



Parish of Bishops Hatfield St Michael and All Angels

Activity risk assessment

Activity: **Open Church – Unattended during the week**

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

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

Date of risk assessment: **August 2021**

Time/frequency: **Weekly**

Date to be reviewed: **August 2021**

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 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. <i>First aid kit available</i>	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		



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Heating system could have issues Electrical organ and sound system could malfunction causing fire.		Fire blanket available on top of the stereo by the 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 check 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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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		
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	All		
Safeguarding of all - vulnerable adults and children	Anyone visiting the church. Volunteers and staff in the church.	Policies in place and visible. Diocesan and Cof E guidelines in place. Safeguarding officer and deputy. Posters and contact details on display.	Regular training attended.	Wardens Safeguarding officer All		
Covid restrictions	All	NHS track and trace poster on entry door. Church only open on Wednesdays to allow 72 hours between uses. Hand sanitiser and masks available in entrance porch.		Wardens PCC		