

Health and safety policy

Mar 2019 version

Nottingham Roman Catholic Diocesan Trustees, Willson House, 25 Derby Road, Nottingham, NG1 5AW

Company number 7151646

Charity number 1134449

Statement of general policy:

It is the policy of the Diocese and of the Parish that a healthy and safe environment is provided at all times. The law places a particular duty on both the owner of the property, the Diocese, and the occupier of the property, the parish priest/ priest in charge. Those with specific duties in the parish such as adult servers and sacristans and committee members are also asked to take a supporting role.

Account is to be taken of all who use the buildings, whether Church, Hall or Presbytery or any other building. This may include the following, employees, office holders (eg Clergy), volunteers, visitors (eg parishioners), non-employees working on the premises, children, disabled, non-English speakers, new or expectant mothers, temporary workers, trainees. It is the duty of all to comply with this policy.

The buildings and equipment in use within are to be properly provided and maintained and those who use equipment to be properly trained in its use.

Emergency procedures involving evacuation in case of fire or other significant incident are to be established.

Care is to be taken over storage of hazardous substances.

All are welcome to comment on the general policy or on any aspect of health and safety to the Diocese.

Parish/ Chapel of Ease/ Chaplaincy	St Anne's Buxton	Date of assessment: Sept 2019	By: M Swift	Signed (parish priest): Gerry Murphy (signed hard copy available)
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Health and safety poster displayed at: (Employers' Liability Insurance certificate now on website)		First-aid box(es) located at:	Accident book is located at:		
ANNUAL CHECKS	Portable Electric Appliance	Date: 17 Aug 2019	OTHER CHECKS	Annual Asbestos management last reviewed (reports obtainable from Property Department)	Date: April 2019 (during church works)
	Gutter clean and roof check	Date: April 2019		Annual Security systems/ Burglar alarms (if applicable)	Date: 05 Sept 2019
	Boiler and gas inspected by Gas Safety Register engineer	Date: <i>Need to check date</i>		Six Monthly Lift Service & Inspection	Date: N/A
	Fire equipment and notices	Date: 12 July 2019		Three yearly Flat roof check by individuals with relevant knowledge and experience	Date: N/A
	Fire alarm/ emergency lighting	Date: 05 Sept 2019		Five Yearly Fixed electrical wiring inspection test (NICEIC Approved Contractor/ Full Scope NAPIT member).	Date: 05 Sept 2019
	Lightning conductor check (if applicable)	Date: N/A		Other machinery Documented check of other machinery.	Available: No

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

Risk assessment

Combined risk assessment and policy template published by the Health and Safety Executive 08/14 and modified for use by the Diocese of Nottingham

ALL PARISHES MUST CONDUCT A RISK ASSESSMENT AT LEAST ANNUALLY. A risk assessment template is provided below. It is in a standard form and MUST be adapted to the particular circumstances of YOUR Parish using the spare rows at the end. Suggestions for additions and alteration of the standard questions are welcomed and should be sent to the Property Office.

CHURCH

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
<p>Trips and slips: Tripping hazards: Damaged floor coverings, potholes, sunken drains, loose cables</p> <p>Slipping hazards: Spillages, wet floors, water brought in on shoes</p>	All, from falling	<p>General good housekeeping</p> <p>All areas well lit, including stairs and light bulbs replaced</p> <p>All areas kept clear - nothing placed in corridors, on stairs or blocking exit</p> <p>Cables tied up and no trailing leads</p> <p>Procedures for drying up of spills and wet generally</p> <p>Use of suitable mats at entrance areas</p> <p>Check for uneven/raised flooring</p>	<p>No, areas are well monitored</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No, mats in place and wet floor signs used.</p> <p>No, visual checks completed</p> <p>Some areas of flooring are becoming worn and cracked. Need to continue to monitor</p>	PP/PPC/ Architect	April 2019 work on church	Some repair work completed

Stairs and other raised areas eg sanctuary, ambos, access to choir lofts etc	All users, especially the young and old and infirm	Prominent nosings Use of different colours to highlight changes in levels and properly lit Handrails or balustrades if necessary Restrict access if necessary	No No No N/a at this time			
Hanging items, bells crucifixes, lights etc	Danger if standing underneath	Stability test and instruction to external contractor if in doubt about safety	No, but ongoing monitoring			
Masonry eg finials, parapets, statues, crosses, monuments, roof tiles	All who are nearby	Visual check (higher level with binoculars), hand check of stability (low level) and specialist check if necessary particularly of the bonding Routine check especially after bad weather	Visual checks Need to monitor	Architect, PP, and PPC members Roofing contractor	Ongoing and during 2019 work As required	Checked through work carried out June 2019 Work as required: carried out in Oct 2018
Glazing	All from being cut or from walking into it	Use of safety glass especially at low level Manifestations on glass Regular check for cracked or broken glass	N/A Not required No, visual checks carried out and routine monitoring			

Inflammable or hazardous materials such as cleaning liquids	All, by poison or fire Those using them by skin irritation	Properly marked and safely stored in protected area Instructions checked and followed Flammable materials kept away from sources of heat Data safety sheets available	No, in storeroom with limited access Notices applied to doors No No. Correct storage Available on products Need to file written procedures sent with products Available for use as required	PPC Rep	Apr 2019	July 2019
Electrical equipment	All users	Inspection for damage or frayed wires prior to use Additional portable appliance testing if necessary because of heavy usage	No, visual checks are carried out No, visual checks and PAT carried out			
Manual handling	All who perform this	Break down of bulk into manageable sizes and weights Use of trollies	No Not required at the moment			
Equipment in use eg step ladders, gardening tools, kneelers, chairs, tables	All who use the equipment and all in the vicinity	Withdrawn from use immediately any doubt arises over safety All items regularly checked and put away when not in use where possible Use of "working at height" advice	No No, visual checks carried out by users and stored safely No, very limited people affected (apart from contractors) advice given and used			

Works carried out by volunteers and others connected with the parish	All including the volunteers and visitors	Method statement, risk assessment and training if necessary. No dangerous works permitted: working on roofs; with utilities; with application of heat. Work authorised by responsible person if not parish priest	No, people are advised to work with due regard to H&S and advice given if required. PP has received training, PPC rep is H&S experienced Any work is authorised by PP/PPC H&S rep			
External contractors	All including the external contractors themselves and visitors	Evidence of Public Liability insurance at £1m or £5m for dangerous works: working on roofs; with utilities; with application of heat. Advice given of any asbestos present, may need specialist. Evidence of their risk assessment and method statement especially over asbestos Use of standard contract, membership of trade/professional body, membership of H&S scheme etc checked as appropriate Cordoning off area of works	Reputable contractors are checked and used only with appropriate PLI. Yes – asbestos reports are available if required. Reports available if required. No risk at the moment No, reputable contractors are used, and RA are requested and seen No, reputable contractors are used No, areas cordoned off correctly if required	PP/PPC		
Stagnant water – esp. between 20-45C creates a high risk	All - Legionella disease risk	Regular use of taps Permanent removal of “dead legs” Insulation of roof tanks etc	No, all taps are regularly used No No			
Safeguarding	Children and vulnerable adults	Availability of safeguarding manual and compliance with procedures	No, Parish has a Safeguarding rep and all procedures are followed. All volunteers have a current DBS Update required for some volunteers	Diocesan Safeguarding Rep	24 Oct 2019	
Injury	All who use the building	First Aid kit easily accessible & fit for purpose First Aid kit replenished as used Accident book available	No – First Aid kit available at the back of church and in Presbytery Replenished as required Available			

Lone Working	Priests and parish staff/volunteers	Advised to have mobile phone on person Advise someone of presence in building Lock doors not in use	No - Any lone volunteers have mobile phone. No - Parish volunteers are advised No - doors are locked whenever possible			
Parish activities and events e.g. Coffee mornings, summer fair, food bank, homeless shelter, pilgrimage, youth group etc.	All	Additional risk assessment for each event Review events/activities periodically to ensure safe running and a need Only "safe" second hand items to be sold Check Ellis Whittam website for safety advice and with CIS over insurance if unsure	N/A – parish events are not held in church N/A N/A N/A for church events			
Vacant properties	Trespassers and others	Secure from access, structure safe, services isolated Checked after adverse weather Insurers informed	No, no vacant properties No, visual checks carried out No, only if required			
Plumbing	All	Pipes and taps, particularly external ones, lagged.	No			
Challenging behaviour	All, particularly the clergy	Investigated and reported to the police as appropriate	No, users are aware and follow procedure			
First Aid	All	First Aid kit and accident book available at clearly marked location Nominated person to check contents are maintained and in date All required to report accidents and near misses.	First Aid kit available but not marked No, checked and replenished by Parish Assistant Accident books available and kept up to date as required	PPC	Jan 2019	Jan 2019

PARISH OFFICE / ADMINISTRATION

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
<p>Trips and slips: Tripping hazards: Damaged floor coverings, potholes, sunken drains, loose cables</p> <p>Slipping hazards: Spillages, wet floors, water brought in on shoes</p>	All, from falling	<p>General good housekeeping</p> <p>All areas well lit, including stairs and light bulbs replaced</p> <p>All areas kept clear - nothing placed in corridors, on stairs or blocking exit</p> <p>Cables tied up and no trailing leads</p> <p>Procedures for drying up of spills and wet generally</p> <p>Use of suitable mats at entrance areas</p> <p>Check for uneven/raised flooring</p>	<p>No</p> <p>Parish office lighting poor, use additional desk lamp</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p>	Parish Assistant	Sept 2019	Sept 2019
Works carried out by volunteers and others connected with the parish	All including the volunteers and visitors	<p>Method statement, risk assessment and training if necessary and particular attention to be paid to working at height advice eg before light bulb changing</p> <p>Work authorised by responsible person if not parish priest</p>	<p>No, people are advised to work with due regard to H&S and advice given if required. PP is trained and PPC rep has H&S experience</p> <p>No, work authorised by PP, PPC rep, Parish Assistant</p>			
Electrical equipment	All users	<p>Inspection for damage or frayed wires prior to use</p> <p>Additional portable appliance testing if necessary because of heavy usage</p>	<p>No, visual checks carried out</p> <p>No, small electrical equipment PAT tested</p>			

Manual handling	All who perform this	Break down of bulk into manageable sizes and weights Use of trollies	No, PP has training and Parish Assistant has previously received training Not required			
Workstations	All who use this	Induction Good housekeeping carried out ensuring tidy work area Adequate lighting Display-screen self-assessment, forms available HSE best practice available	No No Yes, additional lighting in office required and meeting room desirable No, but available if required No, available if required	PP/PPC rep	Sept 2019	Sept 2019
Staff Welfare	Staff & Visitors	Toilets available Access to refreshment making facilities Employment law & diocesan Personnel manual followed New staff induction including H&S, diocesan policies, workplace assessment etc to be recorded in personnel files	No, available adjacent to Sacristy No, available in adjacent Presbytery All available as required No – policies are available in parish office or accessed via Diocesan website			
Stress	Staff	Procedures and policy detailed in H&S manual available on Diocesan website. Staff encouraged to voice any concerns	No No			
Cash	All who handle cash	Count in a safe environment by two people as soon as possible then lock in a safe Vary route to bank Don't resist attack if it happens	No, counting done by volunteers and more than two people at any time and money locked in safe asap No, day banked, and route is varied Training has been received			

PRIESTS' SECURITY

What are the hazards?	Who might be harmed and how?	What are you already doing? (Cross off if not applicable)	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Lone Working Intruders Aggravated person	Priests, parish office staff, volunteers	<p>Mobile telephone on person</p> <p>Make appointments in advance where possible and write in diary</p> <p>Alarm in Presbytery</p> <p>CCTV</p> <p>External security light, motion activated</p> <p>Spy hole if solid door</p> <p>Door chain</p> <p>Window locks</p> <p>Fencing round presbytery</p> <p>External Notice "After 8pm visitors by appointment only"</p> <p>Good quality doors & windows</p> <p>Panic alarm, tested regularly</p>	<p>No</p> <p>No – diary used</p> <p>Burglar alarm, but no personal/panic alarm system. Need to investigate N/a</p> <p>No, three external lights, motion activated</p> <p>Not required as visitors can be seen from inside at both front and back doors</p> <p>No. chain installed</p> <p>No, secondary glazing fitted</p> <p>Not practicable</p> <p>Not apparently required at the moment, but monitor with PP</p> <p>No</p> <p>Not fitted</p>	<p>PP/PPC</p> <p>PP/Parish Secretary</p>	<p>Jan 2020</p> <p>Ongoing monitoring</p>	
Accusation of wrong doing	Priests, parish office staff, volunteers	<p>Advise another place where possible if arranging a 1:1 meeting.</p> <p>Avoid 1:1 with vulnerable people</p> <p>If possible, arrange while others on the premises</p>	<p>Appointments are made with known/reputable contacts. Meetings not arranged with vulnerable people whilst on own.</p>			

GROUNDS, GRAVEYARDS AND CEMETERIES

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Trips and slips: Tripping hazards: Potholes, sunken drains	All, from falling	Monitoring of all path surfaces, including fire escape routes, on a 3 month or 6 month cycle Signing for disabled access	Yes, some external areas have been repaired but there are others that have been identified as requiring attention No	PP/PPC/ external contractor	April 2019	July 2019
Car park	Injury to car park users and others	Delineation of car and pedestrian areas including fire exits Maintenance of surface from damage Removal of transient hazards such as leaves and moss External lighting Stewards available when busy	N/A No - drain/soakaway now cleared annually No, cleared regularly No, motion sensed, but needs monitoring to ensure effective Not required	Monitored regularly		
Steps and ramps	All users, especially the young and old and infirm depending on the height in question	Prominent nosings if necessary Properly lit Fitted with handrails, wheel rails or balustrades	N/A Yes, need to make sure it is switched on when necessary Yes, external handrail at front access to Church needs monitoring No steps to church boiler room have been cleaned and treated	PP to monitor Contractor PPC rep	Ongoing monitoring required April 2019	April 2019
Freezing weather	All users - slips and trips	Use of shovel to remove snow Availability and use of salt and grit in case of ice Closing of area if unsafe	No, rota of Parish volunteers available No – available No			

Equipment in use eg, gardening tools, mowers	Those using the equipment and others	Check that they are working properly Mower petrol stored safely	No No			
Works carried out by volunteers and others connected with the parish	All including the volunteers	Method statement, risk assessment and training if necessary. No dangerous works permitted: working on roofs; with utilities; with application of heat. Equipment such as ladders kept locked up to prevent unauthorised use. Work authorised by responsible person if not parish priest	No, people are advised to work with due regard to H&S and advice given if required. PP is trained and PPC rep has H&S experience No, work authorised by PP No, work authorised by PPC or designated expert volunteer			
External contractors Including gravediggers	All external contractors and others	Evidence of Public Liability insurance at £1m or £5m for dangerous works: working on roofs; with utilities; with application of heat. Evidence of their risk assessment and method statement including for gravediggers shoring up if left and restriction of access. Use of standard contract, membership of trade/professional body, membership of H&S scheme etc checked as appropriate Cordoning off area of works	No, reputable contractors are used and PLI checked No, reputable contractors are used (gravedigging not standard practice on Church property) No, reputable contractors are used And checked No, carried out if required			
Gravestones, masonry, sheds, seating. finials, parapets, statues, crosses, monuments	All, especially children	Visual check (higher level with binoculars), hand check (low level "wobble test") and specialist check if necessary particularly of the bonding No access to unaccompanied children Cordon if necessary to avoid short term danger	No, visual checks carried out recently by architect No No			

Boundary and other walls, especially those with vegetation growth	All who are nearby including those working on them	<p>Continuous monitoring especially when working on them</p> <p>Hand check for loose bricks & clear a small section of vegetation first if necessary</p> <p>Check if centre of gravity of a leaning wall showing instability</p> <p>Advice of structural engineer if necessary</p>	<p>No</p> <p>No, loose coping stones at front of Church monitored regularly</p> <p>No, but walls are monitored</p>			
Trees and shrubs	All who are nearby including those working on them	<p>Continuous monitoring especially after bad weather and especially on boundaries, including trees on neighbouring premises</p> <p>Check branches of trees for safety</p> <p>Advice of arboriculturist and lopping as necessary (Local Authority approval needed for trees with TPOs or in conservation area)</p>	<p>No, visual checks are carried out and regular gardening team monitor trees</p> <p>No, monitored regularly</p> <p>If required</p>			

CHURCH HALLS

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
<p>Trips and slips: Tripping hazards: Damaged floor coverings, potholes, sunken drains, loose cables</p> <p>Slipping hazards: Spillages, wet floors, water brought in on shoes</p>	All, from falling	<p>General good housekeeping</p> <p>All areas well lit, including stairs and light bulbs replaced</p> <p>All areas kept clear - nothing placed in corridors, on stairs or blocking exit</p> <p>Cables tied up and no trailing leads</p> <p>Procedures for drying up of spills and wet generally</p> <p>Use of suitable mats at entrance areas</p> <p>Check for uneven/raised flooring</p>	<p>No, users are asked to notify PP/PPC of any areas that need attention. Also monitored by PP/PPC</p> <p>No, monitored regularly</p> <p>No, users are made aware through T&Cs.</p> <p>No, Parish Social Centre users are advised and made aware of their H&S responsibilities through T&Cs</p> <p>No, equipment and signs readily available for users</p> <p>No, mats in place</p> <p>No, users are asked to notify PP/PPC of any areas that need attention. Also monitored by PP/PPC</p>			
Stairs and other raised areas eg a stage	All users, especially the young and old and infirm depending on the height in question	<p>Prominent nosings</p> <p>Use of different colours to highlight changes in levels and properly lit</p> <p>Handrails or balustrades if necessary</p>	<p>No</p> <p>No, notices are provided on both sides of door and renewed as required</p> <p>No. Suggested additional bannister be installed for safety of users</p>	Centre Management Committee	Jan 2020	

Inflammable or hazardous materials such as cleaning liquids	All, by poison or fire Those using them by skin irritation	Properly marked and safely stored in protected area Instructions checked and followed. Flammable materials kept away from sources of heat Data safety sheets available	No, in locked cupboard with restricted access by cleaner only No, users are advised through T&Cs Cleaner reminded to check for dry, red or itchy skin on hands and, if finding any, to go to doctors for advice and to tell the management committee. No No, available if required			
Cooker and catering equipment	All, particularly those cooking, from burns and heat related injuries and cuts	Warning notices Sharp knives stored inaccessibly Young people supervised	No, notices in kitchen areas No. Users are advised to bring their own No, young people not allowed without adequate supervision and users are advised	Centre Management Committee		Sign renewed
Food preparation	Preparers and those partaking	Ingredients used lists/ Allergens labelling	Yes, information to be given to social committee re allergens. Users are advised through T&Cs Yes, notice to be reviewed and renewed	Centre Management Committee	Oct 2019	
Hall hires	Hall users	Written advice to hall users of their responsibility for their own health and safety risk assessment including for equipment which they bring in to (per standard agreement in Parish Administration Manual)	No, people are advised to work with due regard to H&S through T&Cs and advice given if required. PP is trained and PPC rep has H&S experience			

Equipment in use eg step ladders, folding/ stacking chairs, tables etc	All who use the equipment and all in the vicinity	<p>Withdrawn from use immediately any doubt arises over safety of any equipment</p> <p>All items regularly checked and put away when not in use where possible</p> <p>Use of "working at height" advice</p> <p>Stacking chairs stacked at safe heights and restraining belt used if required</p>	<p>No, users are advised through visual checks and to alert PP/PPC if any damage is seen</p> <p>No, all users are aware and advised through T&Cs</p> <p>No, available if required</p> <p>No. advice given, and trollies provided for tables. Notices to alert users of safe storage of tables are used</p>			
Electrical equipment	All users	<p>Inspection for damage or frayed wires prior to use</p> <p>Additional portable appliance testing if necessary because of heavy usage</p>	<p>No, people are advised to work with due regard to H&S and advice given if required. PP is trained and PPC rep has H&S experience. Users are told that portable equipment considered unsafe should be marked and taken out of use.</p> <p>No, PAT tested and regularly monitored by users</p>			
Works carried out by volunteers and others connected with the parish	All including the volunteers and visitors	<p>Method statement, risk assessment and training if necessary. No dangerous works permitted: working on roofs; with utilities; with application of heat.</p> <p>Work authorised by responsible person if not parish priest</p>	<p>No</p> <p>No, work authorised by Centre Management Committee if not PP</p>			

External contractors	All including the external contractors themselves	<p>Evidence of Public Liability insurance at £1m or £5m for dangerous works: working on roofs; with utilities; with application of heat.</p> <p>Advice given of any asbestos present, may need specialist</p> <p>Evidence of their risk assessment and method statement especially over asbestos</p> <p>Use of standard contract, membership of trade/professional body, membership of H&S scheme etc checked as appropriate</p> <p>Cordoning off area of works</p>	<p>No, reputable contractors are used and checked</p> <p>No, report available if requested. No known risk at present .</p> <p>No, reputable contractors are used and checked</p> <p>No, reputable contractors are used and checked</p> <p>No, as required</p>	PP/PPC to obtain specialist advice if required		
Manual handling	All who perform this	<p>Break down of bulk into manageable sizes and weights</p> <p>Use of trollies</p>	<p>No, users are advised of requirement for their own risk assessment in T&Cs</p> <p>No, trollies available for tables</p>			
Stagnant water – esp. between 20-45C creates a high risk	All - Legionella disease risk	<p>Regular use of taps</p> <p>Permanent removal of “dead legs”</p> <p>Insulation of roof tanks etc</p>	<p>No, all taps are regularly used</p> <p>No</p> <p>No</p>			
Plumbing	All	Pipes and taps, particularly external ones, lagged.	No			
Storage cupboards/room	Cleaners and hall users	Users are made aware of correct storage in T&Cs and are reminded through letters.	Yes – individual personal contact to be made with groups who are not practising safe storage methods.	Centre management Committee	Dec 2019	

First Aid	All	First Aid kit and accident book available at clearly marked location Nominated person to check contents are maintained and in date All required to report accidents and near misses.	Yes, first aid and accident book available, location signed No No, in T&Cs for users, and volunteers are advised	Parish Centre Management Committee		
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PRESBYTERIES

Unless let on an external letting. So includes presbyteries occupied by a priest or by parish sisters. Remember that the regular checks also apply.

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Kitchen equipment	Priests/ sisters/ visitors	Fire safety equipment eg extinguishers, fire blankets	Yes, fire equipment to be purchased for new kitchen	PP/PPC	Oct 2019	
Carpets and floor coverings, stair banisters	Priests/ sisters/ visitors	Ensure safely fitted, no curled edges on carpets or broken banisters and repair or replace as needed.	No, visual checks are made. Old carpet in corridor replaced by laminate Oct 2019			
Smoke alarm	Priests/ sisters/ visitors	Installed and tested regularly	Replaced in Nov 2018, regularly monitored			
Carbon Monoxide alarm	Priests/ sisters/ visitors	Installed in rooms with gas appliances and checked to ensure operational regularly	No			
Burst pipes	Priests/ sisters/ visitors and the building, from flooding damage, damp, falling plaster etc	Insulate tanks and lag pipes	No, new hot water boilers and visual monitoring used			

OTHER

eg if activities take place at other locations then do they need assessing such as for University Chaplaincies

USE OF CARS

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
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Accidents etc	Drivers, passengers, other road users	Avoid use in bad weather or long journeys	No			
		Car may not be overfilled	No			
		No use of mobile phone whilst driving	No			
		Take regular rest breaks	No			
		Must have current licences and insurance for the work being done eg as volunteer.	No, currently no volunteers use personal car for Church business			
		Cars to be regularly serviced MOT and roadside assistance up to date.	No			
		Doors locked in built up/ secluded areas and valuables out of sight	No			
	Adhere to Highway Code	No				

Review of last year's risk assessment for outstanding items	Yes
Review of accident forms for new possible sources of problem areas	None reported
Have there been any "near misses"	No
Discussion with parish priest for any known difficulties	H&S is discussed regularly
Have all relevant buildings and grounds been checked.	Yes

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new equipment or activities). For information specific to the Church there is advice on the Ellis Whittam website User name: Nottingham Password: health&safety. For further information and to view example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

WHEN COMPLETED PLEASE RETURN THIS TO PROPERTY DEPARTMENT, WILLSON HOUSE, 25 DERBY ROAD, NOTTINGHAM, NG1 5AW

Fire risk assessment

Parish name:

Assessment by:

Date of risk assessment:

CHURCH

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Fuels (combustible and flammable material)						
Combustible materials – fabrics, wood, paper etc	All users	Regular reviews of quantities of materials stored and ensure they are not stored near sources of ignition	Yes, regular checks on materials in Church storeroom	PP/PPC rep	Ongoing	
Flammable materials – solvents, paint, petrol etc		Ensure flammable materials are stored in secondary containment	No			
Waste – dustbins etc		Waste bins are emptied regularly	No			
List items of particular concern:						
Sources of Ignition						
Candles	All users	Not placed near to flammable substances – eg plastic flowers or straw as well as altar linen and vestments. Special instructions for altar servers	No, visual checks made and placed in a clear area. Candles are used only in holders.			
		Ideally have area for candles on stone floor	No, candle stand modified			
Smoking	All by fire and smoking associated diseases	Smoking not permitted in all church buildings	No			
		No smoking notices displayed	No			
Arson attack	All users	Alternative escape routes available	No			

Hot working, eg on roofs including any work involving open flames, soldering or welding, likely to cause sparks such as grinding	All users	Permission given specifically Availability of firefighting methods discussed and method statement reviewed and specialist health and safety consultant consulted if required Insurance reviewed to ensure up to date and that hot work covered under it	No, reputable external contractors only who are checked N/a No			
Other sources of ignition - List items of concern:						
Fire Detection, Emergency Evacuation etc						
Construction of building	All users	Consider how this affects fire safety and use of compartmentalisation	No			
Fire doors – (self-closing)		Marked e.g. “Fire Door – keep closed”	Yes, church doors have been reviewed and checked during church renovations	PPC/PP/ architect	April 2019	April 2019
Emergency lighting (if fitted)	All users	Regularly tested	No but due for reinspection Jan 2019			
Fire alarm system (if fitted)	All users	Regularly tested	No			
Automatic fire detection (Heat detectors preferred because of use of candles and incense in services)		Regularly tested	N/a			
Firefighting equipment	All users	Adequate, in correct place and serviced annually, including water (general use but not electrical), dry powder (petrol and paraffin fires), carbon dioxide (electricity) and fire blankets (kitchen) as appropriate	No	PP/PPC rep		

Emergency evacuation routes	All users	Emergency exits clearly marked	No	PP/PPC	ongoing	
		All fire exit doors unlocked during main services	No			
		Exits unobstructed internally and externally e.g. by cars	No			
		Exit routes and aisles wide enough for emergency use (750mm min).	No			
		Distance to nearest fire exit within recommendations	No			
		Consideration of special problems of wheelchair users	No			
		Fire Brigade access to buildings in a busy car park	No			
		Written fire procedures displayed	No			
		Fire drills carried out and recorded (may be a desk top exercise)	Yes, regular users are checked regarding fire procedures			
Fire marshals with armbands at major services eg Christmas, Easter, large funerals	No					

CHURCH HALLS AND OTHER BUILDINGS

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Fuels (combustible and flammable material)						
Combustible materials – fabrics, wood, paper etc	All users	Regular reviews of quantities of materials stored and ensure they are not stored near sources of ignition	No			
Flammable materials – solvents, paint, petrol etc		Ensure flammable materials are stored in secondary containment	No			
Waste – dustbins etc		Waste bins are emptied regularly	No			
List items of particular concern:						
Sources of Ignition						
Cookers and catering equipment	All users	Consider competence of users Gas or electrical equipment regularly checked Fire blanket available	No, people are advised to work with due regard to H&S through hiring T&Cs No No			
Smoking	All by fire and smoking associated diseases	Smoking not permitted in all church buildings No smoking notices displayed	No No			
Arson attack	All users	Alternative escape routes available	No			

Hot working, eg on roofs including any work involving open flames, soldering or welding, likely to cause sparks such as grinding	All users	Permission given specifically Availability of firefighting methods discussed and method statement reviewed and specialist health and safety consultant consulted if required Insurance reviewed to ensure up to date and that hot work covered under it	No, approved external contractors only N/a No			
Other sources of ignition - List items of concern:						
Fire Detection, Emergency Evacuation etc						
Construction of building Fire doors – (self-closing)	All users	Consider how this affects fire safety (compartmentalisation) Marked eg “Fire Door – keep closed”	No No, users are advised of requirement for their own risk assessment in T&Cs			

Emergency evacuation routes	All users	Emergency exits clearly marked	No	Centre Management Committee	Nov 2019	
		All fire exit doors unlocked	No			
		Exits unobstructed internally and externally eg by cars	Yes, new 'no parking' notice required near main entrance to parish Social centre			
		Exit routes and aisles wide enough for emergency use (750mm min)	N/a			
		Fire Brigade access to buildings unobstructed in a busy car park	No			
		Policy in relation to wheelchair users – not to block exits	No			
		Distance to nearest fire exit within recommendations	No			
		Written fire procedures displayed	No			
Fire drills carried out and recorded (may be a desk top exercise)	Yes, regular users questioned about fire procedures					
Emergency lighting (if fitted)	All users	Regularly tested	No			
Fire alarm system (if fitted)	All users	Regularly tested	No			
Automatic fire detection (if fitted)		Regularly tested	No			
Firefighting equipment	All users	Adequate, in correct place and serviced annually, including water (general use but not electrical), dry powder (petrol and paraffin fires), carbon dioxide (electricity) and fire blankets (kitchen) as appropriate	No, tested regularly			