

# GENERAL RISK & FIRE RISK ASSESSMENTS 2024-5

Name of church                    St. John the Evangelist

Address (inc postcode)        Middletown, Hailey, Witney OX29 9UB

Assessment undertaken by    Kirsty Morgan

Reviewed by :                  John Haskell, Robin Carr

Date                                14 July 2024

The risk rating is a multiple of the scores for Probability and Impact. Both are scored out of 3. 1 = low, 2 = medium, 3 = high

A rating of 1 - 3 is Green, 4 - 6 Amber, 9 = Red. Any Amber and Red ratings must have actions identified to lower the risk rating. Red ratings demand immediate action, with a review within 1 month.

The first rating is that which would result should no mitigating actions be put in place.

The second (Rating #2) relates to the residual risk after the mitigating actions have been progressed.

The DCCs/PCCs are asked to accept the residual risk rating for each risk, and also to agree any further actions, associated accountabilities and monitoring.

The risks populated below apply to all our churches, but others specific to each church should be added. Ratings and mitigating actions *may* vary between churches.

Risk and Description	Prob	Imp	Rati ng	Mitigating actions	Prob #2	Imp #2	Rati ng #2	Further action req'd? Who and by when
<b><i>Slips, trips and falls</i></b> Leading to personal injury particularly for the elderly or infirm	2	3	6	Hazard tape to cover any damaged or loose surfaces (as temporary until fixed)  Signage to be put out to cover wet floors	1	3	3	

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				<p>First aid kits to be checked and replenished regularly</p> <p>Slippery surface signs displayed on wet exterior surfaces or spillages anywhere until liquid is dried.</p> <p>Cable coverings/hazard tape to be used for leads.</p> <p>Adequate lighting in all accessible areas</p> <p>White lines on ramps.</p> <p>Furniture kept in good condition.</p> <p>Rugs and mats checked for fraying/curling. Floor mounted Portable Appliances placed away from walkways.</p> <p>Footpaths checked for subsidence.*</p>				<p>* Some sections of footpath are subsiding. Some sections have been recently repaired and the situation is continually under review.</p>
<p><b>Strains, bruising and injury</b> From inappropriate lifting</p>	1	3	3	<p>Use enough suitable manpower for lifting</p> <p>Use trolleys etc. where possible for heavy objects</p> <p>Event &amp; maintenance organizers to remind all staff of good lifting technique</p>	1	3	3	<p>Ensure event &amp; maintenance organizers know correct lifting methods</p>
<p><b>Working at height</b> Leading to significant fall and personal injury</p>	1	3	3	<p>Compliance with the 'working at height' element of the Benefice Health &amp; Safety Policy.</p>	1	3	3	

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				Ladders should be checked before use. Ladder user to be accompanied, and ladder held securely by accompanying person. Accompanying person to check that user is not overreaching				
<b>Lone working</b> Risk of threat from others and/or personal injury	1	3	3	Adherence to the Single Person occupancy procedures as stated in the Benefice Health & Safety Policy.  Lone workers to have a charged mobile phone.	1	3	3	
<b>On-site Contractors</b>	1	2	2	Contractors will be advised/required to work in compliance with Parish Health and Safety Policy, including the requirements of working at height. Will be met by wardens or appointed deputy and briefed.  Insurance and appropriate certification will be checked  No lone working, and telephone access should be checked  Non-contractors should not use ladders / scaffolding etc.	1	2	2	Ecclesiastical Insurance has been checked and covers activities in the churchyard proposed for this year.

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<p><b>Fire</b> Leading to personal injury and major damage to premises etc</p>	1	3	3	<p>Compliance with agreed evacuation procedure for major events; marshals identified and trained if not specific individuals named in evacuation procedure.</p> <p>Additional emergency exit signs displayed and Fire exit doors to be unlocked during events.</p> <p>Wherever possible a potential ignition source is replaced with a safer alternative and the use of candles is avoided.</p> <p>Where candles are used, ensure candles are not left unattended or they should be contained in such a way that the spread of fire/molten wax would be prevented.</p> <p>Smoking is not permitted on the premises or in the church yard.</p>	1	3	3	
<p>Visitors at events unfamiliar with church layout in emergency</p>	1	2	2	<p>Compliance with agreed evacuation procedure for major events; marshals identified and trained if not specific individuals named in evacuation procedure.</p> <p>Additional emergency exit signs displayed during events.</p> <p>Additional doors opened.</p>	1	2	2	<p>Specific risk assessments to be completed for major events (in excess of 50 visitors).</p> <p>Ensure event organizer is familiar with church plan.</p> <p>Event leader to inform church users of locations of emergency exits.</p>

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Arson	1	2	2	<p>Church and porch locked overnight.</p> <p>Where possible combustible items and waste are kept secured or removed from site.</p> <p>Sources of ignition (e.g. matches) are kept locked away.</p> <p>All bins to be emptied regularly.</p> <p>External bins to be positioned well away from the church doors.</p>	1	2	2	
Proximity to candles especially during baptism and candlelight services	1	3	3	<p>Priest and wardens in charge to issue warning.</p> <p>Votive candles and lighters in fireproof containers with appropriate signage</p> <p>First Aid kit stocked with burn relief cream etc. Fire blanket located in Servery.</p>	1	3	3	
Heaters	1	2	2	<p>Church users to be aware not to place flammable objects on or close to heaters.</p> <p>Gas heating: The main heating in the buildings is in the form of Gas fired central heating. The boilers are serviced annually and faults are reported promptly for attention.</p>	1	2	2	
Risk of electric shock from faulty equipment	1	3	3	<p>PAT tests undertaken annually and test results recorded and dispose of failed items.</p>	1	3	3	

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				<p>All electrical items brought in must have a current PAT label attached.</p> <p>Unplug equipment when not in use if possible.</p> <p>Use low voltage / battery operated equipment.</p> <p>RCD protection where possible.</p> <p>Visual check of wall switches and sockets before use.</p>				
<p><b>Theft</b> Including money, artefacts and personal possessions</p>	1	1	1	<p>Cash to be counted and recorded under dual control (not from the same family group).</p> <p>Cash removed from church regularly. Any cash held in the church stored in the safe.</p> <p>Controlled access to any area where money is being counted during events.</p>	1	1	1	
<p><b>Hygiene</b> Serving Equipment</p>	1	1	1	<p>Cleaning chemicals in a locked cupboard if available,</p> <p>Sharp implements out of reach of children.</p> <p>Appliances turned off at wall socket.</p>	1	1	1	

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Unhygienic food preparation	1	2	2	<p>Training and accreditation in food hygiene standards for those leading events involving the provision of food. Food preparation staff follow good practice.</p> <p>Ensure availability of thermometers to check temperature of hot food</p> <p>Access to separate washing facilities from food preparation area.</p> <p>External contractors to have appropriate indemnity insurance.</p>	1	2	2	
Hot surfaces and water in servery	1	2	2	<p>Warning signs on hot surfaces</p> <p>Hot water temperature maximised to 43°C</p>	1	2	2	
Infection from shared toilet facilities etc	1	2	2	<p>Regular cleaning of facilities with adequate cleaning materials available for emergencies</p> <p>Soap, water and disposable towels available</p> <p>Non-disposable towels &amp; cloths laundered regularly</p>	1	2	2	
Temporary structures in place in Church and Churchyard	1	1	1	<p>All temporary structures to be well secured</p> <p>Cable coverings/hazard tape to be used for leads.</p>	1	1	1	

## GENERAL RISK & FIRE RISK ASSESSMENTS 2024-5

Date of last PAT test (annual) June 2024  
Date of last electrical system test (every 5 years) April 2019  
Date of last boiler service 20.10.2023 [retest in progress]  
Date of last fire extinguisher service January 2024  
(additional tests may be recorded here eg bell ropes, organ)

Details of evacuation procedure:  
Evacuation by one of two routes.  
Route 1: Through Main Church Door  
Route 2: Through Vestry and external door.  
Meeting Point for both routes: Near to front gate by War Memorial.  
Last persons out to close the doors. Marshals to sweep the church on their way out.  
People with limited mobility to be assisted where safe to do so. Meeting Point at main gate by the War Memorial.

Named people responsible for evacuation procedure

Robin Carr      John Haskell      Elpie Lewis      Kirsty Morgan      Clare Hermon      Pippa Nash

Date of last evacuation drill: not applicable

Approved by the PCC 23 July 2024

Signed *Kate Banks*

Counter-signed *Jeremy Lasman*