

GENERAL RISK & FIRE RISK ASSESSMENTS 2024-5

Name of church Holy Trinity

Address (inc postcode) Woodgreen, Witney OX28 1DN

Assessment undertaken by Charlotte Tremain

Reviewed by : HT DCC

Date 13 June 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
<i>Slips, trips and falls</i> Leading to personal injury particularly for the elderly or infirm	2	3	6	Hazard tape to cover any steps regularly in use or loose surfaces Signage to be put out to cover wet floors First aid kits to be checked and replenished regularly	1	3	3	Consider repairs to uneven floor areas DCCs, at each risk assessment review First Aid kit checked and replenished by July 2024: Sue H

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				<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 steps and ramps.</p>				
<p>Strains, bruising and injury From inappropriate lifting</p>	2	2	4	<p>Use enough suitable manpower for lifting</p> <p>Use trolleys etc. where possible for heavy objects</p> <p>Event & maintenance organizers to remind all staff of good lifting technique</p>	1	2	2	Ensure event & maintenance organizers know correct lifting methods
<p>Working at height Leading to significant fall and personal injury</p>	1	3	3	<p>Compliance with the 'working at height' element of the Benefice Health & Safety Policy.</p> <p>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</p>	1	3	3	
<p>Lone working Risk of threat from others and/or personal injury</p>	3	3	9	Adherence to the Single Person occupancy procedures as stated in the Benefice Health & Safety	1	3	3	

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			3	Policy. Telephone available to call emergency services in the Trinity Room			3	
On-site Contractors Using unsafe practices	1	3	3	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	3	3	
Fire Leading to personal injury and major damage to premises etc	1	3	3	Compliance with agreed evacuation procedure for major events; marshals identified and trained if not specific individuals named in evacuation procedure. Additional emergency exit signs displayed during events. Additional doors opened	1	2	3	
Visitors at events Unfamiliar with church layout in emergency	3	3	9	Compliance with agreed evacuation procedure for major events; marshals identified and trained if not specific individuals named in evacuation procedure.	3	1	3	Specific risk assessments to be completed for major events (in excess of 50 visitors).

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			2	Additional emergency exit signs displayed during events. Additional doors opened			1	Ensure event organizer is familiar with church plan and evacuation procedure
Arson When church is unoccupied	1	2	2	Church and porch locked overnight	1	1	1	
Proximity to candles Especially during baptism and candlelight services	3	2	6	Priest and wardens in charge to issue warning. Votive candles and lighters in fireproof containers with appropriate signage First Aid kit stocked with burn relief cream etc.	3	1	3	
Heaters	1	1	1	Church users to be aware not to place flammable objects on or close to heaters	1	1	1	
Faulty equipment Risk of electric shock from loose connections, broken insulation on wires etc.	2	2	4	PAT tests Unplug equipment when not in use if possible Use low voltage / battery operated equipment RCD protection where possible	1	2	2	
Theft Including money, artefacts and personal possessions	2	1	2	Cash to be counted and recorded under dual control (not from the same family group). Cash removed from church regularly. Any cash held in the church stored in the safe.	1	1	1	

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				Controlled access to any area where money is being counted (vestry) during major events. Normal personal care of own possessions				
<i>Kitchen equipment</i> Danger from poisoning or injury	1	2	2	Cleaning chemicals in a locked cupboard if available. Sharp implements out of reach of children. Appliances turned off at wall socket.	1	1	1	
<i>Food preparation</i> Unhygienic practices lead to food poisoning etc.	1	2	2	Training and accreditation in food hygiene standards for those leading events involving the provision of food. Food preparation staff follow good practice (including availability of thermometers to check food temperature). Access to separate washing facilities from food preparation area. External contractors to have appropriate indemnity insurance.	1	1	1	
<i>Hot surfaces and water</i> Leading to scalding / burning	1	2	2	Warning signs on hot surfaces Hot water temperature maximised to 43°C	1	1	1	

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Infection From shared toilet facilities etc	1	1	1	Regular cleaning of facilities with adequate cleaning materials available for emergencies Soap, water and disposable towels available Non-disposable towels & cloths laundered regularly	1	1	1
Vandalism Leads to equipment that is not safe to use etc	1	2	2	Church and porch are locked overnight	1	2	2
Falling from balcony Low parapet	1	3	3	Only adults who are regular congregation / members to use, under guidance from Wardens. Maximum 6 adults allowed into balcony	1	1	1
Asbestos in ceiling Inhalation of particles leads to serious, long-term illness	1	3	3	Contractors to be made aware	1	3	3

Date of last PAT test (annual) 20.05.2024
 Date of last electrical system test (every 5 years) 27.09.2022
 Date of last boiler service 03.01.2024
 Date of last heater service 14.12.2023
 Date of last fire extinguisher service 30.03.2024
 (additional tests may be recorded here eg bell ropes, organ)

Details of evacuation procedure

1. The person(s) discovering the fire will warn all other occupants of the building by shouting loudly "Fire, fire, fire!"
2. All people in the building should immediately leave the building in an orderly manner by the nearest marked emergency exit, without collecting personal possessions

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3. Emergency exits to the building are clearly marked. Welcomers at services + fire wardens are responsible for ensuring that all designated exits are opened immediately in the event of an emergency. At other events, the person organizing the event is responsible for ensuring that there are appointed people who can open the doors in case of emergency
4. The person discovering the fire should exit the building as soon as possible and call emergency services after reaching the assembly point. If they are not in possession of a mobile phone, they should ask someone who is.
5. The fire wardens will act as sweepers to ensure the building is empty, without putting themselves in personal danger. In the absence of a warden, the organizer of the event will act as the sweeper (or appoint a deputy at the outset of the event)
6. Welcomers and fire wardens should ensure that people with mental and / or physical impairment have sufficient support to leave the building safely
7. The assembly point is on Wood Green beside the children's play area, allowing the emergency services to gain unencumbered access to the building. Care should be taken when walking on the green during wet days.
8. At the assembly point, a fire warden or the event organizer will take responsibility. They will attempt to account for every person who was known to be in the building. If there is a formal attendance list, this should be used as a checklist. The emergency services should be informed on arrival of anybody who cannot be accounted for
9. NOBODY SHOULD RE-ENTER THE BUILDING UNTIL GIVEN THE ALL CLEAR BY THE EMERGENCY SERVICES
10. Only members of the congregation who have received training in using extinguishers should attempt to put out a small fire, and should not put themselves or others in danger by doing so
11. A plan of the church showing the emergency exits is attached in the appendix

The fire wardens on the date of this document are

Paul Francis, Dair Henderson, Charlotte Tremain, Sue Hodges and Chris Riley

Named people responsible for evacuation procedure

Paul Francis, Dair Henderson, Charlotte Tremain, Sue Hodges and Chris Riley (+ Welcomers)

Date of last evacuation drill: DCC made decision that this was not necessary (as advised)

Approved by the PCC 23 July 2024

Signed *Kate Banks*

Counter-signed *Jeremy Lasman*

Appendix: Plan of church

