

White Waltham Church Risk Assessment – Church Building

Reviewed by: Liz Atlay, John Croft

Review date: 19 Feb 25

Next review date: Sept 2025

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Action to be done by whom	Date to do it by	Done
Worn, damaged or uneven steps/surfaces/ stairs, obstacles, slippery floors etc	Staff, volunteers or visitors. Risk of slips, trips and falls	<ul style="list-style-type: none"> • Termly routine checks across the site conducted by maintenance committee 	<ul style="list-style-type: none"> • Checks to be included in Site Committee reports to PCC 	<ul style="list-style-type: none"> • Bob + site comm. 	<ul style="list-style-type: none"> • Ongoing 	
		<ul style="list-style-type: none"> • Entrances to buildings are well maintained and kept clear. • Paths inspected regularly and repaired as necessary. • Vehicle access and parking is available onsite for those with limited mobility. • Lighting to path when dark. • Mats at entrances to reduce rainwater being carried in and making the floor slippery • No storage or obstruction in corridors. 				
		<ul style="list-style-type: none"> • Leads / cables from AV equipment is secured with 4 way block secured and tidied • Only trained people to work with AV cables • Users have been trained regarding trip hazards 	<ul style="list-style-type: none"> • Tidy cables under TV screen 	<ul style="list-style-type: none"> • John C. 	<ul style="list-style-type: none"> • 1.4.25 	
		<ul style="list-style-type: none"> • Cleaning equipment located in Church toilet & mops kept in vestry • Wet floor signs available in church • All cleaning carried out in quiet periods when minimum number of people are around 				
		<ul style="list-style-type: none"> • First Aid box located in vestry. • Monitor and record accidents and near misses and take action when required. • Accident Book for Church building in vestry 				
Hazardous substances	Those cleaning (Staff, volunteers or visitors) Skin problems, eye damage from cleaning chemicals, breathing problems by inhaling vapours, child ingesting cleaning products	<ul style="list-style-type: none"> • All cleaning is carried out by competent adults who must wear gloves except those with allergies. • All cleaning products are kept in a locked cupboard within cupboard in disabled toilet • Hazardous substances clearly labelled. • Products are never transferred to unmarked containers. 				

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Action to be done by whom	Date to do it by	Done
Working at height:	Staff, Volunteers Falls eg when changing lightbulbs, cleaning, decorating etc	<ul style="list-style-type: none"> • Ladders to be used when working at height. • Ladders are well maintained and should be checked by the user before use. • Second adult required to be present when using a ladder • All ladders are kept in a safe location on secure mounting away from children (outside toilet in Church building) 				
Food hygiene:	Staff, Volunteers and Visitors. People could become ill from poorly prepared or stored food Burns from boiling water	<ul style="list-style-type: none"> • All those involved in preparation of refreshments wash their hands on entry to the kitchen area, and at appropriate times throughout their tasks. • Antibacterial handwash is provided. • Tables and kitchen surfaces wiped down with suitable products after every use. • Food waste disposed of correctly in food waste bin. • Guidance re safe use of urn on hand in kitchen area • Adults only to use water heater. • Door to 'kitchen' area in Chapel Room kept locked when area in use. 				
Electricity (including stored electrical equipment – hoover, floor polisher, projector etc):	Staff, Volunteers and Visitors. Users risk electric shocks, burns or fatality from faulty equipment or misuse of equipment	<ul style="list-style-type: none"> • All electric work* to be carried out by a qualified electrician. • Inspection and Testing Schedule in place. PAT every 2 years. • Faulty equipment to be immediately removed from service. • Regular visual checks of equipment carried out • Only trained volunteers may use AV equipment. • Electric cupboards are locked with bolts at high level • Pew heating cupboard is locked • Smoke detector installed in disabled toilet (<i>checked Feb 25</i>); signs also displayed in disabled toilet so people are aware of electric cupboards 		<ul style="list-style-type: none"> • Arranged by John C. • JC 	<ul style="list-style-type: none"> • Nov 25 • April 25 	
Manual handling (including Stored equipment eg tables, chairs):	Staff, Volunteers Users may suffer injury including back pain if they try to lift objects that are too heavy or awkward	<ul style="list-style-type: none"> • Manual handling poster displayed in Chapel Room near table storage area. • All users to be shown (by site committee/event leader) how to store tables & chairs in the relevant areas safely. • Music stands and equipment are stored so as not to cause obstruction and near to where they are used. • Only small and light items are stored at height. 	<ul style="list-style-type: none"> • Further discussion needed – poster not evident, no unusually heavy loads 	<ul style="list-style-type: none"> • JC/LA 		

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Action to be done by whom	Date to do it by	Done
Lone working:	Staff, Volunteers Injury or ill health while on site on their own	<ul style="list-style-type: none"> Staff and volunteers try to avoid lone working where possible. Where staff member or volunteer is on site alone it is good practice to let someone know you are there. 				
Fire	Staff, volunteers, visitors If trapped could suffer fatal injuries from smoke inhalation / burns	<ul style="list-style-type: none"> Full Fire Risk Assessment available. Fire exits unlocked when building is in use. Fire/emergency exits signed where regulations require Fire exits and pathways kept clear 	<ul style="list-style-type: none"> Signs to be displayed in TTH 	<ul style="list-style-type: none"> LA/Site committee 	<ul style="list-style-type: none"> April 25 	
Noise	Bell Ringers Hearing damage from bell ringing	<ul style="list-style-type: none"> Separate Bell Ringing Risk assessment available. 				
Safeguarding	Children and vulnerable adults Risk of abuse	<ul style="list-style-type: none"> Local Safeguarding policy in place and on display in Church Building. All those involved in work with children or vulnerable adults meet safeguarding requirements. 				
General	People may walk into the glass doors diving Chapel room from the main Church.	<ul style="list-style-type: none"> Visible stickers are on the glass doors at varying heights so that the doors are more visible when they are shut 				
	People could become unwell whilst using the Church.	<ul style="list-style-type: none"> Disabled toilet in church has call bell (<i>checked Feb 25</i>) All rooms checked before locking up. 				
	Potential limitations for those with disabilities	<ul style="list-style-type: none"> Level entrance to west door and Chapel Room door Hearing loop installed in Church Wall mounted handles in bathrooms and call bells. Level entrance to Church toilet 				
	General Hygiene	<ul style="list-style-type: none"> Church cleaned (including toilets) regularly. Antibacterial handwash provided in toilets and food preparation areas. Antibacterial hand gel/wipes provided at Church entrance. Baby change facility available in Treehouse. 				

* Electrical Work is any addition or alteration or repair of the building's fixed electrical installation, or any alteration to the wiring of a mains electrical appliance. It would not include user-serviceable replacement, such as changing a light bulb or a fuse or replacing a power cable with a new one.

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/ Published by the Health and Safety Executive

10/19