

Holy Trinity Combe Down: Risk Assessment

Sunday Services

Description of Event to be assessed –		Sunday Services			
Assessment Number:	HT Annual Review 2024	Date of Assessment:			
Assessment Carried out by:	E Hume	Date Document Issued			
Premises/Location:	Holy Trinity	Manager's Name:	E Hume Operations Manager		
Emergency Contacts (name and tel no.)	The leader on the Rota for the Service.	Likelihood – High, Medium, Low	High	Medium	Low
		The chance of something happening	3 (1 in a 100)	2 (1 in a 1000)	1 (1 in million)
		Severity – High, Medium, Low	3 = Fatal	2 = Serious	1 = Minor
		How bad are the consequences			

Hazard	Consequences	Risk Level (L x S)	Who Might Be Harmed	Controls (including Training provided)	Any Further Action	Residual Risk (L x S)
Fire & Emergencies	Burns, smoke inhalation, death	1 x 2 = 2	Occupants	<ul style="list-style-type: none"> No smoking on the premises Four fire exits, two step free, clearly signed Emergency lighting Firefighting equipment provided and maintained. PCC members receive occasional training in use of firefighting equipment Evacuation procedure announced by service leaders. Annual evacuation drill during a service. Muster point in church garden back from road. Candle lighters kept in metal box separately to candles Gas and petrol stored in outside bunker away from gas boiler. Regular Maintenance contract for boiler 		1 x 1 = 1
Obstructed Access routes	Trips and falls, fire hazard	LxM = 2	Church users	<ul style="list-style-type: none"> Caretaker conducts weekly check of all exits and maintains a clean, debris free environment. Gangways between pews are maintained in the room layout. The coffee and welcome stations are positioned not to obstruct egress. 		

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Electrical Safety	Electrical Shock causing burns or death or resulting in fire	L x M = 2	Users of electrical equipment	<ul style="list-style-type: none"> PAT is undertaken annually. Five year fixed electrical installation check. All electrical works undertaken by qualified electricians 	Consider whether there is a need to ban the occasional use of privately supplied items?	L x L = 1
Use of Equipment	See provision of hot drinks below.					
Manual Handling -	Muscular strains and pulls, bruising from drops.	L x M = 2	Caretaker Church users	<ul style="list-style-type: none"> The movement of furniture is largely restricted to the Caretaker who is responsible for set-up and operates according to a Method Statement. If additional chairs are required and there are clear notices to limit the height of the stacks and the number of chairs to be carried at any one time 		L x L = 1
Slips trips and minor incidents	Bruising, strains, concussion	L x M = 2	Church users church caretaker and church cleaner	<ul style="list-style-type: none"> Caretaker carries out weekly checks for wear and tear on carpet tiles and trips hazards such as detached socket covers Externally the tarmac paths are lit and kept clear of leaf debris or snow Jonah's Crew leaders are responsible for safe storage of cushions, bean bags, toys and games to prevent trips – especially to cleaner and caretaker. 	The pathway across the garden to the bottom gate is unlit and not level Consider whether improvements can be made	L x L = 1
Steps onto the chancel	Trips and falls	3 x 3 = 6	Stair users	<ul style="list-style-type: none"> Contrast stair nosings Good lighting The caretaker is responsible for setting up room layout using a Method Statement for bringing furniture on and off the chancel so there is no requirement to carry heavy items on up and down the steps 		1 x 3 = 3

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Lighting	Increased likelihood of trips and slips in low light levels	L x M = 2	Church users	<ul style="list-style-type: none"> Externally the church has lighting for the main path and around to the bins to the rear. Internally the church is well lit. It is not considered that there is any risk of eye strain to the sound and vision operatives 	As above	L x L = 1
Heating and ventilation	Occupants may be a little hot or cold	N/A	No one	<ul style="list-style-type: none"> Underfloor heating external boiler (see fires and emergencies) short duration occupation Natural ventilation 	None	N/A
Hazardous substances and materials	Accidental or deliberate ingestion resulting in nausea, vomiting, poisoning, death	L x S = 3	Anyone in with knowledge of where cleaning materials are kept could leave it out unattended	<ul style="list-style-type: none"> Cleaning materials are kept out of sight in the cupboard between the old and new vestries. Bottles are returned to the cupboard after use. 	To be stored within the cupboard in an opaque box with lid.	L x M = 2
Lone Working N/A to service but may apply to lock-up	Undiscovered accident, illness or attack	L x L = 1	Last person out	The service leader is responsible for identifying a person to secure the building after the service. They should check that the person has the means to call for help if required. Lock up duty also includes a check that the building is empty.		L x L = 1
Care and Protection of children Including required ratios	See Safeguarding Policy					

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Care and protection of vulnerable adults						
Accessibility issues for disabled	Falls and trips Unable to see emergency exits Unable to hear emergency announcements		Disabled people attempting to access or exit areas which have not been made suitable.	<ul style="list-style-type: none"> There is level access to the main body of HT the Wordsworth Chapel and toilets and temporary ramped access to the Chancel Spaces are reserved at the aisle end of pew rows for wheelchair users and carers. Seats with arm rests are also placed on the aisle end of pews. There is an occasional use wheelchair available if suddenly required. Large print is available if requested in advance There is a hearing loop available There is never an occasion when sight or hearing impaired people will be alone in the building. 	Consider creating an emergency evacuation notice for screen display if required.	
Accidents and First Aid	Failure to administer first aid could have fatal consequences	L x S = 3	People falling ill or being involved in a trip, accident or other emergency during the service	<p>Following staff are trained in Workplace First aid</p> <ul style="list-style-type: none"> Vicar Senior Associate Minister for Growth Associate Minister for Families Associate Minister St Andrews Pastoral Assistant StAcc Centre Manager Operations Manager Administrator <p>The aim is to ensure that at least one first aider is likely to be present at every service.</p>		L x M = 2

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Provision of hot drinks	Scalds, burns, choking	M x M = 4	Anyone in the church	<ul style="list-style-type: none"> All boiling liquids are prepared in the kitchen by the hospitality team and poured into sealed flasks before being moved to the serving station Drinks are dispensed by the team into disposable insulated cups. Milk is stored in the fridge until needed Fridge thermometer available to check temperature No hot drinks are permitted in the creche. 	Drinks are spilled every week – consideration to be given to providing lidded cups to reduce risk of scalds. Check signage for creche	M x M = 4
Provision of food	Food poisoning. Anaphylactic shock due to allergic reaction	L x S = 3	Anyone eating in church	<ul style="list-style-type: none"> No food is prepared in church Only ambient temperature foods – morning goods, biscuits are provided. Wrappers are retained so ingredients can be checked before consumption by anyone wishing to do so. Church users are asked not to bring nuts into the church, but signage advises we cannot guarantee everything to be nut free and sufferers are responsible for their own safety 	If homemade cakes are to be bought in the notice sheet will include a reminder of the need to list the ingredients avoid nuts and nut products.	L x S = 3

Public Liability Insurance Combe Down PCC has public liability Insurance and Employers Liability Insurance. If in doubt about your event please discuss insurance cover with the Operations Manager.

Personal Protection Equipment for this task (if any) - N/A

Operating Procedure

- Do not use equipment if you are not authorized and trained to do so
- Carry out an equipment check prior to use, do not use if defective. Ensure all guards are properly fitted.
- Ensure all PPE is worn appropriate to the task
- Raise any safety concerns with your manager

https://Holytrinitycombedown-My.Sharepoint.Com/Personal/Opsmanager_Htcd_Church/Documents/General/Risk Assessments/Risk Assessments Annual/Annual Risk Assessment - Sunday Services At HT.Docx

- Report all accident and incidents

Approved by (Signature) :

Date for approval: _____

(name) : _____

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By signing this, you are agreeing that you have read, understood and agree to comply with the safe system of work and risk control measures

Person	Signature	Todays date