

Risk assessment

Nottingham Roman Catholic Diocesan Trustees

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.

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: 06/11/2022	By: M Swift (K Swift/T Langer)	Signed (parish priest):
Date of Review		Outstanding items actioned?	Yes / No / Some	Signed
Date of Review		Outstanding items actioned?	Yes / No / Some	Signed
Date of Review		Outstanding items actioned?	Yes / No / Some	Signed

Health and safety poster displayed at: (Employers' Liability Insurance certificate now on website) Sacristy Parish Office	First-aid box(es) located at: Sacristy/Parish Office/Parish Centre	Accident book is located at: Parish Centre Sacristy
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Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>
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 REVIEW 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 by crossing out items not applicable and using the spare rows at the end. Suggestions for additions and alteration of the standard questions are welcomed and should be sent to the H&S Property Officer. hspropertyofficer@dioceseofnottingham.uk

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
Trips and slips: Tripping hazards: Damaged floor coverings, potholes, sunken drains, loose cables Slipping hazards: Spillages, wet floors, water brought in on shoes	All, from falling	General good housekeeping All areas well lit, including stairs and light bulbs replaced All areas kept clear - nothing placed in corridors, on stairs or blocking exit Cables tied up and no trailing leads Holes in church floor, some uneven areas Different height floors – use of warning tape Procedures for drying up of spills and wet generally Use of suitable mats at entrance areas Check for uneven/raised flooring	No, areas are well monitored No No No Yes – fill in holes and even out dips Yes – needs to be regularly renewed No No, mats in place and wet floor signs used. No, visual checks completed Some areas of flooring are becoming worn and cracked. Need to continue to monitor Cracked area in main aisle needs monitoring	PS (volunteer) PPC PP/PPC	Nov/Dec 2022 Ongoing Ongoing	

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		Ongoing	
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	PP/PPC Roofing contractor	Ongoing and during any roof work As required	
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	Safety glass used Not required No, visual checks carried out and routine monitoring	PP/PPC	Ongoing Ongoing 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 and gloves available if required Flammable materials kept away from sources of heat Data safety sheets available	No, in storeroom with limited access Notices applied to doors No Stored in cool storeroom Available on products Users directed to instructions on product.			

Electrical equipment	All users	Inspection for damage or frayed wires prior to use Additional portable appliance testing if necessary because of heavy usage Water fountain – nearby plug sockets	No, visual checks are carried out No, visual checks carried out and PAT tested if required Yes – ensure that it is not situated by the plug sockets	PP/PPC	Ongoing	
Manual handling	All who perform this	Break down of bulk into manageable sizes and weights Use of trollies	No – poster displayed Priests, employees and volunteers adhere to safe systems of work 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 would be 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			

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 with hazard tape	PP/PPC PP/PPC PP/PPC/Project manager All		
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 incidents	All – but primarily Children and vulnerable adults	Safeguarding Rep in the parish Adults DBS'd as required Information available in the parish for all users for Safeguarding contacts, CSAS procedures website, Diocesan safeguarding website page, volunteer Code of Conduct etc	No, Parish has a Safeguarding rep and all procedures are followed. Volunteers have DBS Update required for some volunteers Posters displayed Information on website/signposted to Diocesan website Update received from Diocesan Safeguarding Lead	Safeguarding Rep/PP Safeguarding Rep/PPC PPC	Ongoing PP has received safeguarding training Safeguarding rep will receive training before roll out to volunteers	Oct 2022 Dec 2022 Mar 2023
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 in the Sacristy (small one at back of church) in Presbytery Replenished as required Sign displayed Available	PP/Parish Assistant	Ongoing	

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 and PP have mobile phone. No - Parish volunteers are advised No - doors are locked whenever possible	PP/Visitors/ Volunteers		
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 vacant properties			
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 appointed person	First Aid kit available and sign displayed No, checked and replenished by Parish Assistant Accident books available and kept up to date as required Yes – need to identify an appointed first aider	PP/PPC	Dec 2022	
Coronavirus	All	Local conditions and advice monitored and followed Hand sanitiser available at entrances Additional restrictions in place when advised	Monitor local guidance and updates from the Diocese Hand sanitiser and masks are available Monitor guidance and updates from Government and Diocese			
Flower room/toilet Low ceiling Step Worn flooring Old sockets	PP/parishioners/visitors/staff	Need to alert users Need to alert users	Room due to be refurbished Jan - Mar 2023 Notice needed Warning tape Replace flooring Remove	External contractors PPC/volunteer PPC/volunteer	Jan – Mar 2023 Dec 2022 Dec 2022	

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
Trips and slips: Tripping hazards: Damaged floor coverings, potholes, sunken drains, loose cables Slipping hazards: Spillages, wet floors, water brought in on shoes	All, from falling	General good housekeeping All areas well lit, including stairs and light bulbs replaced All areas kept clear - nothing placed in corridors, on stairs or blocking exit Cables tied up and no trailing leads Procedures for drying up of spills and wet generally Use of suitable mats at entrance areas Check for uneven/raised flooring	No Light bulbs replaced as required. Parish office lighting poor, additional desk lamp now used No No No. Wet floor signs and mops readily available No No			
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 and particular attention to be paid to working at height advice eg before light bulb changing 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, PPC rep, Parish Assistant			
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 carried out No heavy usage of electrical equipment			

Manual handling	All who perform this	Break down of bulk into manageable sizes and weights Use of trolleys	No, PP has training and Parish Assistant has previously received training Direct users to this information (poster in flower room and directed to HSE website: https://www.hse.gov.uk/toolbox/manual.htm as required) 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 (only Parish Assistant) No Additional lighting in office provided No, but available if required No, available if required			
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/Parish Centre No, available in adjacent Presbytery/Parish Centre 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 as staff meet regularly with PP	PP/staff/ volunteers	Ongoing	
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 at least two people at any time and money locked in safe asap No, day banked, and route is varied Discussed and agreed			

Coronavirus	All	Local conditions and advice monitored and followed Hand sanitiser available at entrances Additional restrictions in place when advised	Monitor local guidance and updates from the Diocese Hand sanitiser and masks are available Monitor guidance and updates from Government and Diocese			
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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
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Lone Working	Priests, parish office staff, volunteers	Mobile telephone on person	No – PP/staff have phone available Volunteers are encouraged to have mobile phone with them	PP	Ongoing		
Intruders			Yes – PP to have mobile phone available when away from the house	PP	Ongoing		
Aggravated person			Newer model mobile phone to be used	PP/Parish Assistant	Dec 2022		
			Make appointments in advance where possible and write in diary	PP/Parish Assistant			
			Alarm in Presbytery	Burglar alarm, but no personal/panic alarm system. Need to investigate	PP/PPC		Jan 2023
			CCTV	N/a			
			External security light, motion activated	No, three external lights, motion activated – need to ensure switched on!	PP		Ongoing
			Spy hole if solid door	Not required as visitors can be seen from inside at both front and back doors			
			Door chain	No. Chain installed on main front door			
			Window locks	No, secondary glazing fitted			
			Fencing round presbytery	Not practicable			
			External Notice “After 8pm visitors by appointment only”	Not apparently required at the moment, but monitor with PP	PP/Parish Assistant		Ongoing monitoring
	Good quality doors & windows	No – some windows have been replaced and some fitted with secondary glazing. Rear porch windows and door relaced					
		Panic alarm, tested regularly	Not fitted - no personal/panic alarm system. Need to investigate	PP/PPC	Jan 2023		

Accusation of wrong doing	Priests, parish office staff, volunteers	Advise another place where possible if arranging a 1:1 meeting. Avoid 1:1 with vulnerable people If possible, arrange while others on the premises	Appointments are made with known/reputable contacts. Meetings held in room with glass in door to ensure visibility at all times Meetings not arranged with vulnerable people whilst on own.	PP/Parish assistant/PPC	Ongoing	
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GROUND, 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	Paths/surfaces regularly monitored especially in winter months Entrance to Church area needs to be patched No – only one entrance used and ramps available	PP/PPC PP/PPC	Ongoing Jan 2023	
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	Yes – consider marking bays and 'no parking' areas No – Monitored drain/soakaway now cleared annually Entrance around centre area has been repaired and tarmac renewed No, cleared regularly. No, motion sensor, but needs monitoring to ensure effective and bulbs replaced when necessary Not required	PP/PPC PP/PPC PP/PPC PP/PPC	Jan 2023 Yearly Ongoing Ongoing	

Steps and ramps	All users, especially the young and old and infirm depending on the height in question	Prominent nosings if necessary	N/A			
		Properly lit	Yes, need to make sure it is switched on when necessary	PP to monitor	Ongoing	
		Fitted with handrails, wheel rails or balustrades	External handrail at front access to Church has been extended and repaired. Steps to church boiler room have been cleaned and treated, and a handrail has been fitted	PPC rep		
		No fencing/handrail fitted at the front (not used) entrance to church and around the side	Yes. Needs to be assessed and safety measures fitted	PP/PPC/ External contractor	Seek advice during H&S visit	Nov 2022
Freezing weather	All users - slips and trips	Use of shovel to remove snow	No	PP/Parish volunteers	Ongoing in freezing/snowy conditions	
		Availability and use of salt and grit in case of ice	No – available			
		Closing of area if unsafe	No			
Equipment in use eg, gardening tools, mowers	Those using the equipment and others	Check that they are working properly	No – visual checks carried out	Parish volunteers		
		Mower petrol stored safely	N/A			

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 and locked storeroom is used for gardening equipment. Ladders kept in church cellar No, work authorised by PP, 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. Risk statement/assessment is provided by contractors. Reputable contractors are used (gravedigging not standard practice on Church property) No, reputable contractors are used and checked No, carried out if required	PP/PPC/Project Manager PP/PPC/Project Manager		
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 Not necessary at the moment			

Boundary and other walls, especially those with vegetation growth	All who are nearby including those working on them	Continuous monitoring especially when working on them Hand check for loose bricks & clear a small section of vegetation first if necessary Check if centre of gravity of a leaning wall showing instability Advice of structural engineer if necessary	No, use reputable contactor No, loose coping stones at front of Church monitored regularly No, but walls are monitored			
Trees and shrubs	All who are nearby including those working on them	Continuous monitoring especially after bad weather and especially on boundaries, including trees on neighbouring premises Check branches of trees for safety Advice of arboriculturist and lopping as necessary (Local Authority approval needed for trees with TPOs or in conservation area)	Yes, some vegetation needs cutting back No, monitored regularly If required	Gardening team volunteers	Dec 2022	

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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/visitors	Fire safety equipment eg extinguishers, fire blankets	No – extinguishers are close by			

Carpets and floor coverings, stair banisters	Priests/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/visitors	Installed and Tested regularly	No. New mains operated alarms now fitted. Regularly monitored	PP/Parish Assistant		
Carbon Monoxide alarm	Priests/visitors	Installed in rooms with gas appliances and checked to ensure operational regularly	No. CO detectors now used in all boiler rooms.			
Burst pipes	Priests/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	PP/PPC rep	Ongoing monitoring	
Boiler	Priests/visitors	Regular servicing	No			

OTHER

eg common activities or other areas/ risks not covered above.

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 Car may not be overfilled No use of mobile phone whilst driving Take regular rest breaks Must have current licences and insurance for the work being done eg as volunteer. Cars to be regularly serviced MOT and roadside assistance up to date. Doors locked in built up/ secluded areas and valuables out of sight Adhere to Highway Code	No No No No No, currently no volunteers use personal car for Church business No No No			

Review of last year's risk assessment for outstanding items	Yes and outstanding items transferred to this RA
Review of accident forms for new possible sources of problem areas	Yes
Have there been any "near misses"	No
Discussion with parish priest for any known difficulties	Yes
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/>

Document retention on Risk Assessments is 5 Years from when it is superseded or no longer required.

Fire risk assessment

Parish name: St Anne's Buxton

Assessment by: M Swift (K Swift/T Langer)

Date of risk assessment: 06 Nov 2022

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. Ideally have area for candles on stone floor	No, visual checks made and placed in a clear area. Candles are used only in holders. Use of battery candles where possible No, candle stand modified and is on tiled floor			
Smoking	All by fire and smoking associated diseases	Smoking not permitted in all church buildings No smoking notices displayed	No Yes, need to check!	PP/Parish Assistant	Nov 2022	
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”	No, church doors have been reviewed and checked during church renovations	PPC/PP		

Emergency lighting (if fitted)	All users	Regularly tested	Yes, need to update testing	PP/PPC	Nov 2022	
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, passed during annual service of extinguishers. Consider additional extinguishers at entrance. Extinguisher placed near organ	PP/PPC rep	Check during H&S advisory visit	

Emergency evacuation routes	All users	Emergency exits clearly marked	No			
		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	Yes, need to check		Check during H&S advisory visit	
		Consideration of special problems of wheelchair users	No			
		Fire Brigade access to buildings in a busy car park	No			
		Written fire procedures displayed	Yes		Check during H&S advisory visit	
		Fire drills carried out and recorded (may be a desk top exercise)	Yes, need to discuss with PP and PPC	PP/PPC	Check during H&S advisory visit	
		Fire marshals with armbands at major services eg Christmas, Easter, large funerals	Stewards and nominated people to be trained	PP/PPC	Jan 2023	

PRESBYTERY

Automatic fire detection – smoke detectors	PP/Visitors	Regularly tested				
Firefighting equipment	PP/Visitors/cleaner	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				
Electrical equipment	PP/Visitors/cleaner	Inspection for damage or frayed wires prior to use Don't overload equipment Tumble dryer – use timer/clean filter regularly	No, monitor regularly No	PP/Cleaner		
Cooking equipment	PP/visitors	Consider competence of user Electrical equipment regularly checked and monitored Fire blanket available	No. PP is competent user			
Candles	PP/Visitors	Not placed near to flammable substances Not left unattended Candles are used only in holders.	No, visual checks made and placed in a clear area.			