

White Waltham Church Risk Assessment - Church Grounds

Reviewed by: Bob Crittenden

Review date: November 24

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. Slips, trips and falls.	<ul style="list-style-type: none"> • Termly routine checks across the site conducted by maintenance committee • Entrances to buildings are well maintained and kept clear. • 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. • Paths inspected regularly and repaired as necessary. • First Aid box in Chapel Room and The Tree House kitchen. • Monitor and record accidents and near misses, take action when required. Accident Book in Church and The Tree House. • Cellar gate padlocked • Tombs checked and cordoned off where deemed to be unsafe 	<ul style="list-style-type: none"> • Checks to be included in Site Committee reports to PCC 	<ul style="list-style-type: none"> • Bob 	<ul style="list-style-type: none"> • PCC Meetings in 11/24, 3/25, 7/25 	<ul style="list-style-type: none"> •
Equipment being used for maintenance	Staff, volunteers or visitors may trip over equipment being used for churchyard maintenance.	<ul style="list-style-type: none"> • Signs displayed warning visitors to beware when maintenance is underway 				
Vehicle movement	All pedestrians Injuries from a strike by a moving vehicle	<ul style="list-style-type: none"> • Limited vehicle access to those who require close access to the buildings. i.e. For equipment transfer, and those with limited mobility. • Drivers to give priority to pedestrians whilst on the church grounds. 				
Falls from a height eg during gutter	Staff, Volunteers falls or slips while working at height	<ul style="list-style-type: none"> • Ladders to be used when working at height. • Ladders kept in a safe location away from children 				

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clearing or minor tree work		<ul style="list-style-type: none"> • Ladders are well maintained and should be checked by the user before use. • Second adult required to be present when using any ladder. • Major tree maintenance carried out by contractors. 				
Electricity (including stored electrical equipment – lawnmower, strimmer 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 electrical 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 • Electric cupboards are locked. (key location – key cupboard in The Tree House) 				
Petrol for mowers	Staff, volunteers and visitors Risk of burns or fire from petrol used for mowers	<ul style="list-style-type: none"> • No naked flames or smoking in the vicinity of petrol or petrol driven motors • Petrol is kept in petrol containers in locked mower store away from other buildings. • Access to mower store is restricted to those who mow. • Mowers serviced at least annually 				
Manual handling (whilst outside)	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"> • Wheelbarrow available for heavy loads. • Containers for storing or moving equipment should not be overfilled. • Manual handling guidance circulated among maintenance team annually 				
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 a staff member or volunteer is on site alone, you are encouraged to let someone know you are there and when you have returned safely. • Volunteers to be encouraged to have mobile phones with them when working alone 				

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Abuse.	Children and vulnerable adults Risk of abuse.	<ul style="list-style-type: none"> Local Safeguarding policy in place and contact details displayed in Church Building. All those involved in work with children or vulnerable adults meet safeguarding requirements. Children playing in outside areas do so under parental supervision. 				
General	People could become unwell whilst using the Church.	<ul style="list-style-type: none"> Toilets in The Tree House have call bells. All rooms checked before locking up. First aid boxes are in date. 				
	Potential limitations for those with disabilities	<ul style="list-style-type: none"> Flat entrance to north door and to The Tree House. Toilets located in Treehouse and Church building - Wall mounted handles in bathrooms and call bells. Flat entrance to Church toilet, disabled toilet in Treehouse. 				
	People sleeping in the Church grounds, possibly leaving alcohol, broken glass, drug paraphernalia	<ul style="list-style-type: none"> Regular checks of the grounds 				

* *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/

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