



Parish of Bishops Hatfield St Michael and All Angels

Activity risk assessment

Activity: **Sunday Morning Eucharist – Worship**

Location: **St Michael and All Angels Church**

Name of leader with responsibility: **Church Wardens and PCC**

Date of first risk assessment: **August 2021**

Time/frequency: **Weekly**

Date to be reviewed: **August 2022**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<i>Trips: Worn or uneven step. Worn door mats Worn or uneven flooring. Poor lighting No handrails in places</i>	Anyone visiting the church. Volunteers and staff in the church.	<i>Hazard signs. All area lit up well Steps inspected regularly. Handrails provided where possible. First aid kit available</i>	Inspect areas regularly Handrails for outside steps still being looked into.	Wardens		
Slips: Polished wooden and tiled floors. Floors can be slippery when wet. Floor can be wet during spills or leaks. Slipping off wooden chairs	Anyone visiting the church. Volunteers and staff in the church.	Mats at doors for use in wet weather. Mops and cleaning equipment for leaks or spills. First aid kit available	Ensure that area of potential slips are regularly checked and cleaned.	Wardens/ Cleaning team/ Flower team		
Fire: Candles: could spill or Boiler: Could have a fire	Anyone visiting the church. Volunteers and staff in the church.	Fire extinguishers visible and accessible in all areas of church. Fire extinguishers regularly maintained professionally.	Maintain regular checks and comply with fire safety regulations.	Wardens Roger Fisher.		



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Heating system could have issues Electrical organ and sound system could malfunction causing fire.		Fire blanket available on top of stereo unit by lectern.				
Electricity: Extension cables used occasionally, could have faults. Electric equipment such as organ, sound system could have faults. Could be faulty or damaged wiring.	Anyone visiting the church. Volunteers and staff in the church.	All electrical work carried out by qualified electricians. Wiring checked regularly for wear. Electrical equipment regularly checked.	Ensure that all wiring checks are kept up to date and by qualified electricians.	Wardens		
Gas: Boilers- potential for leaks or malfunction.	Anyone visiting the church. Volunteers and staff in the church.	Ensure boilers are regularly maintained and checked by qualified professionals		Wardens		
Glazing: Windows-	Anyone visiting the church. Volunteers and staff in the church.	Repair any broken window and clear any broken glass promptly and carefully		Wardens		



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Hazardous substances: Cleaning materials	Anyone visiting the church. Volunteers and staff in the church.	All cleaning materials kept in appropriate area out of public access.		Wardens Cleaning team		
Work equipment: Mops, tools, hoovers, ladders, cleaning or gardening tools could be defective or left out.	.Anyone visiting the church. Volunteers and staff in the church.	Regular checks on all tools or equipment. Any repairs or replacements carried out. Tools and equipment kept away from public access		Wardens Cleaning team		
Manual Handling ▪ Bulky or unwieldy furniture ▪ Heavy audio equipment ▪ General rubbish that may include breakages (for example, glass)	Anyone visiting the church. Volunteers and staff in the church.	Trolley for moving stacks of chairs		Wardens		
Asbestos: ▪ In black floor tiles	Anyone visiting the church. Volunteers and staff in the church.	Regular inspections of areas where possible asbestos may be. Regular inspections on the condition of asbestos by qualified professions	Assess the risk from the material Prepare a plan for managing any risk. Implement the steps needed. Review and monitor arrangements put in place.	Wardens		
Falls from Height: ▪ When changing	Anyone visiting the church. Volunteers and staff in the church.	Adequate, proprietary stepladder available.	Make regular checks.	Wardens		



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lightbulbs ▪ When cleaning or decorating ▪ When putting decorations or displays up ▪ Damaged ladders, stepladders or other access equip		Stepladder in good condition/checked before use. Stepladder properly stored Users know how to use it safely. Bulbs always changed by pairs of people				
Choking	Anyone visiting the church. Volunteers and staff in the church. Anyone receiving Holy Communion within the service	Some congregation members first aid trained through their jobs. First aid kit available.	Regularly check the first aid kit	PCC		
Safeguarding of all - vulnerable adults and children	Anyone visiting the church. Volunteers and staff in the church.	Policies in place and visible. Diocesan and C of E guidelines in place. Safeguarding officer and deputy.	Regular training attended.	Wardens PSO PCC		
Covid Restrictions	All	Rows of chairs spaced with some rows removed to allow 2m distance. Face masks to be worn at all times. Hand sanitiser and masks available upon entry for all. Track and trace in place.	PCC 31.8.21: Face masks to be worn on entering and exiting the building. Can be removed when seated. NHS track and trace			



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		<p>Communion received in seats. Bought around by clergy. Bread only. Hand sanitiser by alter for clergy. Church only open to public on Wednesdays to allow 72 hours between use. No singing except by choir. North door to enter the church, south door to exit. Except for those who need non step entrance. Use of own cups for refreshment drinks.</p>	<p>Our own track and trace - names and phone numbers.</p> <p>Singing now allowed following PCC held on 31.08.21</p>			
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