

GENERAL RISK & FIRE RISK ASSESSMENTS 2024-5

Name of church St. Mary the Virgin
Address (inc postcode) Church Green, Witney OX28 4AW
Assessment undertaken by: Maurizio Fantato
Reviewed by : Jeremy Lasman
Date 10 June 2024

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, 7-9 = 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.

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Risk and Description	Prob	Imp	Rati ng	Mitigating actions	Prob #2	Imp #2	Rati ng #2	Further action req'd? Who and by when
<p>Slips, trips and falls Leading to personal injury particularly for the elderly or infirm</p>	2	3	6	<p>Hazard tape to cover any steps regularly in use or loose surfaces</p> <p>Signage to be put out to cover wet floors</p> <p>First aid kits to be checked and replenished regularly</p> <p>Slippery surface signs displayed on wet exterior surfaces or spillages anywhere until liquid is dried.</p> <p>Cable coverings/hazard tape to be used for leads.</p> <p>Adequate lighting in all accessible areas</p> <p>White lines on steps and ramps.</p>	1	3	3	<p>Consider major repairs to significantly uneven floor areas</p> <p>Consider improved lighting for steps</p> <p>DCCs, at each risk assessment review</p>
<p>Strains, bruising and injury From inappropriate lifting</p>	2	3	6	<p>Use enough suitable manpower for lifting</p> <p>Use trolleys etc. where possible for heavy objects</p> <p>Event & maintenance organizers to remind all staff of good lifting technique</p>	1	3	3	<p>Ensure event & maintenance organizers know correct lifting methods</p> <p>Review mitigation actions quarterly</p>

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				Ensure suitable equipment is appropriately marked and its storage location is clearly indicated				
Working at height Leading to significant fall and personal injury	2	3	6	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	1	3	3	Review mitigation actions quarterly Ladders location to be indicated
Lone working Risk of threat from others and/or personal injury	2	2	4	Adherence to the Single Person occupancy procedures as stated in the Benefice Health & Safety Policy. Specifically, single lone worker is required to have a mobile phone, ensuring there is sufficient signal	1	2	2	Review single person occupancy rotas regularly and ensure training
On-site Contractors	2	2	4	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.	1	2	2	Require certificate of compliance from contractors when appointed and supervise according to best practices

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				<p>Insurance and appropriate certification will be checked</p> <p>No lone working, and telephone access should be checked</p> <p>Non-contractors should not use ladders / scaffolding etc.</p>				
<p>Fire Leading to personal injury and major damage to premises etc</p>	2	3	6	<p>Compliance with agreed evacuation procedure for major events; marshals identified and trained if not specific individuals named in evacuation procedure.</p> <p>Additional emergency exit signs displayed during events.</p> <p>Additional doors opened</p> <p>Location of fire extinguishers clearly indicated</p> <p>Identify high risk locations such as sacresty and other areas where flammable materials are contained</p>	2	3	6	Continuous assessment required
<p>Visitors at events unfamiliar with church layout in emergency</p>	2	2	4	<p>Compliance with agreed evacuation procedure for major events; marshals identified and trained if not specific individuals named in evacuation procedure.</p>	1	2	2	<p>Specific risk assessments to be completed for major events (in excess of 100 visitors).</p> <p>Ensure event organizer is familiar with church plan</p>

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				Emergency exit procedures explained at all major events Additional emergency exit signs displayed during events. Additional doors opened				
Arson	1	3	3	Church and porch locked overnight CCTV signage as deterrent	1	3	3	Consider fire and smoke detectors in high risk areas
Proximity to candles especially during baptism and candlelight services	2	3	6	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. e	1	3	3	Provide small fire extinguisher when thurible is in us
Heaters	1	3	3	Church users to be aware not to place flammable objects on or close to heaters	1	3	3	
Risk of electric shock from faulty equipment	2	2	4	PAT tests Unplug equipment when not in use if possible Use low voltage / battery operated equipment RCD protection where possible	1	2	3	Review location of electric equipment and cabling regularly and ensure users are aware of best practices

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<p>Theft Including money, artefacts and personal possessions</p>	2	2	4	<p>Cash to be counted and recorded under dual control (not from the same family group).</p> <p>Cash removed from church regularly. Any cash held in the church stored in the safe.</p> <p>Controlled access to any area where money is being counted (Wenman Room) during major events.</p> <p>Valuable including silver to be locked using a register to verify access to safe and use/return of valuable items</p>	2	1	2	<p>Ensure training is provided</p> <p>Terroir/Inventory to be kept up to date</p> <p>Insurers to be advised of key valuables</p>
<p>Hygiene Kitchen Equipment</p>	2	2	4	<p>Cleaning chemicals in a locked cupboard if available,</p> <p>Sharp implement out of each of children.</p> <p>Appliances turned off at wall socket.</p>	1	2	2	<p>Ensure designated individuals supervise use of equipment in kitchen</p> <p>Ensure that children are supervised at all times when in the Winchester Room.</p> <p>Use small mobile unit to screen off kitchen area when major even</p>

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Unhygienic food preparation	2	2	4	<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>Requirements for allergy labelling to be made clear</p> <p>Access to separate washing facilities from food preparation area. External contractors to have appropriate indemnity insurance.</p>	1	2	2	Ensure training is in place as a matter of priority
Hot surfaces and water in servery	2	2	4	Warning signs on hot surfaces	1	2	2	Check water and hot surfaces temperature quarterly at least
Infection from shared toilet facilities etc	1	2	2	<p>Regular cleaning of facilities with adequate cleaning materials available for emergencies</p> <p>Soap, water and disposable towels available</p> <p>Non-disposable towels & cloths laundered regularly</p>	1	2	2	

Date of last PAT test (annual)	18.04.2024
Date of last electrical system test (every 5 years)	12.03.2019
Date of last boiler service	25 09 2023
Date of last fire extinguisher service	21.03.2024
Date of last lightning conductor test	12.12.2023

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

Emergency Evacuation Procedure for St Mary the Virgin, Church Green, Witney

The assembly point is in Front of Henry Box School, Church Green, Witney

Duty/Fire Wardens must familiarise themselves with all exits and the location of fire extinguishers.

The signal to evacuate the church for whatever reason – fire, gas escape, fumes, suspicious packages, falling masonry etc. - is the continuous ringing of the sacristy bell. The Duty/Fire wardens are responsible for delegating a person to enact this signal.

The Duty/Fire Wardens are responsible for summoning the emergency services, stating clearly that the Church is St Mary's on the Green, Witney, OX28 4AW.

For major events, a specific Fire Warden must be nominated, and made known to key participants, where necessary by wearing an appropriate high visibility vest.

The Duty warden will undertake the role of Fire Warden for regular services.

Event organisers will undertake the role of Fire Warden for small events (e.g. those held in the Winchester Room).

Fire Wardens will nominate individuals to guide attendees from their designated area out of the designated exit. The areas are, with designated individuals for services and small events shown in brackets:

- Wenman Room via external side door (key kept on door) – (event organiser)
- Winchester Room via external doors into churchyard (no key needed) – (event organiser)
- Choir including organist via North Door – (organist)
- Altar Party via Winchester Room – (president)
- Front left to font via North Door – (welcomer)
- Front right to font via Toilet exit – (welcomer)
- Rear left to font via West Door – (welcomer or nominee as needed)
- Rear right to font via West Door – (welcomer or nominee as needed)

The North, West and Toilet block doors together with the internal access door to the Winchester Room must be unlocked for all events and services held in the church.

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For major events, the Fire warden must nominate and brief individuals to cover each of the designated areas highlighted as part of the sign off of the specific risk assessment for that event.

The Fire warden is responsible for a check of all areas once they have been cleared and to ensure that no one re-enters the building until authorised to do so.

Approved by the PCC 23 July 2024

Signed *Kate Banks*

Counter-signed *Jeremy Lasman*