. 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
11. A plan of the church showing the emergency exits is attached in the appendix

The fire wardens on the date of this document are

Paul Francis, Dair Henderson, Charlotte Tremain, Sue Hodges and Chris Riley

Named people responsible for evacuation procedure

Paul Francis, Dair Henderson, Charlotte Tremain (+ Welcomers)

Date of last evacuation drill: DCC made decision that this was not necessary (as advised)

Approved by the PCC 27 May 2021

Signed *Toby Wright*

Counter-signed *Jeremy Lasman*

Appendix: Plan of church (see below)

