

ST GILES CHURCH RISK ASSESSMENT

Risk assessment calculator We are taking our insurer’s advice to estimate the likelihood and severity of risks identified so that we can simply calculate a risk rating that will allow us to prioritise action on controls. **Likelihood** is graded: 1 = Low (seldom), 2 = Medium (frequently), 3 = High (certain or near certain) **Severity** of injury if something does happen is graded: 1 Low (minor cuts and bruises), 2 = Medium (serious injury or incapacitated for 3 days or more), 3 = High (fatality or a number of persons seriously injured). We multiply the likelihood by severity to give a priority rating: 1 – 2 = low priority, 3 – 4 = medium priority, 6 – 9 = high priority

1. AREA - CHURCH					
Hazards/risks	Existing Controls	Likelihood	Severity	Risk Rating	Additional Controls
1.1 Main doors into church open inwards	<ul style="list-style-type: none"> ▪ Sidesmen to secure doors in open position in an emergency evacuation 	1	2	2	
1.2 Slips, trips and falls in church.	<ul style="list-style-type: none"> ▪ White lines painted on steps to chancel and on step to organ. ▪ Spillages cleared up as soon as practicable ▪ Regular checks of surfaces carried out (see Maintenance Schedule) ▪ Doormat for wet weather ▪ Ensure trailing leads and cables taped down when used ▪ Ensure chancel furniture does not obstruct access to High Altar 	3	2	6	<ul style="list-style-type: none"> • White lines to be checked annually and re-applied as necessary • Fit handrails both sides of chancel steps
1.3 Glazing, glazed doors, stained-glass windows. Storm damage.	No stained-glass below waist height	1	1	1	

<p>1.4 Tower access Falling objects</p>	<ul style="list-style-type: none"> ▪ Written tower access procedure kept in Sacristy (only listed personnel to climb tower ladder) ▪ Notice fixed by ladder ▪ Handrail fitted Jan 2011 ▪ No unaccompanied access allowed ▪ Counterweight on trapdoor ▪ Toe boards installed Jan 2011 	1	3	3	
<p>1.5 Fall from height during maintenance/repair</p>	<ul style="list-style-type: none"> ▪ Written ladder-climbing procedure kept in sacristy (only listed personnel to climb ladders) ▪ Portable ladders to be suitable for purpose and regularly inspected for damage ▪ No unaccompanied climbing allowed ▪ Contractors are required to sign an appropriate third-party agreement before commencing any work 	1	3	3	<p>New procedure for high level cleaning to be adopted</p>
<p>1.6 Asbestos containing materials found in boiler room</p>	<ul style="list-style-type: none"> • Asbestos survey carried out July 2004. The only areas of asbestos identified are the 	1	3	3	<ul style="list-style-type: none"> • Inspect for deterioration every five years • Do not use area for storage

<p>Asbestos only poses a risk if fibres are released into air and inhaled. Anyone entering boiler room most at risk</p>	<p>internal roof soffit lining of the boiler house and the boiler flue.</p> <ul style="list-style-type: none"> • Contractors working in area issued with permit to work and copy of the latest risk assessment. • Boiler room kept locked and access restricted • Warning notice in boiler room 				
<p>1.7 Hazardous substances (cleaning fluids and bleach</p>	<ul style="list-style-type: none"> ▪ Domestic cleaning products kept locked in Outer Vestry ▪ Cleaners to wear rubber gloves and use long handled mops/brushes if possible 	<p>1</p>	<p>1</p>	<p>1</p>	<ul style="list-style-type: none"> • Provide rubber gloves (Wardens)
<p>1.8 Electricity</p>	<ul style="list-style-type: none"> • Comprehensive electrical test carried out every five years by qualified electrician • Condition of portable electrical appliances including leads and plugs checked periodically annually. • Use of unauthorised electrical appliances and temporary wiring discouraged. Such checked for after any event (event organiser) to ensure any such is removed or approved ▪ Damaged equipment, defective plugs, damaged cables and on/off switches to be reported to a warden or to 	<p>1</p>	<p>3</p>	<p>3</p>	<ul style="list-style-type: none"> • PAT tests undertaken annually and certificates filed • Discouraged via safety doc for any user group

	<p>the fabric committee and taken out of use</p> <ul style="list-style-type: none"> ▪ Defective light bulbs replaced as soon as possible 				
1.9 Fire	<ul style="list-style-type: none"> • Fire extinguisher signs in place ▪ Fire extinguishers on premises and checked annually by CWs ▪ Fire blanket on cleaning cupboard door ▪ Incumbent, warden, responsible person (event organiser, teacher in charge) to ring emergency services if required • Fire procedure announcement made for all gatherings of more than 60 	1	3	3	<p>Fire extinguishers serviced annually by specialist contractor.</p> <p>North door unlocked</p>
1.10 Lightning	<ul style="list-style-type: none"> • Lightning conductor – visual inspection carried out annually • Lightning conductor – close inspection by specialists carried out every 2.5 years 	2	3	6	
1.11 Theft of goods and ornaments from church or items from safe in Sacristy	<ul style="list-style-type: none"> ▪ Register of keyholders checked annually (wardens) ▪ Safe inspected by insurers in 2009 – no issues of concern or security raised ▪ Key to upper safe restricted to small number of keyholders ▪ Key to lower safe kept in upper safe ▪ Insurance valuation updated 	1	1	1	Revise register of keyholders

1.12 Theft of lead from church roof or items from shed	<ul style="list-style-type: none"> ▪ SmartWater applied to roof and warning notices in place ▪ Church is floodlit during evening. 	1	1	1	Check when SmartWater needs to be re-applied
1.13 Personal attack	Cash handling procedures	1	1	1	
1.14 Food hygiene and safety	<ul style="list-style-type: none"> ▪ No food prepared or stored at church ▪ Instant hot water system installed June 2010 	1	1	1	Maintenance
1.15 Lone working	<ul style="list-style-type: none"> ▪ Unnecessary lone working within the church discouraged ▪ Lone workers (eg Rector, Sacristan) to inform third party of intended timings in church 	2	2	4	Safety procedure document

2. AREA - CHURCHYARD					
Hazards/risks	Existing Controls	Likelihood	Severity	Risk Rating	Additional Controls
2.1 Hazardous Substances such as pesticides, herbicides and petrol	<ul style="list-style-type: none"> • No on-site storage of any such chemicals. Contractors use only approved chemicals, as 	1	1	1	

2.4 Trips, falls	<ul style="list-style-type: none"> • Paths are checked for safety, currently on an ad-hoc basis, by the churchwardens and Chairman of Churchyard Committee or nominated person, with particular attention to slipping bricks and other uneven areas. A contractor is called in to deal with problem areas as required. • 	2	2	4	<ul style="list-style-type: none"> • Also include this checking as part of the annual gravestone risk assessment.
2.5 Falls into open graves	<ul style="list-style-type: none"> • Graves to be suitably covered by undertakers. 	1	2	2	
2.6 Falls from height , eg during gutter clearing	<ul style="list-style-type: none"> • Gutter clearing no longer the responsibility of the Churchyard Committee 				
2.7 Headstones, crosses and tombs in a dangerous state	<ul style="list-style-type: none"> • Headstones and other memorial structures checked annually for stability. A contractor is employed to make repairs as required. • A brief talk on responsible behaviour in the churchyard is given to the children at St Giles from time to time during the school year. 	1	2	2	<ul style="list-style-type: none"> • Suggest that a brief talk about responsible behaviour in the churchyard is given to the school each September
2.8 Branches falling from tree and low branches causing a hazard	<ul style="list-style-type: none"> • A tree survey is carried out by a qualified contractor every 5 years, followed by remedial work, prioritised by need. 	1	2	2	

2.9 Theft of items from shed	<ul style="list-style-type: none"> The shed is kept locked and nothing of great value stored. Church floodlit during evening 	1	1	1	
2.10 Lone working	<ul style="list-style-type: none"> Unnecessary lone working in the churchyard discouraged Any lone workers (eg path or grave maintenance) to inform third party of intended timings in churchyard. Contractors carrying out high risk tasks, such as tree felling, grave digging or path laying, are required to sign an appropriate third-party agreement before commencing any work. First Aid box available in the back of the church, which is open during daylight hours. 	2	2	4	Safety procedure document

3. AREA – MARTINDALE CENTRE BUILDING					
Hazards/risks	Existing Controls	Likelihood	Severity	Risk Rating	Additional Controls
3.1 Fire	<ul style="list-style-type: none"> Fire extinguishers on premises and checked annually by Initial Services on a rolling contract. (Last inspection January 2017) Fire extinguisher signs in place Fire blanket in kitchen, checked every week by chair of MCMC and annually by Initial Services 	1	3	3	<ul style="list-style-type: none"> The extinguishers noted are checked every month by the Chair of MCMC to ensure that they are still in place and have not been discharged. The extinguishers noted above are checked annually by Initial Services. West Sussex Fire and Rescue reviewed the MCMC's risk assessment of 'Fire' and strategies for dealing with this Building insurers notified of that cars may be parked in the basement

3. AREA – MARTINDALE CENTRE BUILDING					
Hazards/risks	Existing Controls	Likelihood	Severity	Risk Rating	Additional Controls
3.1 Fire (continued)	<ul style="list-style-type: none"> • No fire alarm fitted • Heat detector fitted to kitchen ceiling • Evacuation: push bar exits in place (opposite basement room, by main door, and by side door) – all are clearly signed • Smoking: Prohibited within building and some 'No Smoking' signs around building • Electrical – see 3.2 below • Kitchen: cooker and most other kitchen equipment newly installed. Checked annually by qualified electrician • Basement: When up to 2 • Other storage areas: combustible items kept to a minimum • LPG gas cylinder: Stored away from the building and visible at the front of the building. Cut off valve on side of building • Heating: isolator switch inside building • Build-up of fumes: ventilation louvres inserted into external wall and boiler room door to 				<ul style="list-style-type: none"> • The owners of the cars are to be requested to disconnect the batteries of their cars when they are left in storage in the basement • Fire procedure document to be made available to all users

3. AREA – MARTINDALE CENTRE BUILDING					
Hazards/risks	Existing Controls	Likelihood	Severity	Risk Rating	Additional Controls
3.1 Fire (continued)	<p>prevent build up of fumes as recommended and actioned by BSW 2005. New boiler installed in October 2010 in the garage area on the north wall with direct flue opening to the building exterior. This is serviced annually by Paynes.</p> <ul style="list-style-type: none"> Contractors: only reputable contractors are used and references are required for new contractors Hirers of hall: the MCMC ensures that they are familiar with the building and the location of exits and fire extinguishers/blanket. During annual November bonfire event cooking takes place in basement (burgers/hot dogs etc). None of the cooking appliances are left unattended and at the end of the event all are cleared away Risk assessment carried out by organiser and filed by Chair of MCMC. WSCC Fire and Rescue informed of planned time of lighting and of finish. 				
3.2 Electricity	<ul style="list-style-type: none"> Building rewired when purchased in 1988 	1	3	3	<ul style="list-style-type: none"> Portable Appliance Tests ('PAT') to be carried out on all listed Martindale equipment on an annual basis by

3. AREA – MARTINDALE CENTRE BUILDING					
Hazards/risks	Existing Controls	Likelihood	Severity	Risk Rating	Additional Controls
	<ul style="list-style-type: none"> • Kitchen refurbished and new disabled WC installed in 2013 - electrics upgraded as necessary in these areas at the time • Comprehensive electrical test annually carried out by qualified electrician • Portable appliances checked annually by qualified electrician. PAT certificates kept by Chair of MCMC • When damaged equipment, defective plugs, damaged cables and on/off switches taken out of use and removed. • Defective light bulbs replaced as necessary • Weekly visual inspection of portable appliances 				<p>Chris Hibling. The certificates are kept at the home of the Chair of MCMC.</p> <ul style="list-style-type: none"> • All equipment brought in for use in the Martindale should have a current PAT certificate in place. This is included in the Terms and Conditions of hire.
3.3 Slips, trips and falls 3.3 Slips etc (continued)	<ul style="list-style-type: none"> • Child gate at top of stairs • Fluorescent strips on stair edges + one handrail • Spillages cleared up as soon as practicable • Weekly visual checks of surfaces carried out • New vinyl non-slip floor covering applied to Main Hall in 2008 and kitchen in 2012. Non slip sealant applied 2016 	1	2	2	Risk re-assessed by MCMC in February 2017. It was decided to investigate the feasibility of having the Main Hall door re-hung.

3. AREA – MARTINDALE CENTRE BUILDING					
Hazards/risks	Existing Controls	Likelihood	Severity	Risk Rating	Additional Controls
3.4 Glazing: Risk of storm damage	<ul style="list-style-type: none"> • New large arched window fitted in 2013 with safety double glazing. • Double glazed polystyrene framed window installed in Giles Moore room Summer 2015 • Other glazing – window frames in reasonable state of repair 	1	1	1	<ul style="list-style-type: none"> • Window frames to be checked during annual maintenance and repairs and repainting of window frames to take place as required
3.5 Fall from height during maintenance/repair	<ul style="list-style-type: none"> ▪ Only reputable contractors used ▪ Where volunteers carry out maintenance and repairs MCMC to ensure that (a) they are confident and experienced and/or (b) they are supervised by a suitably experienced and qualified person ▪ Only approved, i.e. caretaker or members of MCMC, personnel can climb ladders ▪ MCMC to check that contractors have appropriate insurance in place by EIG within Church insurance policy. 	1	2	2	
3.6 Hazardous substances (cleaning fluids and bleach)	<ul style="list-style-type: none"> ▪ Cleaning fluids are kept in locked cleaning cupboard 	1	2	2	

3. AREA – MARTINDALE CENTRE BUILDING					
Hazards/risks	Existing Controls	Likelihood	Severity	Risk Rating	Additional Controls
3.6 Hazardous substances (Asbestos soffit lining in garage)	<ul style="list-style-type: none"> ▪ Other kitchen cleaning materials e.g. washing up liquid kept underneath sink ▪ Cleaners to wear rubber gloves and use long handled mops/brushes if possible ▪ Children not allowed in kitchen ▪ Asbestos register produced in 2012. Asbestos was found to be in a stable condition and did not pose a current threat to health provided it is not disturbed. Register to be shown to any contractors working in the area. Under no circumstance should the material be removed by persons other than a licensed contractor. No drilling or fixing into the material is permitted. 	2	3	6	<p>Inspection of the Asbestos by a competent person to be carried out every 5 years. Next inspection due to be completed in 2017.</p> <p>A clear prominent sign is to be displayed within the basement warning people that the roof soffit lining is asbestos.</p>
3.7 Theft or vandalism	<ul style="list-style-type: none"> ▪ Padlocks on garage doors ▪ Chubb lock on door between basement room and boiler room ▪ Bolt on door between boiler and garage ▪ Basement room has bars on both windows ▪ Controlled list of keyholders 	2	2	4	

3. AREA – MARTINDALE CENTRE BUILDING					
Hazards/risks	Existing Controls	Likelihood	Severity	Risk Rating	Additional Controls
3.8 Personal attack	<ul style="list-style-type: none"> ▪ Sometimes lone volunteers, contractors or hirers are inside the building – difficult to avoid 	1	2	2	<ul style="list-style-type: none"> • Volunteers, contractors or hirers should tell someone when they are working alone in the building
3.9 Food hygiene	<ul style="list-style-type: none"> ▪ Weekly check of contents of fridge and ‘out of date’ foods disposed off ▪ Kitchen cleaned weekly and after every use. ▪ Cooks for village lunch have been trained in food hygiene ▪ Hirers are instructed to leave the building (including the kitchen) clean when they leave 	1	2	2	
3.10 Accidents to children and child protection: e.g. First Steps Toddler Group, gym club and any other activities involving children 3.10 Children (continued)	<ul style="list-style-type: none"> ▪ First Steps: Up to 5 volunteers present, 8 – 20 children, attendance not pre-booked; all children accompanied by responsible adult. ▪ Stair gate and external doors kept closed ▪ No children allowed in kitchen ▪ Knives stored away from reach of children ▪ HKPCC has a Child Protection Policy 	1	3	3	<ul style="list-style-type: none"> • Where church members have responsibility for children and vulnerable adults in situations that require Disclosure & Barring Service (DBS) registration, then this will be done (DBS checks now replace CRB checks) •

4.0 AREA – MARTINDALE CENTRE GROUNDS					
Hazards/risks	Existing Controls	Likelihood	Severity	Risk Rating	Additional Controls
4.1 Fire	<ul style="list-style-type: none"> ▪ Bonfire and fireworks party open to general public takes place every November: the event is managed by an experienced person and fireworks are not stored within the building. Bonfire and firework are lit a suitable distance away from the building and trees. A fence is erected to keep the public away from the bonfire and fireworks 	2	3	6	
4.2 Hazardous Substances such as pesticides, herbicides and petrol	<ul style="list-style-type: none"> • No on-site storage of any such chemicals. The contractor uses approved chemicals, as do any competent persons, where appropriate, during working parties 	1	1	1	
4.3 Power tools such as lawnmowers, strimmers etc.	<ul style="list-style-type: none"> • The contractor uses his own equipment and is responsible for his own safety. • Only competent persons are permitted to use strimmers, or other power tools, during working parties • Appropriate safety equipment used 	1	2	2	<ul style="list-style-type: none"> • One-off risk assessment to be carried out before a power tool is used for any task during a working party

4.0 AREA – MARTINDALE CENTRE GROUNDS					
Hazards/risks	Existing Controls	Likelihood	Severity	Risk Rating	Additional Controls
4.4 Slips, trips and falls	<ul style="list-style-type: none"> All paths and car parking areas are checked for safety on an ad hoc basis and any repairs or remedial works carried out as necessary 	1-2 (Depending on the time of year)	2	2-4	
4.5 Branches falling from tree and low branches causing a hazard	Currently dealt with on an ad hoc basis by MCMC when they become aware of a problem	1	2	2	<ul style="list-style-type: none"> It is recommended that a tree survey is carried out by a qualified tree surgeon and appropriate remedial works carried out if necessary This should be repeated every 5 years or as necessary to coincide with Churchyard inspection. Next inspection due September 2018.