

Risk Assessment

Date: 25/09/24	Assessed by: Rev Chris Harrigan	Checked by: Jim Seth	Location: St Andrews Church, Redruth	Assessment ref no:	Review date: 20/07/25
St Andrews Church					

Activity	Hazard	Who might be harmed and how	Risk rating	Measures required to control risk (including existing measures)	Residual Risk rating
Car park and site access	Trip or fall hazards on uneven paths, lack of disabled parking, steep gradients	Elderly, mobility aid users	High	<ul style="list-style-type: none"> - Provide accessible parking spaces - Ensure paths are smooth and well-maintained - Offer escorts to and from cars where possible 	D
Stone stepped entry to building	Slips, trips, or falls, especially in wet, icy, or dark conditions – sharp edges to steps	All building users	High	<ul style="list-style-type: none"> - Ensure handrails are present and secure - Non-slip surfaces or treatments on stone - Adequate lighting - Gritting in icy weather 	C
Accessing church via steps	Trips or falls on stone steps, especially in wet or icy conditions	Elderly, those with limited mobility	High	<ul style="list-style-type: none"> - Install or maintain secure handrails - Non-slip coverings or paint - Provide alternative access (e.g. ramp) where possible - Grit steps in winter 	D

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Steep grass bank verges around site	Slipping or falling, especially in wet conditions; difficulty for elderly or disabled visitors	All building users, especially vulnerable groups	High	<ul style="list-style-type: none"> - Restrict access or mark areas clearly - Use signage to warn of slope - Encourage use of safer designated paths - Maintain regularly (mow and remove hazards) 	C
Rusty metal gates	Cuts or tetanus risk from rusted metal; risk of collapse or jamming	All building users	Medium	<ul style="list-style-type: none"> - Regular inspection and maintenance - Repair or replace damaged parts - Consider oiling hinges or repainting - Lock gates if unsafe 	D
Large wooden entry doors	Finger trapping, heavy closing in wind, difficult for children or elderly to open	All building users	Low	<ul style="list-style-type: none"> - Use finger guards on edges if children are present - Fit door closers to regulate movement - Provide assistance where needed - Inspect regularly for rot or hinge wear 	D
Movement within the building	Trips and falls over uneven flooring, steps, or pews	Congregation, clergy, volunteers	Medium	<ul style="list-style-type: none"> - Adequate lighting throughout - Repair or mark uneven surfaces - Steps clearly marked with hazard tape - Encourage use of handrail - Brief on movement around building - Adults always present with young children 	D
Navigating uneven or narrow aisles	Falls due to uneven flooring, narrow spaces between pews, or sharp corners	Elderly, wheelchair users, visually impaired	High	<ul style="list-style-type: none"> - Mark hazards with high-contrast tape - Offer assistance entering/exiting pews - Provide seating at aisle ends if needed 	D

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Use of pews and choir stalls	Sharp edges, splinters, trapped fingers, instability, climbing	Congregation, children	Medium	<ul style="list-style-type: none"> - Regular inspection and maintenance - Supervise children in these areas 	D
Pulpit, lectern, altar steps	Falls from elevation	Clergy, readers, all	Medium	<ul style="list-style-type: none"> - Handrails/support where appropriate - Non-slip mats - Restricted access unless necessary 	D
Font and stone features	Collision or trip hazard, falls	All building users	Medium	<ul style="list-style-type: none"> - Area kept clear - Highlight with visible signage if required 	D
Electrical sockets and cables	Electric shock, trip hazard from trailing leads	All building users	High	<ul style="list-style-type: none"> - PAT testing - Cables kept tidy or taped down - Supervised use only 	D
Microphones/audio equipment	Trip hazard from cords, feedback noise	Clergy, volunteers	Medium	<ul style="list-style-type: none"> - Use wireless mics where possible - Secure cables - Train users 	D
Tables, ornaments, flowers	Collision hazard, tipping, water slip hazard from flowers	All building users	Medium	<ul style="list-style-type: none"> - Secure items - Keep pathways clear - Use mats for water-based decorations 	D
Candles and open flames	Fire or burn risk	Congregation, clergy	High	<ul style="list-style-type: none"> - Use only in supervised settings - Secure holders - Fire extinguishers available 	D
Cleaning and maintenance	Falls from ladders, chemical exposure	Staff, volunteers	High	<ul style="list-style-type: none"> - Ladder safety training - COSHH-compliant cleaning - PPE where required 	D

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Entry/exit during services	Overcrowding, emergency egress blocked	All building users	Medium	<ul style="list-style-type: none"> - Keep exits clear - Use stewards - Announce fire procedure during busy services 	D
General use by children/youth	Climbing on furniture, pulling cables, touching fragile items	Children	High	<ul style="list-style-type: none"> - Supervision - Remove fragile items for youth events - Designate safe areas 	D
Sudden loud sounds (e.g., microphones, music)	Startle or distress, especially for those with hearing aids	Hearing aid users, elderly	Medium	<ul style="list-style-type: none"> - Control audio levels - Test equipment before use - Warn congregation when loud sound is expected 	D
Poor lighting	Difficulty standing or sitting for long periods; unstable or low seating	Elderly, arthritic individuals, visually impaired	Medium	<ul style="list-style-type: none"> - Provide chairs with arms - Reserve seating with additional space - Allow water or cushions where needed 	D
Church services, events, or music	Sensory overload from loud music, organ, microphones, bells, lighting changes	Neurodiverse individuals	Medium	<ul style="list-style-type: none"> - Offer or ask people to bring ear defenders - Offer quiet seating area - Provide notice in service sheet of loud or sudden elements - Allow use of fidget tools or stimming aids - Keep lighting soft or consistent where possible 	D
Unstructured social time	Anxiety from unpredictable social interaction, overstimulation in large groups	Autistic individuals, those with social anxiety or ADHD	Medium	<ul style="list-style-type: none"> - Provide quiet breakout space - Brief volunteers on inclusive communication - Allow alternative forms of participation (e.g., written prayers, silent reflection) 	D

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Movement through the church	Discomfort with crowded or visually busy areas (e.g., aisles filled with bags, bright floral displays)	Neurodiverse individuals	Medium	<ul style="list-style-type: none"> - Keep clear walkways - Avoid unnecessary clutter - Offer a visual map or photo of church layout in advance if possible 	D
Changes to routine or structure	Distress from sudden changes in service format, seating, or environment	Neurodiverse individuals	Medium	<ul style="list-style-type: none"> - Communicate clearly and in advance via service sheets, email, or signage - Offer opportunity to view or rehearse unfamiliar aspects (e.g., processions, communion routes) 	D
Emergency evacuation	Obstructed exits, unfamiliarity with evacuation routes	All building users	High	<ul style="list-style-type: none"> - Leaders aware of emergency exits and evacuation procedures - Evacuation routes to be checked and kept clear - Fire safety briefing given at the start of the session 	B/C
Supervision in the crypt	Insufficient adult supervision in the crypt	All building users	Medium	<ul style="list-style-type: none"> - Two adults assigned to supervise the crypt - Continuous communication with the leader upstairs - Safeguarding policies in place and adhered to by all adults 	D
Slips and falls	Wet or uneven surfaces. Obstacles	Young people, leaders	Medium	<ul style="list-style-type: none"> - Pre-session inspection to ensure dry and even surfaces - Immediate clean-up of any spills - Wet areas marked with signage 	D
Fire safety	Fire hazard or inadequate response in case of fire	Young people, leaders	Medium	<ul style="list-style-type: none"> - Fire exits clearly marked - Leaders trained on fire safety protocols - Fire equipment (extinguishers, alarms) checked before activity 	D

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Behavioural issues	Disruptive behaviour, bullying, or risk of physical harm	Children, leaders	Medium	<ul style="list-style-type: none"> - Clear code of conduct communicated to all young people at the start - Leaders briefed on handling disruptive behaviour - Support from the young leader to assist the adult leader in addressing issues 	D
Safeguarding concerns	Lack of adherence to safeguarding policies, inappropriate adult-child interactions. Disclosure of a safeguarding concern.	Young people, leaders	Medium	<ul style="list-style-type: none"> - All leaders are DBS-checked - Safeguarding policies followed - Appropriate safeguarding training - Leader is never alone with a young person in a 1-to-1 situation - Continual communication with other leaders and session debriefing following the activity. 	D
Stairs	C&YP & Adults and those with mobility issues. Falling or dropping equipment Falling or tripping on stairs	Young people, leaders	Medium	<ul style="list-style-type: none"> -Ensure small children are always accompanied up and down stairs. -Ensure any doors opening onto stairs are kept closed/locked where appropriate. -Ensure lighting is working and switches are accessible -Check stability of handrails -Monitor movement of young people on the stairs 	D

Activity	Hazard	Who might be harmed and how	Risk rating	Measures required to control risk (including existing measures)	Residual Risk rating
Toilets	C&YP & other users Child being locked in Users being exposed to germs or hazardous substances. Users slipping on wet floors.	Young people, leaders	Medium	<ul style="list-style-type: none"> -Regularly check toilets for suitable hygiene standard -Maintain good standard of cleanliness, hygiene and security. -Ensure floor covering is suitable for the age group and in a clean/safe condition. -Ensure changing equipment is in good repair & there are adequate facilities for disposal of nappies or sanitary equipment 	D
Using toilet or accessible facilities	Difficulty navigating to or using toilet facilities	Elderly, those with limited mobility	Medium	<ul style="list-style-type: none"> - Ensure clear, well-marked routes - Maintain accessible toilet - Provide signage and volunteer assistance 	D
Discussion/General	Upset/unwell/vulnerable children	Young people, leaders	Medium	<p>Depending on the nature of unwellness, upset, leader may advise young person to sit out, drink water etc.</p> <p>In case of a serious unwellness, call for first aid or 999.</p> <p>Make parent or carer aware of any concerns. Report in accident book/debriefing records</p>	D

Review of Risk Assessment (to be carried out before each occurrence of the activity)

Date of activity	Detail of activity	Checked by	Signature

Review of Risk Assessment (to be carried out before each occurrence of the activity)

Additional risk identified	Additional Control measures required	Action by whom	Action by when	Done

Notes to accompany Example Risk Assessment Form

Important!

If you wish to use this assessment the identified hazards will only be adequately controlled if measures listed under 'Existing measures to control risk' are available and implemented, or where existing measures are equivalent to these or better.

Action must be taken to address any deficiencies before this assessment can be regarded as suitable and sufficient for use (see 13 & 14 below).

How to use the form for your situation

- (1) **Date** : Insert date that assessment form is completed. It must be valid on that day
- (2) **Assessed by** : Insert the name and signature of the assessor. (Name is sufficient if done electronically)
- (3) **Checked / Validated* by** : delete one.

Checked by : Insert the name and signature of someone in a position to check that the assessment has been carried out by a competent person who can identify hazards and assess risk, and that the control measures are reasonable and in place. The checker will normally be a line manager, supervisor, principal investigator, etc. Checking will be appropriate for most risk assessments.

Validated by : Use this for higher risk scenarios, eg where complex calculations have to be validated by another "independent" person who is competent to do so, or where the control measure is a strict permit-to-work procedure requiring thorough preparation of a workplace. The validator should also have attended the University's risk assessment course or equivalent, and will probably be a chartered engineer or professional with expertise in the task being considered. Examples of where validation is required include designs for pressure vessels, load-bearing equipment, lifting equipment carrying personnel or items over populated areas, and similar situations.

- (4) **Location** : insert details of where the assessment is intended to cover, e.g. building, floor, room, School, Directorate etc
- (5) **Assessment ref no** : insert any local tracking references used
- (6) **Review date** : insert details of when the assessment will be reviewed as a matter of routine. This might be in 1 year's time, or a longer period if risks are known to be stable. Note that any assessment must be reviewed if there are any significant changes – to the work activity, the vicinity, the people exposed to the risk, etc
- (7) **Task / premises** :. This is a specific risk assessment for typical activities associated with work in an office environment
- (8) **Activity** : The rows in this column have been merged to indicate that all the hazards relate to the day to day work of the office environment being assessed.

- (9) **Hazard** : list all the hazards associated with the areas/tasks you want to use this assessment for. Remember to look at hazards that are not immediately obvious. Remove any from and add others to the example assessment as necessary
- (10) **Persons in danger** : insert everyone who might be affected by the activity. Remember those who are not immediately involved in the work, including cleaners and maintenance contractors, Estates personnel carrying out routine maintenance and other work. Remember also that the risks for different groups will vary e.g. new and nursing mothers, disabled, young persons on work experience.
- (11) **Existing measures to control the risk** : The measures listed are those that are necessary to control the risks. Some specific hazards may require detailed assessments in accordance with specific legislation (eg, manual handling, DSE work,). Where this is the case, and a detailed assessment has already been done it is acceptable to cross reference this example risk assessment to the other documentation. Controls might also include use of qualified and/or experienced staff who are competent to carry out certain tasks; an action plan might include training requirements for other people who will be carrying out those tasks.
- (12) **Existing measures to control the risk** : The measures listed are those that are necessary to control the risks. Some specific hazards may require detailed assessments in accordance with specific legislation (eg, manual handling, DSE work,). Where this is the case, and a detailed assessment has already been done it is acceptable to cross reference this example risk assessment to the other documentation. Controls might also include use of qualified and/or experienced staff who are competent to carry out certain tasks; an action plan might include training requirements for other people who will be carrying out those tasks.
- (13) **Residual Risk Rating** : This is the assessed risk level once the proposed control measures have been put in place. If this risk is still an A or B further consideration is essential before carrying out the activity.

		Seriousness			
		Low	Medium	High	Extreme
Likelihood	Low	D	D	C	A
	Medium	D	C	B	A
	High	C	B	A	A
A		Actions to reduce the likelihood and seriousness to be identified and implemented as soon as possible			
B		Actions to reduce the likelihood and seriousness to be identified and appropriate actions implemented			
C		Actions to reduce the likelihood and seriousness to be identified and costed for possible action			
D		To be noted. No action is needed unless grading increases over time			

Severity Criteria

Hazards have different implications depending on who is at risk (the target) therefore the severity criteria are different accordingly. Below is a framework to help you adapt your risk assessment according to who or what is at risk:

Severity Criteria				
	Target			
Rating	People	Property & Assets, other consequential business losses	Reputation & Image	Operational capacity
None	No injury: No injury or damage to health or wellbeing.	No damage: No damage to property, assets or equipment.	No impact: No public awareness.	No Impact: no services delivered affected.
Low	Minor or some first aid or other assistance required.	Minor damage: limited or brief disruption to operations. Cost of no more than £1,000.	Limited impact: some local public/parish concern. Some local media attention with potential negative aspects for operations.	Limited impact: Some services may be temporarily affected without any lasting effect. Temporary alternatives may be required.
Medium	Lost time.	Significant damage: Partial shutdown of operations or cost of works up to £30,000 in value.	Considerable impact: Countywide public concern. High level of parish concern. Adverse attention in local media, risk of regional/national media. National Church may need to be made aware.	Considerable impact: one or more service areas affected. Some additional resources required to maintain service delivery.
High	RIDDOR reportable.* Including serious injury, illness or severe impact on mental wellbeing.	Major damage: Partial shutdown of operations - lasting weeks. Costs up to £250,000	Regional impact: Regional public concern. Extensive adverse media attention. High level of parish concern. National Church may be involved.	Major impact: one or more service areas are unable to be delivered in part or completely. Significantly more resources required to continue service provision.
Extreme	Fatality	Extensive damage: substantial shutdown of operations or total loss of ability to operate. Costs above £250,000.	National impact: National public concern. Extensive adverse national media attention. Extremely high level of parish concern.	Complete shut down: no service delivery possible in immediate future or a whole service area terminated.

(14) * RIDDOR reportable: mainly if serious injury that must be reported to Health and Safety Executive. For more details:
<http://www.hse.gov.uk/riddor/reportable-incidents.htm>