

GENERAL RISK & FIRE RISK ASSESSMENTS 2025-6

Name of church St. John the Evangelist

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

Assessment undertaken by Kirsty Morgan

Reviewed by : DCC: Robin Carr, Rev Chris Dingwall-Jones, Anne-Marie Fisher, Pippa Nash, Jeremy Lewis, Elie Lewis

Date 10 June 2025

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 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>Yellow 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>Strains, bruising and injury 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 & maintenance organizers to remind all staff of good lifting technique</p>	1	3	3	<p>Ensure event & maintenance organizers know correct lifting methods</p>
<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>	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				
Lone working 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	
On-site Contractors	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>Fire 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.</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>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 outside of public worship.</p> <p>Ensure event organizer is familiar with church plan.</p> <p>Event leader to inform church users of locations of emergency exits.</p>
<p>Arson</p>	1	2	2	<p>Church locked overnight.</p>	1	2	2	

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				<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>				
Proximity to candles especially during baptism and candlelight services	1	3	3	<p>Priest and wardens in charge to issue warning.</p> <p>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> <p>All electrical items brought in must have a current PAT label attached.</p>	1	3	3	

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				<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>Theft 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>Hygiene Servery 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	
<p>Unhygienic food preparation</p>	1	2	2	<p>Follow good food hygiene standards when leading events involving the provision of food.</p> <p>Food preparation staff follow good practice.</p>	1	2	2	

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				<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>				
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 & 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	

Date of last PAT test (annual) 29/05/2025
 Date of last electrical system test (every 5 years) 03/04/2025
 Date of last boiler service 25/09/2024
 Date of last fire extinguisher service March 2025
 (additional tests may be recorded here eg bell ropes, organ)

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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 7 July 2025

Signed *Kate Banks*

Counter-signed *Jeremy Lasman*