



Keeping People Safe

CHURCH HEALTH & SAFETY TOOLKIT

Risk Assessment (Large Church)





What you are required to do

Your Church is an employer, you must complete health and safety risk assessments. This is to identify the steps you need to take to comply with relevant law. They must consider the risks to your employees while at work and others who may be affected by it (for example; volunteers, members of the congregation and other visitors etc.). You may also need to complete more specific assessments under other health and safety regulations. One example of this is where your employees manually lift and carry loads.

If you employ five or more employees, they must be recorded detailing any significant findings and those who may be especially at risk.

It is worth remembering that even if you are not an employer but own or control premises, you may still have to complete risk assessments for certain hazards (for example; asbestos, fire, etc.). These will have to meet specific requirements and in some cases you may need specific assistance with this.

About risk assessments

Completing a risk assessment is not about creating huge amounts of paperwork. It is about identifying precautions for your Church.

The level of detail required should be proportionate to the risk. For larger churches, the risk assessment may need to be more comprehensive reflecting the activities involved there. For some hazards (for example asbestos) you may be required to implement specific precautions. Your assessment should help you identify where this is the case.

Generally, you can ignore insignificant risks or those associated with life in general. However, where the church activity adds to or significantly alters these, you will need to consider them. You are not expected to anticipate unforeseen risks.

Finally, solely completing an assessment won't prevent accidents happening. It is important that you take the precautions you identify as being necessary.



How do we get started?

Risk assessments sound complicated; the sort of thing only a trained person could undertake. This is not the case. In fact for most churches it can be quite straightforward to complete. Put simply, you need to think about what might cause harm to people. You then need to decide if you are taking reasonable precautions.

As with other tasks we are faced with in everyday life, this can seem daunting at first. It is often difficult to know where to start, how best to go about it, or decide when you have done enough. However, following these simple steps while using this template should guide you easily through the process.

Step 1: Identifying the hazards in your church

These are the things that can harm people. Walk around the inside and outside of your church to identify them, deciding how likely it is that harm could occur. Remember to include those hazards that might arise from particular activities, concerts, festivals or other events.

Sometimes, it is much easier if you break this task down into bite-sized pieces, completing one piece at a time. Imagine you are about to decorate your house, you wouldn't think of attempting to do every room in one go. Normally, you would start in one room and gradually work your way through the house until the task is complete. The same is true of completing risk assessments. In some cases, it may be easier to consider separate areas of your church, one at a time.

These could include:

- Areas open to the public (for example, the Nave, aisles, porches, balconies, etc.)
- Areas restricted to clergy and volunteers (for example, chancel, vestries, sacristies, serveries, etc.)
- Areas only accessed by a small number of people with specific roles (for example, bell and ringing chambers, organ loft, boiler room, etc.)
- Areas sometimes accessed by the public (for example, towers and tower roofs)
- Church hall or outbuildings
- Churchyard and parking areas

In this template, we have identified some typical hazards that might be present. If they are in your church, you can tick the box where indicated. Remember, this list is not exhaustive and there could be others you may need to consider.



Step 2: Deciding if your precautions are adequate

Having identified the hazards, you should then consider the adequacy of the precautions you have in place. You should also decide if there is more that you need to do. You can then record your findings on the attached template.

For most churches, it will be sufficient to note the main points about the significant risks and what you concluded. Keep your comments simple, but bear in mind that you may want to show that you made a proper check. This would include showing that you dealt with all the obvious significant hazards, taking into account the number of people who could be harmed and that the precautions are reasonable.

Remember that removing the hazard is always the best form of prevention and many things can be put right straightaway.

Here are two examples:

1. You see a mat or rug that could cause someone to trip up. The simplest thing to do is just remove it, making sure that it doesn't reappear.
2. You discover a large quantity of combustible material in a cupboard. Here, disposing of this safely and removing the need for their use in future will be very effective.

In a short space of time you have identified two hazards and eliminated them.

Sometimes, understanding what health and safety regulations apply to you and referring to guidance will help you decide if you are doing enough. This is particularly so where there is a significant risk of injury - for example, from working at height or using electrical equipment.

To make this easier, we have provided some simple information to help you understand what is required. This can be accessed through our website. You can refer to this to check the adequacy of existing precautions or identify if there is anything else you can do to keep people safe.

Once you have completed your risk assessments, you should implement the precautions you have identified.



Step 3: Document and review your assessments

If you employ five or more people, you must record the significant findings of your assessments and any group of employees who may be especially at risk.

Completing this template will help you document what you have done to protect people that visit your church.

Remember that if you own or control premises, you may have to complete more specific risk assessments for certain hazards (for example, asbestos, fire, etc.). Our guidance will help you identify where this is necessary.

Any assessment you make must be reviewed (and amended if necessary) where you think it is no longer valid or there has been a significant change. Any review you complete should be recorded.

▶▶▶ Now complete the following template to prepare a risk assessment for your church.

Our Church Risk Assessment

Name of Church

St Stephen's, Colchester

Address:

Canterbury Road
Colchester CO2 7RY

Date assessments carried out:

06 June 2024

Date of next review:

June 2025

Signed on behalf of the Parochial Church Council of
New Town & the Hythe, Colchester

How we carried out the risk assessment

1. First of all we looked at information produced by Ecclesiastical Insurance Group to help us understand where hazards could occur in our church. This included their Health Made Simple Guide, the introduction to this template, and the guidance provided on website at www.ecclesiastical.com/healthandsafety. We also looked at relevant information precautions before holding the event provided by the Health and Safety Executive at www.hse.gov.uk
2. We discussed if anyone could remember if there had ever been any accidents in the past.
3. We then discussed if any other users of the church or anyone who had done work for the church had reported any concerns regarding health and safety
4. We then walked around the church, the churchyard and any other buildings we are responsible for and noted anything that might cause harm. We considered how accidents might happen and how serious the outcome of those might be. We noted if there were any precautions in place or any additional ones we could take. If it was possible to eliminate the risk entirely we did this as soon as we could. This was based on what we had learned from the information we had reviewed above (note one).
5. We also considered and hazards presented by other activities, such as festivals, concerts or other events including tower tours and fetes. Where these were to be held, we agreed, that we would review health and safety precautions before holding the event.
6. We recorded the findings of our assessment using this template.
7. We communicated the findings to all our employees and volunteers, including volunteers, including anyone new to new who joins us.
8. We have put the risk assessment into practice, making sure that each identified action is progressed and noting when each one is completed on this template.
9. We will review and update our risk assessment s where we suspect they are no longer valid.

Area assessed:

Worship Space including chapel

Internal areas of the church normally open to the public (for example, nave, aisles, porches, balconies, etc.).

Who might be harmed:

Congregation, employees, volunteers, visitors, clergy, hirers

Members of the congregation, employees, volunteers, visitors, clergy, in fact anyone visiting the church.

What could cause harm?	Tick here if risk or N/A	Existing precautions in place	Additional precautions required completed	Who needs to take action	When does this need to be completed?	Tick when completed by?	Completion date
<p>Trips:</p> <p><i>f</i>Worn or unfixed carpet edges, rugs or doormats</p> <p><i>f</i>Trailing wires, cables or leads</p> <p><i>f</i>Worn, damaged or uneven steps or stairs <i>f</i>Poor lighting <i>f</i>Missing or defective handrails <i>f</i>Variations in the level of floors (for example, ramps)</p> <p><i>f</i>Restricted access including doorway widths <i>f</i>Other.</p>	<p>Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/></p>	<p>There are wire protectors around the musical equipment. Only limited people in that area.</p> <p>Users to report any concerns to CW's, clergy or administrator</p>	<p>None</p> <p>Visual check on environment</p>	<p>Those who use the musical and electrical equipment</p> <p>Clergy, CW's, users</p>	<p>Each time musical equipment is moved.</p> <p>Each time space is used</p>	<p><input checked="" type="checkbox"/></p>	<p>Reviewed June 2024</p>

Risk Assessment (Large Church)

<p>Slips:</p> <p><i>f</i>Smooth floor surfaces <i>f</i>Cleaning activity making floors slippery (for example, wet mopping, use of polishes, etc.) <i>f</i>Wet or contaminated floors from poor maintenance (for example, leaking roofs) <i>f</i>Spillages of food or drink (particularly in kitchen areas) <i>f</i>Walk-in contaminant from adverse weather (for example, mud, rainwater, etc.) <i>f</i>Other.</p>	<p>Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/></p>	<p>Carpeted area</p> <p>Users to report any concerns to CW's, clergy or administrator</p>	<p>Monitor leaks and remove containers when there are no leaks. Signage to warn others should a significant risk occur and possibly to corden off areas if dangerous</p> <p>None</p>	<p>Clergy, Staff, CW's, users</p>	<p>Each time space is used check over space.</p>	<p><input checked="" type="checkbox"/></p>	<p>Reviewed June 2024</p>
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What could cause harm?	Tick here if precautions required	Existing precautions to take action	Additional to be completed by?	Who needs When does this need completed	Tick when Completion risk or N/A in place	date
<p>Falls From Height:</p> <p><i>f</i>When changing lightbulbs <i>f</i>When cleaning or decorating <i>f</i>When putting decorations or displays up <i>f</i>Inadequately guarded balconies or other areas at height <i>f</i>Fragile ceiling material where work or access is required <i>f</i>Trap doors in bell ringing chambers <i>f</i>Damaged ladders, stepladders or other access equipment <i>f</i>Other.</p>	<p>Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/></p>	<p>Ensure when ladders are used there is always someone safely holding the bottom of the ladder and that the ladder is used as per manufacturer's instructions.</p>	<p>Check equipment is undamaged and do not carry out job is equipment is damaged</p>	<p>Person using equipment PCC members</p>	<p><input checked="" type="checkbox"/></p>	<p>Reviewed June 2024</p>

Risk Assessment (Large Church)

<p>Fire:</p> <p><i>f</i>Accumulations of combustible waste <i>f</i>Accumulations of flammable materials <i>f</i>Blocked or obstructed exit routes <i>f</i>Locked escape doors <i>f</i>Portable heaters <i>f</i>Votive candles <i>f</i>Other.</p>	<p>Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/></p>			PCC members	Fire Risk Assessment completed annually	<input checked="" type="checkbox"/>	Reviewed June 2024
<p>Electricity:</p> <p><i>f</i>Faulty or damaged fixed wiring <i>f</i>Faulty, damaged or unauthorised portable electrical equipment <i>f</i>Faulty or damaged extension cables or adaptors <i>f</i>Other.</p>	<p>Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/></p>	5 yearly inspection. Any faulty wiring and electrical equipment taken out of action until safely fixed. PAT testing carried out every 2 years.	3rd Parties to ensure safety of all electrical equipment before use.	PCC members and users of the building	Visually inspection of equipment and monitoring. Electrical inspection every 5 years PAT testing every 2 years	<input checked="" type="checkbox"/>	5 yearly electrical inspection and PAT testing according to schedule Reviewed June 2024

Risk Assessment (Large Church)

What could cause harm?	Tick here if risk or N/A	Existing precautions in place	Additional precautions required	Who needs to take action	When does this need to be completed by?	Tick when completed	Completion date
<p>Gas:</p> <p><i>f</i> Defective or poorly maintained gas boilers or pipework <i>f</i> Other.</p>	<p>Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/></p>	Gas inspection of boilers and cooked carried out annually & and remedial action taken as needed		PCC		<input checked="" type="checkbox"/>	Reviewed June 2024
<p>Lifting equipment (for example, ropes, chains, pulleys and counterweights, etc.):</p> <p><i>f</i> For font covers, candelabras, or sanctuary lamps <i>f</i> Other.</p>	<p>Risk <input type="checkbox"/> N/A <input checked="" type="checkbox"/></p>					<input type="checkbox"/>	
<p>Work Equipment:</p> <p><i>f</i> Defective or poorly maintained power tools (for example, vacuum cleaners, floor polishers, etc.) <i>f</i> Defective or poorly maintained hand tools (for example, garden shears, hammers, etc.) <i>f</i> Other.</p>	<p>Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/></p>	<p>Check visually equipment being used (Vacumn Cleaners).</p> <p>PAT Testing</p>	None	<p>Users of the building</p> <p>PCC</p>	<p>Visual inspection</p> <p>Every two years</p>	<input checked="" type="checkbox"/>	Reviewed June 2024

Risk Assessment (Large Church)

What could cause harm?	Tick here if precautions required	Existing precautions	Additional to take action	Who needs to be completed by?	When does this need completed	Tick when risk or N/A	Completion date in place
<p>Manual Handling (lifting or carrying):</p> <p><i>f</i>Bulky or unwieldy furniture <i>f</i>Heavy audio visual or computer equipment <i>f</i>General rubbish that may include breakages (for example, glass) <i>f</i>Other.</p>	<p>Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/></p>	To be aware of Manual handling advice	To display a poster with simple Manual Handling advice.	Clergy, Staff & PCC	Posters displayed Jan 2021	<input type="checkbox"/>	Still in place June 2024 reminders for users
<p>Asbestos:</p> <p><i>f</i>In insulation, lagging or fire protection <i>f</i>In wall and roof linings <i>f</i>In organ blowers <i>f</i>In motor housings <i>f</i>Other.</p>	<p>Risk <input type="checkbox"/> N/A <input checked="" type="checkbox"/></p>	Asbestos Risk Assessment completed No asbestos found.				<input type="checkbox"/>	

Risk Assessment (Large Church)

<p>Glazing: <i>f</i>Non-safety glass in doors, partitions or floors <i>f</i>Other.</p>	<p>Risk <input type="checkbox"/> N/A <input checked="" type="checkbox"/></p>	<p>Glass in doors is safety glass as per new building regs.</p>				<p><input checked="" type="checkbox"/></p>	<p>Reviewed June 2024</p>
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What could cause harm?	Tick here if precautions required	Existing precautions to take action	Additional to be completed by?	Who needs to be completed	When does this need to be completed	Tick when in place	Completion risk or N/A date
<p>Hazardous Substances: <i>f</i>Cleaning products (for example, polish, drain cleaner, etc.) <i>f</i>Other.</p>	<p>Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/></p>	<p>All cleaning products kept locked in cleaning cupboard</p>		<p>All users</p>	<p>N/A</p>	<p><input checked="" type="checkbox"/></p>	<p>Reviewed June 2024</p>

Other:	Risk <input type="checkbox"/> N/A <input type="checkbox"/>					<input type="checkbox"/>	
Other:	Risk <input type="checkbox"/> N/A <input type="checkbox"/>					<input type="checkbox"/>	

Area

Vestry, Office Space and Kitchen

Assessed:

Parts of the church not usually accessed by the general public (for example, chancel, vestries, sacristies, serveries, storerooms, etc.).

2.

Who might be harmed:

Clergy, Volunteers, Employees, Hirers

Clergy, volunteers, employees, members of the choir, servers, etc.

What could cause harm?	Tick here if risk or N/A	Existing precautions in place	Additional precautions required	Who needs to take action to be completed by?	When does this need to be completed?	Tick when completed	Completion date
<p>Trips:</p> <p><i>f</i>Worn or unfixed carpet edges, rugs and doormats <i>f</i>Trailing wires, cables or leads</p> <p><i>f</i>Worn, damaged or uneven steps or stairs <i>f</i>Poor lighting <i>f</i>Missing or defective handrails <i>f</i>Variations in the level of floors (for example, ramps, etc.) <i>f</i>Other.</p>	<p>Risk <input type="checkbox"/> N/A <input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p>	<p>All users to monitor space and report should trip hazards be noticed. CW's, admin or Clergy.</p> <p>No current concerns</p>	<p>Signage to warn others should a significant risk occur and possibly to corden off areas if dangerous</p>	<p>Employee, Clergy, Volunteers and CW's</p> <p>(Kitchen this includes Hirers)</p>	<p>Each time space is used</p>	<p><input checked="" type="checkbox"/></p>	<p>Reviewed June 2024</p>
<p>Slips:</p> <p><i>f</i>Smooth floor surfaces <i>f</i>Cleaning activity making floors slippery (for example, wet mopping, use of polishes, etc.)</p> <p><i>f</i>Wet or contaminated floors from poor maintenance (for example, leaking roofs, etc.)</p> <p><i>f</i>Spillages of food or drink (particularly in kitchen area)</p> <p><i>f</i>Walk-in contaminant from adverse weather (for example, mud, rainwater, etc.) <i>f</i>Other.</p>	<p>Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/></p>	<p>Ensure trip hazards are moved out of walkways in these spaces</p> <p>No current concerns</p>		<p>Employee, Clergy, Volunteers and CW's/</p> <p>(Kitchen this includes Hirers)</p>	<p>Each time space is used</p>	<p><input checked="" type="checkbox"/></p>	<p>Reviewed June 2024</p>

What could cause harm? Tick here if precautions required Existing precautions to take action to be completed by? Additional Who needs to take action to be completed by? When does this need to be completed? Tick when completed Completion date risk or N/A in place

Risk Assessment (Large Church)

<p>Falls from Height:</p> <p><i>f</i>When changing lightbulbs <i>f</i>When cleaning or decorating <i>f</i>When putting decorations or displays up <i>f</i>Damaged ladders, stepladders or other access equipment <i>f</i> Other.</p>	<p>Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/></p>	<p>As per Worship Area Risk Assessment for Falls from Height</p>	<p>As per Worship Area Risk Assessment for Falls from Height</p>	<p>Employee, Volunteers Clergy CW's</p>	<p>As per Worship Area Risk Assessment for Falls from Height</p>	<p><input checked="" type="checkbox"/></p>	<p>Reviewed June 2024</p>
<p>Fire:</p> <p><i>f</i>Accumulations of combustible waste <i>f</i>Accumulations of flammable materials <i>f</i>Blocked or obstructed exit routes <i>f</i>Locked escape doors <i>f</i>Portable heaters <i>f</i>Votive candles <i>f</i>Other.</p>	<p>Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/></p>				<p>Fire Risk reassessed May 2023</p>	<p><input checked="" type="checkbox"/></p>	<p>Reviewed June 2024</p>
<p>Electricity:</p> <p><i>f</i>Faulty or damaged fixed wiring <i>f</i>Faulty, damaged or unauthorised portable electrical equipment <i>f</i>Faulty or damaged extension cables or adaptors <i>f</i>Other.</p>	<p>Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/></p>	<p>As per Worship Area Risk Assessment for Electricity</p>	<p>As per Worship Area Risk Assessment for Electricity</p>	<p>Employee, Volunteers Clergy CW's</p>	<p>As per Worship Area Risk Assessment for Electricity</p>	<p><input checked="" type="checkbox"/></p>	<p>Reviewed June 2024</p>

Risk Assessment (Large Church)

What could cause harm?	Tick here if precautions required	Existing precautions to take action	Additional to be completed?	Who needs to be completed by?	When does this need to be completed?	Tick when date	Completion risk or N/A	in place
<p>Gas: fDefective or poorly maintained gas boilers or pipework fOther.</p>	<p>Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/></p>	Kitchen-Gas inspected yearly.		Administrat or		<input checked="" type="checkbox"/>		Gas Certificate current in place Reviewed June 2024
<p>Lifting Equipment (for example, ropes, chains, pulleys and counterweights, etc.): fFor sanctuary lamps fOther.</p>	<p>Risk <input type="checkbox"/> N/A <input checked="" type="checkbox"/></p>					<input checked="" type="checkbox"/>		Reviewed June 2024
<p>Work Equipment: fDefective or poorly maintained hand tools (for example, hammers) fOther.</p>	<p>Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/></p>	For Office/ Kitchen - Any faulty equipment to be taken out of commission until fixed and rechecked as safe. Especially computers, Guillotine, Printers etc. Regular inspections No issues currently		Employee, Clergy, Volunteers and CW's (Kitchen this includes Hirers)	Each time space is used	<input checked="" type="checkbox"/>		Reviewed June 2024

What could cause harm?	Tick here if precautions required	Existing precautions	Additional to take action	Who needs to be completed by?	When does this need completed	Tick when Completion risk or N/A	in place date
<p>Food Preparation:</p> <ul style="list-style-type: none"> <i>f</i>Defective cooking equipment <i>f</i>Unsecured or poorly positioned hot water boilers <i>f</i>Unclean food preparation areas <i>f</i>Inadequate washing facilities <i>f</i>Other. 	<p>Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/></p>	<p>Equipment to be checked as per guidelines. Each user to ensure kitchen is cleaned after each use. Cleaning contractor to clean space daily. Users to use handwashing facilities.</p>		<p>For Church Volunteers preparing food regularly to complete food safety course online.</p> <p>Hirers to Risk Assess for their own Food Safety requirements</p>	<p>Cleaning Contractors , Hirers, Users, PCC</p>	<p>Each time space is used.</p>	<p><input checked="" type="checkbox"/></p> <p>Reviewed June 2024</p>
<p>Asbestos:</p> <ul style="list-style-type: none"> <i>f</i>In insulation, lagging or fire] protection <i>f</i>In wall and roof linings <i>f</i> In organ blowers <i>f</i>In motor housings <i>f</i>Other. 	<p>Risk <input type="checkbox"/> N/A <input checked="" type="checkbox"/></p>						<p><input type="checkbox"/></p>

Risk Assessment (Large Church)

<p>Glazing: <i>f</i>Non-safety glass in doors, partitions or floors <i>f</i>Other.</p>	<p>Risk <input type="checkbox"/> N/A <input checked="" type="checkbox"/></p>					<input type="checkbox"/>	
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What could cause harm?	Tick here if precautions required	Existing precautions to take action	Additional to be completed by?	Who needs completed	When does this need completed date	Tick when Completion risk or N/A	in place
<p>Hazardous Substances: <i>f</i>Cleaning products (for example, polish, drain cleaner, etc.) <i>f</i>Other.</p>	<p>Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/></p>	<p>All hazardous substances to be kept in cleaning cupboard except.</p>				<input type="checkbox"/>	

<p>Manual Handling (lifting or carrying):</p> <p>fBulky or unwieldy furniture fHeavy audio visual or computer equipment fGeneral rubbish that may include breakages (for example, glass) fOther.</p>	<p>Risk N/A</p> <p>_____ <input type="checkbox"/></p> <p>✓ _____</p>	<p>To be aware of Manual handling advice</p>	<p>To display a poster with simple Manual Handling advice.</p>	<p>Clergy and Admin</p>	<p>Posters displayed</p>	<p><input type="checkbox"/></p>	<p>Reviewed June 2024</p>
<p>Other:</p>	<p>Risk N/A</p> <p><input type="checkbox"/> <input type="checkbox"/></p>					<p><input type="checkbox"/></p>	

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Boiler room, music store and store cupboards

Parts usually only accessed by a small number of people with specific roles (for example, bell and ringing chambers, organ lofts, boiler rooms, etc.).

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ssessed:

3.

Who might be harmed:

Volunteers, Employees, Hirers, Users

Bell ringers, bell maintenance personnel, organist, organ builder, tuner, volunteers responsible for maintenance, employees, heating engineers, etc.

What could cause harm?	Tick here if risk or N/A	Existing precautions in place	Additional precautions required	Who needs action to be completed by?	When does this need to be completed?	Tick when completed	Completion date
<p>Trips:</p> <ul style="list-style-type: none"> <i>f</i>Trailing wires, cables and leads <i>f</i>Worn, damaged or uneven steps or stairs <i>f</i>Poor lighting <i>f</i>Missing or defective handrails <i>f</i>Other. 	<p>Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/></p>	<p>All users to monitor space and report should trip hazards be noticed. CW's, admin or Clergy.</p> <p>No current concerns</p>		All users	Each time space is used	<input checked="" type="checkbox"/>	Reviewed June 2024
<p>Slips:</p> <ul style="list-style-type: none"> <i>f</i>Smooth floor surfaces <i>f</i>Wet or contaminated floors from poor maintenance (for example, leaking roofs) <i>f</i>Walk-in contaminant from adverse weather (for example, mud, rainwater, etc.) <i>f</i>Other. 	<p>Risk <input type="checkbox"/> N/A <input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p>	<p>Ensure trip hazards are moved out of walkways in these spaces.</p> <p>No current concerns</p>		All users	Each time space is used	<input checked="" type="checkbox"/>	Reviewed June 2024

Risk Assessment (Large Church)

What could cause harm?	Tick here if precautions required	Existing precautions to take action	Additional to be completed by?	Who needs to be completed	When does this need to be completed	Tick when Completion risk or N/A	in place date
<p>Falls from Height:</p> <p><i>f</i>Trap doors in bell ringing chambers <i>f</i>Damaged ladders, stepladders or other access equipment <i>f</i>Other.</p>	<p>Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/></p>	As per Risk Assessment for Worship space. For any areas too high for ladders proper towers to be hired and used as per manufacturers guidance. No one should attempt to work at height on their own		PCC and CW	Each time someone is working from height	<input checked="" type="checkbox"/>	Reviewed June 2024
<p>Fire:</p> <p><i>f</i>Accumulations of combustible waste <i>f</i>Accumulations of flammable materials <i>f</i>Other.</p>	<p>Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/></p>				Fire Risk Assessment completed annually	<input checked="" type="checkbox"/>	Reviewed June 2024
<p>Electricity:</p> <p><i>f</i>Faulty or damaged fixed wiring <i>f</i>Faulty, damaged or unauthorised portable electrical equipment <i>f</i>Faulty or damaged extension cables or adaptors <i>f</i>Other.</p>	<p>Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/></p>	5 year inspection. Any faulty wiring and electrical equipment to be taken out of action until safety fixed. PAT testing carried out every 2 years	3rd Parties to ensure safety of all electrical equipment before use.	PCC, staff and users of the building	Visual inspection of equipment and monitoring regularly. Electrical inspection every 5 years and PAT testing every 2 years	<input checked="" type="checkbox"/>	Reviewed June 2024

What could cause harm?	Tick here if precautions required	Existing precautions to take action	Additional to be completed by?	Who needs to be completed	When does this need to be completed	Tick when in place	Completion risk or N/A
<p>Bell Frames, Mechanisms and Ropes:</p> <p><i>f</i>Defective or poorly maintained <i>f</i>Other.</p>	<p>Risk <input type="checkbox"/> N/A <input checked="" type="checkbox"/></p>					<input type="checkbox"/>	
<p>Other:</p> <p>Tall shelves with store cupboard materials</p>	<p>Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/></p>	<p>Use appropriate methods to get equipment from taller shelves. If using ladders or steps they are to be used with another person present and in line with manufacturer's instruc</p>	<p>Monitor the shelves and ensure they are securely fastened to the wall. Ensure regular used materials are placed at a lower level.</p>	<p>PCC, staff and all users with access to the stores</p>	<p>May 2021</p>	<input type="checkbox"/>	<p>Reviewed June 2024</p>

<p>Other:</p>	<p>Risk <input type="checkbox"/> N/A <input type="checkbox"/></p>	<p>5 year inspection. Any faulty wiring and electrical equipment to be taken out of action until safety fixed. PAT testing carried out every 2 years</p>			<p>Visual inspection of equipment and monitoring regularly. Electrical inspection every 5 years and PAT testing every 2 years</p>	<p><input type="checkbox"/></p>	
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Parts sometimes accessed by the public (for example, towers, tower roofs and other high levels, etc.).

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4.

Who might be harmed:

Volunteers, employees, members of the public and guides, etc.

What could cause harm?	Tick here if risk or N/A	Existing precautions in place	Additional precautions required	Who needs to take action	When does this need to be completed by?	Tick when completed	Completion date

Risk Assessment (Large Church)

<p>Trips:</p> <p><i>f</i>Worn, damaged or uneven steps or stairs <i>f</i>Poor lighting <i>f</i>Missing or defective handrails <i>f</i>Restricted access - including doorway widths <i>f</i>Height restrictions or other projections <i>f</i>Other.</p>	<p>Risk <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>					<input type="checkbox"/>
<p>Slips:</p> <p><i>f</i>Wet or contaminated floors (for example, accumulations of leaves, algae, moss, etc.) <i>f</i>Walk-in contaminant from adverse weather (for example, mud, snow, ice, etc.) <i>f</i>Other.</p>	<p>Risk <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>					<input type="checkbox"/>

What could cause harm?	Tick here if precautions required	Existing precautions to take action	Additional to be completed by?	Who needs to be completed	When does this need to be completed	Tick when Completion risk or N/A in place

Risk Assessment (Large Church)

<p>Falls from Height:</p> <ul style="list-style-type: none"> <i>f</i>Access requiring the use of ladders, hatches, sloping roofs, etc. <i>f</i>Restricted access widths around spires <i>f</i>Unprotected roof lights or other fragile roofing material <i>f</i>Low parapeting or castellations along the tops of external walls <i>f</i>Damaged ladders, stepladders or other access equipment <i>f</i>Other. 	<p>Risk <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>					<input type="checkbox"/>	
<p>Tower Tours:</p> <ul style="list-style-type: none"> <i>f</i>Overcrowded tours <i>f</i>Inadequate numbers of stewards <i>f</i>Inadequate emergency evacuation procedures <i>f</i>Unauthorised access to areas not on the tour (for example, roofs) <i>f</i>No means of communication between stewards <i>f</i>Inadequate safety briefing for those on the tour <i>f</i>Other. 	<p>Risk <input type="checkbox"/></p> <p>N/A <input checked="" type="checkbox"/></p>					<input type="checkbox"/>	
<p>Other:</p>	<p>Risk <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>					<input type="checkbox"/>	

Area assessed:

5. Car Park and Garden

Outbuildings, churchyard and car park.

Who might be harmed:

Volunteers, employees, users and hirers of the building

Members of the congregation, employees, volunteers, visitors, clergy, in fact anyone visiting the church.

What could cause harm?	Tick here if N/A	Existing precautions risk or in place	Additional required	Who needs to take action	When does this need to be completed by?	Tick when precautions completed	Completion date
<p>Trips:</p> <p><i>f</i>Uneven footpaths <i>f</i>Damaged paving stones and slabs <i>f</i>Worn, damaged or uneven steps <i>f</i>Potholes <i>f</i>Gravestones, kerbs, ledger stones causing obstruction <i>f</i>Protruding tree roots and undergrowth <i>f</i>Poor lighting <i>f</i>Missing or defective handrails <i>f</i>Other.</p>	<p>Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/></p>	<p>Sensor motion lighting in place and working</p> <p>All on one level.</p>	<p>Visual inspections when using the premises.</p>	<p>CW's, Admin, Clergy, Hirers and Users</p>		<p><input checked="" type="checkbox"/></p>	<p>Reviewed June 2024</p>
<p>Slips:</p> <p><i>f</i>Poor drainage of footpaths <i>f</i>Growth of algae or moss <i>f</i>Accumulations of wet leaves or loose materials <i>f</i>Inadequate precautions for adverse weather (for example snow, ice, etc.) <i>f</i>Walk-in contaminant from adverse weather (for example mud, rainwater, etc.) <i>f</i>Other.</p>	<p>Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/></p>	<p>All paths and car park cleaned and free from Algae and moss, leaves and loose material.</p> <p>There is salt available if needed for icy conditions.</p>	<p>Visual inspections when using the premises.</p>	<p>PCC and CW</p> <p>All users</p>		<p><input checked="" type="checkbox"/></p>	<p>Reviewed June 2024</p>

Risk Assessment (Large Church)

What could cause harm?	Tick here if precautions required	Existing precautions	Additional to take action	Who needs to be completed by?	When does this need completed	Tick when Completion risk or N/A	in place	
<p>Headstones, Tombs and Monuments:</p> <p><i>f</i>Damaged monuments <i>f</i>Displaced headstones <i>f</i>Other.</p>	<p>Risk <input type="checkbox"/> N/A <input checked="" type="checkbox"/></p>						<input type="checkbox"/>	
<p>Trees:</p> <p><i>f</i>Damaged or displaced trees <i>f</i>Protruding tree roots <i>f</i>Diseased trees <i>f</i>Other.</p>	<p>Risk <input type="checkbox"/> N/A <input checked="" type="checkbox"/></p>						<input type="checkbox"/>	
<p>Car Park:</p> <p><i>f</i>Entrance and exits not clearly marked <i>f</i>Poor lighting <i>f</i>Other.</p>	<p>Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/></p>	<p>Motion sensed lighting in place.</p>			<p>PCC and CW</p>		<input checked="" type="checkbox"/>	<p>Reviewed June 2024</p>

Risk Assessment (Large Church)

What could cause harm?	Tick here if precautions required	Existing precautions to take	Additional action to be completed by?	Who needs completed	When does this need completed	Tick when in place	Completion risk or N/A date
<p>Electricity: <i>f</i>Faulty or damaged fixed wiring <i>f</i>Faulty, damaged or unauthorised portable electrical equipment <i>f</i>Faulty or damaged extension cables or adaptors <i>f</i>Other.</p>	<p>Risk <input type="checkbox"/> N/A <input checked="" type="checkbox"/></p>	<p>5 yearly electrical check as part of quinquennial inspection and ongoing monitoring</p>				<input type="checkbox"/>	<p>Aug 2020 (electrical inspection due Aug 2025)</p>
<p>Gas: <i>f</i>Liquefied petroleum gas (LPG) bottles incorrectly sited <i>f</i>Pipework damaged <i>f</i>Other.</p>	<p>Risk <input type="checkbox"/> N/A <input checked="" type="checkbox"/></p>					<input type="checkbox"/>	

Risk Assessment (Large Church)

<p>Work Equipment: <i>f</i>Defective or poorly maintained power tools (for example, lawnmowers, trimmers, etc.) <i>f</i>Defective or poorly maintained hand tools (for example, garden shears, hammers, etc.) <i>f</i>Other.</p>	<p>Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/></p>	<p>Any faulty equipment to be taken out of commission until fixed and rechecked as safe.</p> <p>Regular inspections of equipment throughout use</p>		<p>CW and PCC</p>	<p>Every Spring</p>	<p><input checked="" type="checkbox"/></p>	<p>Reviewed June 2024</p>
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What could cause harm?	Tick here if Risk <input type="checkbox"/> N/A <input type="checkbox"/>	Existing precautions	Additional precautions to take	Who needs to be completed by?	When does this need to be completed?	Tick when risk or N/A in place	Completion date
<p>Hazard Substances: <i>f</i>Maintenance products (for example, petrol, liquefied petroleum gas, etc.) <i>f</i>Horticultural products (for example, pesticides, weedkillers, fertilisers, etc.) <i>f</i>Other.</p>	<p>Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/></p>	<p>If Petrol is kept in Shed ensure that it is a minimal amount and that the door is securely locked.</p>		<p>Volunteers who use the Lawnmower</p>		<p><input checked="" type="checkbox"/></p>	<p>Reviewed June 2024</p>

Risk Assessment (Large Church)

Other: Mower and other gardening equipment	Risk <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	Contained within locked shed only accessed by limited volunteers who have appropriate knowledge to use equipment.	PCC and volunteers	<input checked="" type="checkbox"/>	Reviewed June 2024
Other:	Risk <input type="checkbox"/> N/A <input type="checkbox"/>			<input type="checkbox"/>	

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Other Public Spaces (Foyer/Hall/Upper room/Corridors)

assessed:

Church hall.

6.

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Public, Employees, Hirers, Users

Members of the congregation, volunteers, employees, visitors, clergy, in fact anyone visiting the Church Hall.
 This will include groups who rent or use the hall for their own activities such as, mother and toddler groups, cubs and brownies, keep fit classes, etc.

Risk Assessment (Large Church)

might be harmed:

What could cause harm?	Tick here if risk or N/A	Existing precautions in place	Additional precautions required	Who needs to take action?	When does this need to be completed by?	Tick when completed	Completion date
<p>Trips:</p> <p><i>f</i>Worn or unfixed carpet edges, rugs and doormats</p> <p><i>f</i>Trailing wires, cables or leads</p> <p><i>f</i>Worn, damaged or uneven steps or stairs</p> <p><i>f</i>Poor lighting</p> <p><i>f</i>Missing or defective handrails</p> <p><i>f</i>Variations in the level of floors (for example, ramps)</p> <p><i>f</i>Other.</p>	<p>Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/></p>	<p>Handrails placed around the corridors.</p> <p>Monitoring of floorings</p> <p>Regular checks on trailing wires or leads</p> <p>Careful placement of tables/chairs in hall</p>	<p>Regular visual checks of the area</p>	<p>All users</p>	<p>Ongoing</p>	<p><input checked="" type="checkbox"/></p>	<p>Reviewed June 2024</p>
<p>Slips:</p> <p><i>f</i>Smooth floor surfaces</p> <p><i>f</i>Cleaning activity making floors slippery (for example, wet mopping, use of polishes, etc.)</p> <p><i>f</i>Wet or contaminated floors from poor maintenance (for example, leaking roofs)</p> <p><i>f</i>Spillages of food or drink, (particularly in kitchen areas)</p> <p><i>f</i>Walk-in contaminant from adverse weather (for example, mud, rainwater, etc.)</p> <p><i>f</i>Other.</p>	<p>Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/></p>	<p>Ensure trip hazards are moved out of walkways.</p> <p>Ensure when area is mopped correct signage is placed in the area.</p> <p>No current concerns</p>		<p>All users</p>	<p>Ongoing</p>	<p><input checked="" type="checkbox"/></p>	<p>Reviewed June 2024</p>

Risk Assessment (Large Church)

What could cause harm?	Tick here if precautions required	Existing precautions to take	Additional action to be completed?	Who needs to be completed by?	When does this need completed	Tick when in place	Completion date	risk or N/A
<p>Falls from Height:</p> <p><i>f</i>When changing lightbulbs <i>f</i>When cleaning or decorating <i>f</i>When putting decorations or displays up <i>f</i>From balconies or other areas at height <i>f</i>Fragile ceiling material where work or access is required <i>f</i>Damaged ladders, stepladders or other access equipment <i>f</i>Other.</p>	Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	As per risk assessment for worship Space. For any area too high for ladders, towers to be used on hire and used as per manufacturers guidance. Noone should attempt to work at height on their own			PCC and CW	Each time someone is working from height	<input checked="" type="checkbox"/>	Reviewed June 2024
<p>Fire:</p> <p><i>f</i>Accumulations of combustible waste <i>f</i>Accumulations of flammable materials <i>f</i>Blocked or obstructed exit routes <i>f</i>Locked escape doors <i>f</i>Portable heaters <i>f</i>Votive candles <i>f</i>Other.</p>	Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/>					Fire Risk assessment completed yearly	<input checked="" type="checkbox"/>	Reviewed June 2024
<p>Electricity:</p> <p><i>f</i>Faulty or damaged fixed wiring <i>f</i>Faulty, damaged or unauthorised portable electrical equipment <i>f</i>Faulty or damaged extension cables or adaptors <i>f</i>Other.</p>	Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	5 year inspection Any faulty wiring and electrical equipment taken out of action until safely fixed. PAT testing carried out every 2 years	3rd parties to ensure safety of all equipment before use.		CMC and users/ Hirers of the building	Visually inspect the equipment used and monitor. Electrical inspection 5yrly and PAT testing every 2 years	<input checked="" type="checkbox"/>	Reviewed June 2024

Risk Assessment (Large Church)

What could cause harm?	Tick here if precautions required	Existing precautions	Additional to take	Who needs to be completed by?	When does this need to be completed	Tick when completed	Completion risk or N/A	in place
<p>Gas:</p> <p><i>f</i> Defective or poorly maintained gas boilers <i>f</i> Faulty portable gas heaters <i>f</i> Other.</p>	<p>Risk <input type="checkbox"/></p> <p>N/A <input checked="" type="checkbox"/></p>						<input type="checkbox"/>	
<p>Food Preparation:</p> <p><i>f</i> Defective cooking equipment <i>f</i> Unsecured or poorly positioned hot water boilers <i>f</i> Unclean food preparation areas <i>f</i> Inadequate washing facilities <i>f</i> Other.</p>	<p>Risk <input type="checkbox"/></p> <p>N/A <input checked="" type="checkbox"/></p>						<input type="checkbox"/>	
<p>Asbestos:</p> <p><i>f</i> In insulation, lagging or fire protection <i>f</i> In wall and roof linings <i>f</i> In organ blowers <i>f</i> In motor housings <i>f</i> Other.</p>	<p>Risk <input type="checkbox"/></p> <p>N/A <input checked="" type="checkbox"/></p>						<input type="checkbox"/>	

What could cause harm?	Tick here if precautions required	Existing precautions	Additional	Who needs to be completed by?	When does this need to be completed	Tick when risk or N/A in place	Completion date
<p>Glazing: <i>f</i>Non-safety glass in doors, partitions or floors <i>f</i>Other.</p>	<p>Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/></p>	<p>Safety glass in all doors</p>		<p>PCC</p>	<p>N/A</p>	<p><input checked="" type="checkbox"/></p>	<p>Reviewed June 2024</p>
<p>Hazardous Substances: <i>f</i>Cleaning products (for example, polish, drain cleaner, etc.) <i>f</i>Other.</p>	<p>Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/></p>	<p>All cleaning products to be kept locked in the cleaning cupboard</p>		<p>All users</p>	<p>N/A</p>	<p><input checked="" type="checkbox"/></p>	<p>Reviewed June 2024</p>

Risk Assessment (Large Church)

<p>Manual Handling (Lifting or Carrying):</p> <p>fBulky or unwieldy furniture (for example tables, chairs, etc.) fHeavy audiovisual computer equipment</p> <p>fGeneral rubbish that may include breakages (for example, glass)</p> <p>fOther.</p>	<p>Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/></p>	<p>To be aware of Manual handling advice</p>	<p>To display a poster with simple manual handling advice</p>	<p>Clergy and Admin</p>		<p><input type="checkbox"/></p>	<p>Reviewed June 2024</p>
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What could cause harm?	Tick here if precautions required	Existing precautions to take action	Additional to be completed by?	Who needs completed	When does this need completed	Tick when in place	Completion risk or N/A date
<p>Other:</p> <p>Lone Working (General safety)</p>	<p>Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/></p>	<p>Ensure when someone is alone in the building that the doors are securely locked to outside of the building, someone else knows where they are, with regular telephone contact.</p>	<p>Training and supervision.</p> <p>New Alarm fitted with panic button. Ensure lone workers are aware of this function.</p>	<p>Clergy/ Volunteers PCC/ Employees</p>		<p><input checked="" type="checkbox"/></p>	<p>Reviewed June 2024</p>

Risk Assessment (Large Church)

<p>Other: Lone working (Violence in the workplace)</p>	<p>Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/></p>	<p>Ensure that lone worker is never on their own in a building with member of public.</p> <p>Ensure lone worker has access to phone/ shout for help if situation develops.</p>	<p>Ensure no large sums of money is kept in the office</p>	<p>Clergy/ Volunteers /PCC/ Employee</p>		<p><input checked="" type="checkbox"/></p>	
<p>Other: Lone working (Stress, mental health and wellbeing)</p>	<p>Risk <input checked="" type="checkbox"/> N/A <input type="checkbox"/></p>	<p>Ensure regular supervision and support and best practice to maintain safety whilst working alone.</p>		<p>Clergy/ Volunteers and PCC/ Employee</p>		<p><input checked="" type="checkbox"/></p>	<p>Reviewed June 2024</p>

Want to know more?

We have produced other useful information to help you get started or simply check the adequacy of what you have already done. All are available at:

www.ecclesiastical.com/healthandsafety

Information in this document

We have prepared this guide in good faith. The information in it is based on our understanding of current law and practice. Neither Ecclesiastical Insurance Office plc nor any of its subsidiaries accept any liability whatsoever for any errors or omissions in this guide that result in injury, loss or damage, including financial loss. It is the responsibility of the Insured or any person to ensure that they comply with their statutory obligations. Any interpretation or implementation of this guide is at the sole discretion of the reader.

Note: if you are in Ireland, Northern Ireland, Jersey, Guernsey or the Isle of Man, then regional variations might apply. In this instance, you should check the guidance provided by the Enforcing Agency for your region. This will be freely available on their website.

Need to contact us?

For further information on health and safety in churches:

**Call our Risk Management Advice Line on
0345 600 7531**

(Monday to Friday, 09:00 to 17:00 – excluding Bank Holidays. We may monitor or record calls to improve our service.)

Email us at

risk.advice@ecclesiastical.com

Or Visit

www.ecclesiastical.com/healthandsafety



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