| **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** |
| --- | --- | --- | --- | --- | --- | --- |
| Burn or scald | Adults or children | Care taken when carrying hot drinks & pouring tea/coffee.  Responsible adult to pour & carry hot drinks.  Keep children & frail or vulnerable adults away from hot drinks areas. Do not let them carry hot drinks around.  Avoid too many people being involved in carrying drinks around – plan a rota for helping. | Continue to monitor hot drink serving. | All attending church services. | Immediate & ongoing | Yes |
| Slips, trips & falls | Adults or children | Care taken to mark steps with hazard tape.  Care taken that any loose carpet is secured well & any loose carpet is removed.  Ramp used for wheelchairs and other mobility aids, up & down steps.  Use of ladders avoided except for trained or capable (risk assessed) persons. A second person must always be present if someone needs to climb the ladder to the tower.  A risk assessment took place on 2.10.23 to assess changes required to improve access & to help those with reduced mobility & other special needs.  A site visit was organised from DAC’s accessibility advisor.  1. Structural change of south door entrance to be considered to avoid use of ramps and ease mobility problems. This would incur large cost & to be considered at a later date if funds obtained.  2. Removal of carpet from church to avoid trips – considered more of a danger due to under carpet grills.  3. Provision of a new fitted carpet with no loose edges considered a large expense at the present time, but to be considered in future if grants obtained.  4. Moving the lectern considered, to make it more accessible, but it was considered safe using a secure platform to stand on. | To continue to monitor & add further hazard tape to steps & areas of uneven flooring when necessary & keep floors dry & even.  Ensure carpet lying flat and edges secured so not a trip hazard when necessary.  Consider further structural changes in the future when grants obtained. | Incumbent & PCC | Immediate & ongoing monitoring & consider large structural changes in the future when funds obtained. | Yes but consider large adaptations in future. |
| Car park accidents and falls/trips outside church | Adults & children | Flood light from church light down the pathway in place.  Additional lighting supplied down church path during Xmas services.  Supervision of parking for large gatherings such as yearly summer fete.  Surface of church path & surrounding area smoothed & improved. | Consider better lighting of paths in future if making structural changes. | PCC | Immediate & ongoing monitoring | Yes |
| Personal safety | Incumbent or  lone worker | Full consideration to lone visiting via “Guidelines on Lone Working & Personal Safety”  <https://www.hse.gov.uk/pubns/indg73.pdf>  or  <https://www.stalbans.anglican.org/wp-content/uploads/Lone-Working-Guidelines.pdf>  <https://www.stalbansdiocese.org/safeguarding/survivors/>  Care must be taken to protect both the lone worker and the person whom they are visiting. There should be accountability and transparency in the manner in which church officers engage in lone working.  Incumbent or other nominated person must risk assess the visit, & authorise either a lone visits or, if possible, visits by 2 people at any one time.  Ideally the person being visited should be informed in advance that you are visiting.  For a first visit, or if the conversation moves on to a sensitive matter, ensure that the person is aware that the conversation is confidential, and what the boundaries of confidentiality are.  Identification to be carried on the first visit at least.  The risks of home visiting alone should be considered. Is the person volatile or unpredictable? Is the home visit important?  A mobile phone should be carried.  Exit door should not be locked by the home-owner so that exit by the visitor is possible, if required.  Details of the address of the person being visited should be written down & left with someone in case of need.  Visits must have clear boundaries.  The Rector must be well-informed of these rules.  If asked to make purchases, these must be recorded and receipts kept.  Care must be taken in accepting any gifts to avoid misunderstandings.  Any deterioration in physical or mental health or any other concern must be reported to the PSO & a further risk assessment to be carried out.  A register of all home visits to be kept in line with Data Protection Act 2018. | Continue to ensure Incumbent or any other person working alone is well informed of the advice regarding Lone Working & Personal Safety | Incumbent or anyone visiting alone | Immediate & ongoing monitoring | Yes |
| Fire | Adults & children | Fire evacuation plan in place - & see separate document for full fire risk assessment.  Fire fighting equipment labelled.  Combustible materials kept to a minimum.  Careful use of candles at Christmas services, being alert and carefully extinguishing all candles after the services.  A responsible person to snuff out any candles burning low or in a dangerous position. Flowers & foliage kept away from candles.  Lighted candles held by children in the Christingle service to be watched by a responsible adult at all times. All electrical equipment is PAT tested every 2 years.  A yearly fire evacuation practice takes place  Vulnerable adults & those with disabilities & children must be helped to evacuate quickly & safely.  Fire evacuation information is posted on the notice board.  Fire-fighting equipment is labelled clearly & checked regularly – next Fire extinguisher check due November 2025  Fire Risk Assessment is up to date.  PAT test carried out every 2 years.  Fire evacuation practice carried out yearly.  5 yearly electrical check done |  | Gill | Immediate & ongoing | Yes |
| Collapse or injury | Adults or children | First aider or medically trained person on hand if possible.  First aid box available at all times & up to date | Continue to monitor any episodes. | Gill | Immediate & ongoing | Yes |
| Injury from loose gravestones | Person walking through graveyard.  Person working on a grave. | Gravestones are regularly checked & laid down if loose or unstable | Regular checks of the graveyard | Marion | Immediate & ongoing | Yes |
| Asbestos in the vestry – an asbestos survey has found no other asbestos present elsewhere in the church | No-one at present if asbestos remains undisturbed | An asbestos expert has advised that the asbestos can remain if undisturbed & covered in eggshell paint | Ensure the asbestos remains covered with the eggshell paint & undisturbed – monitor. | PCC | Ongoing monitoring | Yes |
| Electrocution &  burns | Anyone using old or faulty church electrical equipment | Using safe & tested or new equipment.  2 yearly PAT testing carried out. | Continue to monitor equipment used. | Gill | Immediate & ongoing | Yes |
| Trips and/or falls when walking towards or returning from the Altar to take Communion | Any parishioner, clergy, visitor or maintenance person | Hazard tape has been put across all steps and uneven surfaces  The vicar taking the communion service should start the services from the pulpit, with congregation sitting in the main church.  When preparation takes place for communion and administration of sacrament, the vicar should speak from the altar and the congregation remain seated.  **The Rector must offer to bring the sacrament to anyone with any mobility issues or difficulty climbing steps or requiring walking aids who requires communion. This is for their own personal safety.**  Care to be taken when parishioners go towards the altar for communion. To walk in single file, or to aid a person by holding their arm, without hurrying, and to watch out for steps, to avoid trips & falls. | Use of ramps up to the altar to be considered.  Possible structural changes could be considered if grants obtained. | PCC | Immediate & ongoing,but further adaptations could be considered in the future if grants obtained. | Yes |
| Hazard of falling when reading from the lectern. | Anyone readings from the lectern or preparing a reading | Readings from the lectern not to be carried out by persons with reduced mobility.  New and secure step provided to stand on to read from the lectern is now provided. | Consider moving the lectern if further changes needed in the future. | PCC | Done | Yes. |