

GENERAL RISK & FIRE RISK ASSESSMENTS 2022

Name of church: St Kenelm's
 Address (inc postcode) Old Minster Lovell, Witney, OX29 0RA
 Assessment undertaken by: Hugh White
 Date: 25 January 2022

Registered Charity 1129784

Version Draft v 0.2

Review date (annually or after major works): May 2023

Risk	Risk score	Mitigation	Required action
Lone occupancy	6	Adherence to the Single Person occupancy procedures as stated in the Benefice Health and Safety policy. Inform others of lone occupancy before entering church and after leaving.	Require lone workers have a charged mobile.
Trip & slip hazards – steps, occasionally used ramp, uneven ground (especially gravestones), spilt liquids, rain & snow, trailing electrical cables from electrical instruments etc (occasionally used)	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 Ramp to be put in place by at least two people.	PCC or Standing Committee to review any permanent hazards. Check lighting in all areas Review ramps
Arson	3	Church locked overnight	No required action
Visitors at events unfamiliar with church layout in emergency	2	Low risk because of the building 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 Benefice 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 Benefice 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	Benefice 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 variance from the Benefice 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	Regular PAT testing	No required action

Date of next PAT test (annual)

31 March 2022

Date of next electrical system test (every 5 years)

9 May 2022

Date of last boiler service

Not applicable

Date of last fire extinguisher service

24 June 2021

Details of evacuation procedure:

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

There is only one functioning 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 building, particularly sacristy and Crawley Aisle Room and toilet.

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.

Designated people responsible for evacuation procedure

Standing Committee members

Approved by the PCC 25 January 2022

Signed *Hugh White*

Counter-signed *Judith White*