

3.2 Electrical Safety

Assessment Number	Date of Assessment	
2 Electrical Safety	18 th October, 2015	
Person Undertaking Assessment Review	Review Date	
Amatu Christian-Iwuagwu	18 th October 2016	
Details of Area or Activity Assessed		
Electrical safety to include consideration for the safety of electrical installations and portable electrical equipment.		
Details of Hazards, Persons Affected		
Hazards associated with risk of electrical shock from use of equipment and installations. Persons affected include staff, volunteers, visitors, contractors & members of the congregation.		
Existing Control Measures		
Staff and volunteers trained to advise St. Mary's Parish Church HSO of defective equipment and arrangements are in place to ensure that items are removed from service. Work is undertaken by competent electricians in accordance with IEE requirements. There is a programme for both portable appliance inspections and fixed installation inspections in accordance with HSE and BS 7671: 2001 guidelines.		
Additional Control Measures Identified		
Staff and volunteers awareness training to be provided. Check to be made to ensure records of Potable Appliance Testing (PAT) and fixed installation inspections are available.		
Implementation of Improvements		
Issue	Person Responsible	
Timescale for Improvement Staff and volunteers awareness training to be provided. Check to be made to ensure records of PAT and fixed installation inspections are available.	Jack Nicol	

3.3 Access, Slips, Trips & Falls

Assessment Number		Date of Assessment	
3 Access, Slips, Trips & Falls		18 th October, 2015	
Person Undertaking Assessment Review		Review Date	
Amatu Christian-Iwuagwu		18 th October 2016	
Details of Area or Activity Assessed			
Flooring and walkways within all locations to take account of staff and volunteers, contractors, visitors and members of the public.			
Details of Hazards, Persons Affected			
Hazards associated with slippery and uneven surfaces and walkways throughout the premises and the area outside. Hazards associated with poor access and egress to and from buildings and slippery surfaces during cleaning operations. Persons affected include staff, volunteers, visitors, contractors & members of the congregation.			
Existing Control Measures			
Housekeeping standards are maintained to a good standard to ensure walkways are kept clear and means of escape are maintained during operational times. Cleaning is generally undertaken outside of main use times to minimise risks to staff and volunteers from wet floors. Staff and volunteers trained to ensure slippery floor signs are used and to clear spillages promptly. Staff and volunteers encouraged to dry wet floor surfaces after cleaning, wherever possible. Adequate levels of external lighting.			
Additional Control Measures Identified			
Monthly Safety Inspection form to be introduced to encourage checking and maintenance of good standards. Assessment to be made of external lighting levels to ensure this is to adequate standard.			
Implementation of Improvements			
Issue	Person Responsible	Timescale for Improvement	
Monthly Safety Inspection form to be introduced to encourage checking and maintenance of good standards. Assessment to be made of external lighting levels to ensure this is to adequate standard.	Stan Woods		

3.4 Hazardous Substances

Assessment Number		Date of Assessment	
4 Hazardous Substances		18 th October, 2015	
Person Undertaking Assessment Review		Review Date	
Amatu Christian-Iwuagwu		18 th October 2016	
Details of Area or Activity Assessed			
Chemicals used on site are limited to those used as part of the cleaning activities and limited maintenance activities. Substances selected for safety reasons as safe for use in favour of hazardous substances, wherever possible.			
Details of Hazards, Persons Affected			
Hazards associated with exposure to substances that can cause illness or injury, such as corrosive, irritant, toxic or sensitising agents. Hazards associated with ingestion, inhalation, and contact from absorption through skin or injection. Asbestos containing materials (ACMs) within the building structure have not been clarified. Persons affected include staff, volunteers, visitors, contractors & members of the congregation.			
Existing Control Measures			
Basic training given to relevant staff and volunteers as part of their induction. Chemicals in use are selected on the basis of selecting the least hazardous products. Common-sense measures in relation to use of chemicals and use of personal protective equipment, such as gloves. Use of previously approved premises, for which data sheets are available within each location. Chemicals to be kept labelled and to be stored in designated cupboards and not left out. A survey has been done to confirm presence, or otherwise, of ACMs and areas are confirmed where the material is.			
Additional Control Measures Identified			
An inventory of hazardous substances to be prepared. Material Safety Data Sheets to be checked to ensure that they are comprehensive and the assessment form to be applied in order to consider chemical use and application of control measures. Staff and volunteers to be provided with instruction on safe use based on assessment control measures and to have access to COSHH information, which is provided at point of use and the main office. Provision of PPE to be checked in the light of assessments undertaken to confirm that it is suitable. Arrangement to be made to ensure contractors are advised of the location of ACMs relevant to their work activity.			
Implementation of Improvements			
Issue	Person Responsible	Timescale for Improvement	
An inventory of hazardous substances to be prepared. Material Safety Data Sheets to be checked to ensure that they are comprehensive and the assessment form to be applied in order to consider chemical use and application of control measures. Staff and volunteers to be provided with instruction on safe use based on assessment control measures and to have access to COSHH information, which is provided at point of use and the main office. Provision of PPE to be checked in the light of assessments undertaken to confirm that it is suitable. Arrangement to be made to ensure contractors are advised of the location of ACMs relevant to their work activity.	Chris Coles		

3.5 Machinery & Equipment Safety

Assessment Number		Date of Assessment	
5 Machinery & Equipment Safety		18 th October, 2015	
Person Undertaking Assessment Review		Review Date	
Amatu Christian-Iwuagwu		18 th October 2016	
Details of Area or Activity Assessed			
Plant and equipment includes such items as ovens, cookers, office equipment and water heaters. Gas boiler for heating.			
Details of Hazards, Persons Affected			
Hazards associated with electrical safety, access to moving parts of machinery, gas safety risk associated with fire, explosion and carbon monoxide due to incomplete combustion for gas boilers. Persons affected include staff, volunteers, members of the congregation, and contractors.			
Existing Control Measures			
Gas boiler is serviced annually by a Gas Safe Register engineer. Other equipment is routinely checked and repaired, as required and use is restricted to authorised personnel			
Additional Control Measures Identified			
Equipment servicing and maintenance record to be completed, under the control of the HSO. Clear directions to be given to ensure that staff and volunteers do not use equipment unless they have been formally trained and authorised and arrangements for removing and reporting of defective equipment.			
Implementation of Improvements			
Issue	Person Responsible		Timescale for Improvement
Equipment servicing and maintenance record to be completed, under the control of the HSO. Clear directions to be given to ensure that staff and volunteers do not use equipment unless they have been formally trained and authorised and arrangements for removing and reporting of defective equipment.	Ken Hughes		

3.6 Manual Handling

Assessment Number		Date of Assessment	
6 Manual Handling		18 th October, 2015	
Person Undertaking Assessment Review		Review Date	
Amatu Christian-lwuagwu		18 th October 2016	
Details of Area or Activity Assessed			
Routine work undertaken by all staff and volunteers include a requirement to undertake manual handling on a routine basis. This will include moving furniture, chairs and other equipment.			
Details of Hazards, Persons Affected			
Hazards associated with risk of injury (back, fingers, feet and trunk) associated with extreme manual handling, or use of unsafe methods. Persons affected include staff, volunteers, and contractors.			
Existing Control Measures			
For handling chairs, to not stack chairs more than seven high. To not carry more than two at a time. To make sure rows have sufficient space between them. To not obstruct exits with chairs. Do not carry chairs long distances without taking rests. For furniture, staging and tables to always use two people to carry heavy items and take rests. Ensure route and location is clear of obstructions.			
Additional Control Measures Identified			
Staff and volunteers to be trained in safe handling techniques and records maintained in accordance with good practice.			
Implementation of Improvements			
Issue	Person Responsible		Timescale for Improvement
Staff and volunteers to be trained in safe handling techniques and records maintained in accordance with good practice.	Jayne Hughes		

3.7 Visitors, Contractors & Vulnerable Persons

Assessment Number		Date of Assessment	
7 Visitors, Contractors & Vulnerable Persons		18 th October, 2015	
Person Undertaking Assessment Review		Review Date	
Amatu Christian-Iwuagwu		18 th October 2016	
Details of Area or Activity Assessed			
Visitors and members of the congregation will include vulnerable groups such as children, the elderly and those with disabilities. St. Mary's Parish Church need to ensure that contractors providing services to the organisation work in a safe manner and are aware of and adhere to the St. Mary's Parish Church established policy and procedures. There are currently no young persons who routinely work. Consideration will also be needed for new and expectant mothers, when the church is advised of relevant staff and volunteers status.			
Details of Hazards, Persons Affected			
Hazards associated with visitors, and contractors are likely to be similar to those associated with staff and volunteers working in the premises. Particular issues relate to possible injury resulting from slips and falls and emergency escape from the buildings. Contractors need to be made aware of and follow procedures to ensure that they do not put staff and volunteers and members of the public at risk and also ensure that they are aware of emergency arrangements. Other than work experience students, it is unlikely that children and young persons will be involved in the Church operation, other than as members of the congregation. New and expectant mothers could potentially be employed. Persons affected include staff, volunteers, members of the congregation and contractors.			
Existing Control Measures			
Staff and volunteers are aware of the need for safe working practices and arrangements to ensure that visitors and contractors are not put at risk. Any children visiting as members of the public will be closely supervised and restricted from areas where there are potential dangers (i.e. where there is machinery, baptistery (only under supervision), cooking and hot surfaces. The PCC ensure that competent contractors are used. The PCC are also responsible for supervising work undertaken by contractors.			
Additional Control Measures Identified			
For significant contract work, the contractor must be made aware of their responsibilities to follow St. Mary's Parish Church Health and Safety Policy & Risk Assessments. Policy to be developed for documented review and risk assessment for any staff and volunteers who advise pregnancy and on new mother return to work.			
Implementation of Improvements			
Issue	Person Responsible	Timescale for Improvement	
For significant contract work, the contractor must be made aware of their responsibilities to follow St. Mary's Parish Church Health and Safety Policy & Risk Assessments. Policy to be developed for documented review and risk assessment for any staff and volunteers who advise pregnancy and on new mother return to work.	Ken Hughes		

3.8 Working at Height

Assessment Number		Date of Assessment	
8 Working at Height		18 th October, 2015	
Person Undertaking Assessment Review		Review Date	
Amatu Christian-Iwuagwu		18 th October 2016	
Details of Area or Activity Assessed			
Ladders and stepladders are provided to be used for access to high levels on a very occasional basis. Prolonged working at height or work that requires hazardous activities will be contracted to specialist organisations. There is a need to access upper areas for cleaning and maintenance on an occasional basis.			
Details of Hazards, Persons Affected			
Falls from height are a common workplace accident and any working on steps and ladders can expose staff and volunteers to potential hazards. Items can also be dropped onto persons circulating in the area below. Persons affected include staff, volunteers, visitors, contractors & members of the congregation.			
Existing Control Measures			
Ladders and stepladders supplied are to a modern standard. Check angle of rest and security of base (1 out for 4 up). Check ladders for damage, wear & tear as part of the monthly inspections undertaken by the HSO. Use ladders for short periods only. Never work alone - always accompanied. Do not over-reach. Only perform activities that can be carried out single handedly. Make sure nobody is below / around working area. Carry all items, e.g. light bulbs, securely.			
Additional Control Measures Identified			
Staff and volunteers to be provided with information on ladder safety. Existing ladders to be checked to ensure that they meet the relevant standards as Class 1 (Industrial) or BSEN 131 (Trade). A record of ladder inspections is maintained as part of the Monthly Inspection and Fire Log. A specific safe working procedure is to be developed by the HSO to cover the replacement of lights in consultation with the contractor who undertakes this work.			
Implementation of Improvements			
Issue	Person Responsible	Timescale for Improvement	
Staff and volunteers to be provided with information on ladder safety. Existing ladders to be checked to ensure that they meet the relevant standards as Class 1 (Industrial) or BSEN 131 (Trade). A record of ladder inspections is maintained as part of the Monthly Inspection and Fire Log. A specific safe working procedure is to be developed by the HSO to cover the replacement of lights in consultation with the contractor who undertakes this work.	Ivor Hurrocks		

3.9 High Attendance Services

Assessment Number		Date of Assessment	
9 High Attendance Services		18 th October, 2015	
Person Undertaking Assessment Review		Review Date	
Amatu Christian-Iwuagwu		18 th October 2016	
Details of Area or Activity Assessed			
Remembrance, Christmas and Easter services and other times will give rise to high numbers in attendance and potential incidents, notably should there be an emergency where evacuation is required.			
Details of Hazards, Persons Affected			
Challenges to ensure evacuation for high numbers in the event of emergency. Hazards associated with slips, trips and falls. Persons affected include staff, volunteers, visitors, contractors & members of the congregation.			
Existing Control Measures			
Ensure exits are open and unblocked. Ensure aisles are not blocked. Do not allow people to stand near and block exits. Ensure sufficient space between rows for easy access. Do not block aisles pew ends with additional seating. Ensure enough sidespeople / stewards are on duty. No unsupervised children to be allowed running around.			
Additional Control Measures Identified			
Ensure side door adjacent to Vicar's vestry is unlocked and not blocked by stepladders, etc			
Implementation of Improvements			
Issue	Person Responsible		Timescale for Improvement
Ensure side door adjacent to Chancel and the door adjacent to Vicar's vestry are unlocked and not blocked by stepladders, etc.	Ven. Amatu Christian-Iwuagwu (Vicar)		

3.10 User Groups

Assessment Number		Date of Assessment	
10 User Groups		18 th October, 2015	
Person Undertaking Assessment Review		Review Date	
Amatu Christian-lwuagwu		18 th October 2016	
Details of Area or Activity Assessed			
The Mother and Toddler's and other groups occasionally hire and use the facilities for purposes that the user group will have responsibility for.			
Details of Hazards, Persons Affected			
Hazards associated with activities of this type will be similar to general hazards such as fire, slips and falls etc. normally associated with Church use of the facilities. Persons affected include those hiring the facilities and visitors.			
Existing Control Measures			
Make sure those using the facilities have completed a H & S checklist and are aware of H & S provisions in church. In particular their awareness of actions in the event of fire and emergencies. User groups to ensure that they have appropriate cover for first-aid. Ensure nominated person is in charge of the activity.			
Additional Control Measures Identified			
Reinforcement of existing control measures. Consideration of any user groups where it would be appropriate to provide copies of Church H&S policies and procedures.			
Implementation of Improvements			
Issue	Person Responsible		Timescale for Improvement
Reinforcement of existing control measures. Consideration of any user groups where it would be appropriate to provide copies of Church H&S policies and procedures.	Chris Coles		

3.11 Belfry & Ringing Chamber

Assessment Number		Date of Assessment	
11 Belfry & Ringing Chamber		18 th October, 2015	
Person Undertaking Assessment Review		Review Date	
Amatu Christian-Iwuagwu		18 th October 2016	
Details of Area or Activity Assessed			
Access to the Belfry and Ringing Chamber is needed for practices and bell-ringing.			
Details of Hazards, Persons Affected			
The area is confined and access is difficult. There is potential for falls from height and slips and falls to this area. Those affected include, those going up to wind the clock, bell-ringers and visitors.			
Existing Control Measures			
<p>Both entrances to Ringing Chamber to be locked when not in use.</p> <p>Only authorised people to hold keys. No access to the Ringing Chamber unless accompanied by an authorised person – church warden, clock maintenance, clergy or a member of the ringing team. No access during ringing is permitted.</p> <p>All bell ringers to be aware of rope safety both during ringing and when the bells are „up“ or „down“.</p> <p>All learners bell ringers to be supervised.</p> <p>All visiting teams and visitors to be accompanied by a member of the bell ringing team.</p> <p>No lone persons in this area.</p>			
Additional Control Measures Identified			
<p>Appropriate warning signs to be in place.</p> <p>Sign warning people not to enter during ringing.</p>			
Implementation of Improvements			
Issue	Person Responsible		Timescale for Improvement
Appropriate warning signs to be in place. Sign warning people not to enter during ringing.	Jane Crier		

3.12 Christingle Services

Assessment Number		Date of Assessment	
12 Christingle Services		18 th October, 2015	
Person Undertaking Assessment Review		Review Date	
Amatu Christian-Iwuagwu		18 th October 2016	
Details of Area or Activity Assessed			
During the Christmas period, the Christingle service includes the use of candles during the service. Children are involved with this activity.			
Details of Hazards, Persons Affected			
Hazard associated with fire, smoke associated with the candles as a source of ignition. Those affected by the hazard include staff, volunteers and members of the congregation, including children.			
Existing Control Measures			
Provide extra firefighting equipment, e.g. sand buckets, water buckets, and blankets in case of clothing fire. Provide plenty of sidespeople are evenly spaced around the church and they are aware of fire instructions Ensure all children are supervised Block seats directly below candelabra along aisles Remove kneelers from pews Ensure all candles are fully extinguished at end of service.			
Additional Control Measures Identified			
Ensure that sidespeople are briefed on fire precautions.			
Implementation of Improvements			
Issue	Person Responsible		Timescale for Improvement
Ensure that sidespeople are briefed on fire precautions.	Ken Hughes and Stan Woods		

3.13 Kitchen

Assessment Number		Date of Assessment	
13 Kitchen		18 th October, 2015	
Person Undertaking Assessment Review		Review Date	
Amatu Christian-Iwuagwu		18 th October 2016	
Details of Area or Activity Assessed			
Activities are limited and modern equipment is provided to the kitchen area to include a cooker and hot water boilers.			
Details of Hazards, Persons Affected			
Burns, scalds and cuts are the most common hazards with potential for slips and falls. Persons affected include staff, volunteers, visitors, contractors & members of the congregation.			
Existing Control Measures			
Hot water boilers e.g. kettles, only to be used by authorised users. Cups not to filled directly from dispenser, use a large jug. Switch off dispenser when not in use. Avoidance of trailing leads for electrical equipment. Unplug when not in use. Do not allow children in kitchen when in use. For cleaning, provision of rubber gloves. Chemical storage on high shelf. Use food safe products. To not decant products. Do not keep bleach or caustics in the kitchen.			
Additional Control Measures Identified			
COSHH assessment for materials to be prepared and relevant persons to be made aware of associated controls.			
Implementation of Improvements			
Issue	Person Responsible		Timescale for Improvement
COSHH assessment for materials to be prepared and relevant persons to be made aware of associated controls. Control of Substances Hazardous to Health (COSHH)	Chris Coles and Penny Meggar		