

Name of church St. Mary the Virgin

Address (inc postcode) Church Green, Witney OX28 4AW

Assessment undertaken by Chris Riley and Jeremy Lasman

Date 23rd May 2021

Version Draft v0.3

Responsibility for implementing the results of the assessment has been delegated to Jeremy Lasman and/or Kate Banks 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) dd Month yyyy

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 in Wenman Room	None
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 (sunken windowsills?). 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 100 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	Compliance with the 'working at height' element of 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). 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 (Wenman Room) during major events.	None
Strains, bruising and injury from inappropriate lifting	1	Use enough suitable manpower for lifting Use trolleys etc. where possible for heavy objects	Ensure event & maintenance organizers know correct lifting methods

		Event & maintenance organizers to remind all staff of good lifting technique	
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). Access to separate washing facilities from food preparation area. External contractors to have appropriate indemnity insurance.	None
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

Date of last PAT test (annual) Completed recently in 2021 date tbc
 Date of last electrical system test (every 5 years) 19 05 2019
 Date of last boiler service 25 09 2019
 Date of last fire extinguisher service 16 03 2020
 Date of last lightning conductor test 29 06 2018
 (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.

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 27 May 2021

Signed *Toby Wright*

Counter-signed *Jeremy Lasman*