

St Peter's, Colchester

Risk Assessment

St Peter's Church, North Hill, Colchester CO1 1DZ

Assessment carried out on: **Monday 29th October 2018**

Assessment carried out by: **Revd Mark Wallace**

Review required by: **end of April 2019**

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 and Safety Made Simple Guide, the introduction to this template, and the guidance provided on their website at www.ecclesiastical.com/healthandsafety. We also looked at relevant information 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 any hazards presented by other activities, such as festivals, concerts or other events including tower tours and fêtes. 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 the template provided by Ecclesiastical Insurance.
7. We communicated the findings to all our employees and volunteers, including anyone 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 We will review and update our risk assessments where we suspect they are no longer valid.

Area assessed: **INTERNAL AREAS OF THE CHURCH NORMALLY OPEN TO THE PUBLIC**

Who might be harmed: **congregation, employees, volunteers, visitors, clergy**

What could cause harm?	Risk or N/A?	Existing precautions in place	Additional precautions required	Who needs to take action	When does this need completing?	Tick when completed	Completion date
Trips	RISK	<ul style="list-style-type: none"> signs to warn of trip hazards removal of clutter regular checks of cabling 	<ul style="list-style-type: none"> additional signage stewards in place by disabled access ramp briefing sheet for hirers secure loose pieces of floor tiles 	Bernice Richard Wendy	1st Dec	<input type="checkbox"/>	
Slips	RISK	<ul style="list-style-type: none"> provision of yellow warning signs 	<ul style="list-style-type: none"> briefing sheet for hirers 	Bernice	1st Dec	<input type="checkbox"/>	
Falls from height	RISK	<ul style="list-style-type: none"> signs to warn of danger ladders etc left inaccessible rope to prevent access to balconies active discouragement of children in balconies and in pulpit 	<ul style="list-style-type: none"> briefing sheet for hirers 	Bernice	1st Dec	<input type="checkbox"/>	
Fire	RISK	<ul style="list-style-type: none"> provision of extinguishers removal of combustible waste signs for fire doors 	<ul style="list-style-type: none"> briefing sheet for hirers 	Bernice	1st Dec	<input type="checkbox"/>	
Electricity	RISK	<ul style="list-style-type: none"> annual PAT testing regular checking of cables 	<ul style="list-style-type: none"> five-yearly electrical survey due in 2019 	Wendy Richard	1st Dec	<input type="checkbox"/>	
Gas	N / A	—	—	—	—	—	—
Lifting equipment	N / A	<ul style="list-style-type: none"> provision of sack barrow 	—	—	—	—	—
Work equipment	RISK	<ul style="list-style-type: none"> all tools to be kept in cupboards 	regular checking	Dave	1st Dec	<input type="checkbox"/>	
Manual handling	RISK	<ul style="list-style-type: none"> common sense sack barrow 	—	—	—	—	—
Asbestos	to be confirmed	to be confirmed	to be confirmed	Mark	—	—	—
Asbestos	N / A	—	—	—	—	—	—
Glazing	RISK	<ul style="list-style-type: none"> some safety glass in place protection via grilles 	<ul style="list-style-type: none"> PCC to assess safety glass 	PCC	31st Mar	<input type="checkbox"/>	
Hazardous substances	RISK	<ul style="list-style-type: none"> all hazardous substances to be kept locked away 	—	—	—	—	—

Area assessed: **PARTS OF THE CHURCH NOT USUALLY ACCESSED BY THE GENERAL PUBLIC**

Who might be harmed: **clergy, volunteers, employees**

What could cause harm?	Risk or N/A?	Existing precautions in place	Additional precautions required	Who needs to take action	When does this need completing?	Tick when completed	Completion date
Trips	RISK	<ul style="list-style-type: none"> signs to warn of trip hazards removal of clutter regular checks of cabling 	—	—	—	—	—
Slips	RISK	<ul style="list-style-type: none"> provision of yellow warning signs 	—	—	—	—	—
Falls from height	RISK	<ul style="list-style-type: none"> signs to warn of danger regular checks of equipment 	<ul style="list-style-type: none"> annual check of equipment 	Dave	1st Dec	<input type="checkbox"/>	
Fire	RISK	<ul style="list-style-type: none"> provision of extinguishers removal of combustible waste signs for fire doors 	—	—	—	—	—
Electricity	RISK	<ul style="list-style-type: none"> annual PAT testing regular checking of cables 	<ul style="list-style-type: none"> five-yearly electrical survey due in 2019 	Wendy Richard	1st Dec	<input type="checkbox"/>	
Gas	N / A	—	—	—	—	—	—
Lifting equipment	N / A	<ul style="list-style-type: none"> provision of sack barrow 	—	—	—	—	—
Work equipment	RISK	<ul style="list-style-type: none"> regular checks of equipment 	<ul style="list-style-type: none"> annual check of equipment 	Dave	1st Dec	<input type="checkbox"/>	
Food preparation	RISK	<ul style="list-style-type: none"> briefing for all volunteers 	<ul style="list-style-type: none"> annual check of equipment 	Dan	1st Dec	<input type="checkbox"/>	
Asbestos	to be confirmed	to be confirmed	to be confirmed	Mark	—	—	—
Glazing	RISK	<ul style="list-style-type: none"> some safety glass in place protection via grilles 	<ul style="list-style-type: none"> PCC to assess safety glass 	PCC	31st Mar	<input type="checkbox"/>	
Hazardous substances	RISK	<ul style="list-style-type: none"> protective equipment supplied 	—	—	—	—	—
Manual handling	RISK	<ul style="list-style-type: none"> common sense sack barrow 	—	—	—	—	—

Area assessed: **PARTS USUALLY ONLY ACCESSED BY A SMALL NUMBER OF PEOPLE WITH SPECIFIC ROLES**

Who might be harmed: **bell-ringers, organists, heating engineers**

What could cause harm?	Risk or N/A?	Existing precautions in place	Additional precautions required	Who needs to take action	When does this need completing?	Tick when completed	Completion date
Trips	RISK	<ul style="list-style-type: none"> • signs to warn of trip hazards • removal of clutter • regular checks of cabling 	<ul style="list-style-type: none"> • ensure contractors are suitably qualified 	—	—	—	—
Slips	RISK	<ul style="list-style-type: none"> • provision of yellow warning signs 	<ul style="list-style-type: none"> • ensure contractors are suitably qualified 	—	—	—	—
Falls from height	RISK	<ul style="list-style-type: none"> • signs to warn of danger • regular checks of equipment 	<ul style="list-style-type: none"> • ensure contractors are suitably qualified 	Dave	1st Dec	<input type="checkbox"/>	
Fire	RISK	<ul style="list-style-type: none"> • provision of extinguishers • removal of combustible waste • signs for fire doors 	<ul style="list-style-type: none"> • ensure contractors are suitably qualified 	—	—	—	—
Electricity	RISK	<ul style="list-style-type: none"> • annual PAT testing • regular checking of cables 	<ul style="list-style-type: none"> • ensure contractors are suitably qualified 	Wendy Richard	1st Dec	<input type="checkbox"/>	
Gas	RISK	—	<ul style="list-style-type: none"> • ensure contractors are suitably qualified 	—	—	—	—
Bell frames, mechanism and ropes	RISK	<ul style="list-style-type: none"> • regular checking • bells left in “down position” - safe for anyone entering the bell chamber 	<ul style="list-style-type: none"> • ongoing checks • ensure contractors are suitably qualified 	Tower Captain	31st Mar	<input type="checkbox"/>	

Area assessed: **PARTS SOMETIMES ACCESSED BY THE PUBLIC**

Who might be harmed: **abseil-organisers, volunteers**

What could cause harm?	Risk or N/A?	Existing precautions in place	Additional precautions required	Who needs to take action	When does this need completing?	Tick when completed	Completion date
Trips	RISK	<ul style="list-style-type: none"> • signs to warn of trip hazards • removal of clutter • regular checks of cabling 	<ul style="list-style-type: none"> • ensure contractors are suitably qualified 	—	—	—	—
Slips	RISK	<ul style="list-style-type: none"> • provision of yellow warning signs 	<ul style="list-style-type: none"> • ensure contractors are suitably qualified 	—	—	—	—
Falls from height	RISK	<ul style="list-style-type: none"> • prevention of unauthorised personnel 	<ul style="list-style-type: none"> • ensure contractors are suitably qualified 	—	—	—	—
Tower tours	N / A	—	—	—	—	—	—

Area assessed: **CHURCHYARD**

Who might be harmed: **congregation, employees, volunteers, visitors, clergy**

What could cause harm?	Risk or N/A?	Existing precautions in place	Additional precautions required	Who needs to take action	When does this need completing?	Tick when completed	Completion date
Trips	RISK	<ul style="list-style-type: none"> removal of clutter provision of floodlighting at west end entrance replacement of steps at west end entrance tidying-up of gravestones 	<ul style="list-style-type: none"> signs to warn of trip hazards 	PCC	31st Mar	<input type="checkbox"/>	
Slips	RISK	<ul style="list-style-type: none"> application of anti-slip on footpaths removal of leaves 	<ul style="list-style-type: none"> seasonal removal of leaves and moss provision of salt and gravel for icy conditions 	PCC	31st Mar	<input type="checkbox"/>	
Headstones, tombs and monuments	RISK	<ul style="list-style-type: none"> tidying of damaged headstones 	—	—	—	—	—
Trees	RISK	<ul style="list-style-type: none"> removal of dangerous low branches 	—	—	—	—	—
Oil	RISK	<ul style="list-style-type: none"> provision of compliant storage facility 	—	—	—	—	—
Work equipment	RISK	<ul style="list-style-type: none"> all tools to be kept in cupboards 	regular checking	Dave	1st Dec	<input type="checkbox"/>	
Hazard substances	RISK	<ul style="list-style-type: none"> all hazardous substances to be kept locked away 	—	—	—	—	—

Area assessed: **CHURCH HALL**

Who might be harmed: **congregation, employees, volunteers, visitors, clergy, hirers and guests**

What could cause harm?	Risk or N/A?	Existing precautions in place	Additional precautions required	Who needs to take action	When does this need completing?	Tick when completed	Completion date
Trips	RISK	<ul style="list-style-type: none"> removal of clutter 	<ul style="list-style-type: none"> briefing sheet for hirers check carpet tiles 	Bernice Dave	1st Dec	<input type="checkbox"/>	
Slips	RISK	<ul style="list-style-type: none"> provision of yellow warning signs 	<ul style="list-style-type: none"> briefing sheet for hirers 	Bernice	1st Dec	<input type="checkbox"/>	
Falls from height	RISK	<ul style="list-style-type: none"> signs to warn of danger ladders etc left inaccessible 	<ul style="list-style-type: none"> briefing sheet for hirers 	Bernice	1st Dec	<input type="checkbox"/>	
Fire	RISK	<ul style="list-style-type: none"> provision of extinguishers removal of combustible waste signs for fire doors 	<ul style="list-style-type: none"> briefing sheet for hirers 	Bernice	1st Dec	<input type="checkbox"/>	
Electricity	RISK	<ul style="list-style-type: none"> annual PAT testing regular checking of cables 		Wendy Richard	1st Dec	<input type="checkbox"/>	
Gas	RISK	<ul style="list-style-type: none"> annual gas service annual service of builder carbon monoxide alarm 	—	Wendy	1st Dec	<input type="checkbox"/>	
Food preparation	RISK	<ul style="list-style-type: none"> briefing for all volunteers 	<ul style="list-style-type: none"> annual check of equipment 	Bernice	1st Dec	<input type="checkbox"/>	
Asbestos	to be confirmed	to be confirmed	to be confirmed	Mark	—	—	—
Glazing	RISK	<ul style="list-style-type: none"> some safety glass in place 	—	—	—	—	—
Hazardous substances	RISK	<ul style="list-style-type: none"> all hazardous substances to be kept locked away 	—	—	—	—	—
Manual handling	RISK	<ul style="list-style-type: none"> common sense 	—	—	—	—	—
Lifting equipment	N / A	—	—	—	—	—	—