

Risk assessment – St Anne's Community Centre (Church Hall), Buxton

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.

X

Parish/ Chapel of Ease/ Chaplaincy	St Anne's, Buxton	Date of assessment:5/6/2025	By: John Cassidy, Bruce Thomson Centre Management Committee (CMC)	Signed Fr Gerry Murphy AGREED 26/6/2025
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)	First-aid box(es) located at: Corridor outside kitchen	Accident book is located at: Kitchen
--	---	--------------------------------------

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

GROUND (around ‘Church Hall’ entrances, exits & car parking area)

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	No. Tarmac entrance ‘ramp’ path to ‘Hall’ has been resurfaced (2020). Fire escape stairs passed engineer quinquennial inspection (2023). Keep clear signs are on ‘Hall’ entrance path area and emergency doors to Car Park. No. Main entrance pathway (slightly ramped) was resurfaced in 2020. An arched door fire exit can be used for ingress/egress at Hirers’ discretion. Evacuation plan shows route to Assembly Point for wheelchair users.			
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 monitored regularly. No, cleared regularly. No. React to movement; monitored to ensure working effectively. Not required			
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 N/A No. Steps to ‘Hall’ boiler room and upstairs landing have a handrail			
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. A CMC volunteers would clear if required No. Salt/grit available No			

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
Equipment in use eg, gardening tools, mowers	Those using the equipment and others	Check that they are working properly Mower petrol stored safely	N/A 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. Users/helpers/volunteers are advised to work with due regard to H&S; advice given if required. PP is trained and PPC and CMC reps have H&S knowledge No. BS-Compliant stepladder kept in locked 'Caretaker's Room'. No. Work authorised by PP, PPC or CMC 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. Risk statement/assessment is provided by reputable contractors. (gravedigging N/A) No. Reputable contractors are checked and used. No. Carried out if required by Risk Assessment			
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	N/A N/A N/A			

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
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 No No. No			
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)	No No No			

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
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, users are asked to notify CMC of any areas that need attention. Also monitored by CMC No, monitored regularly No, users are made aware through T&Cs. No, 'Hall' users are advised and made aware of their H&S responsibilities through T&Cs No, signs and T&Cs state equipment etc. is readily available for users No, mats in place No, users are asked to notify CMC of any areas that need attention. Also monitored by CMC/Cleaner			
Stairs and other raised areas eg a stage	All users, especially the young and old and infirm depending on the height in question	Prominent nosings Use of different colours to highlight changes in levels and properly lit Handrails or balustrades if necessary	No No. Notices are provided on both sides of door to stairs to landing and renewed as required No. Handrails are in place			

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
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 and CMC 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 CMC. Gloves provided No No, available if required. Users are advised to follow the guidance on any container			
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 up in kitchen areas No. Users advised to bring their own No, young people not allowed without adequate supervision; users are so advised			
Food preparation	Preparers and those partaking	Ingredients used lists/ Allergens labelling	No. Notices 'Remember ALLERGENS when providing food!' and 'Do not use Fat Friers (fire hazard)' displayed in kitchen.			
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, users are advised to work with due regard to H&S (hirers through T&Cs) and advice given if required. PP is trained and PPC and CMC have reps with H&S experience			

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
Equipment in use eg step ladders, folding/ stacking chairs, tables etc	All who use the equipment and all in the vicinity	Withdrawn from use immediately any doubt arises over safety of any equipment All items regularly checked and put away when not in use where possible Use of "working at height" advice Stacking chairs stacked at safe heights and restraining belt used if required	No, users are to alert PP/PPC/CMC if any damage/safety issue is seen. No. Stepladder has BS/EN markings No, all users are aware and advised through T&Cs No, available if required No. advice given, and trollies are provided for tables. Notices to alert users of safe storage of tables are displayed; reinforced verbally			
Electrical equipment	All users	Inspection for damage or frayed wires prior to use Additional portable appliance testing if necessary because of heavy usage	No, people are advised to work with due regard to H&S and advice given if required. No. PAT tested and regularly monitored by users	Regular PAT testing is arranged by Parish Office		
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 No, work authorised by CMC and PPC if not PP			

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
External contractors	All including the external contractors themselves	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	No. Reputable contractors are checked and used only with appropriate PLI. Yes, 2005 report available if requested. Report to be updated regarding missed rooms/stores and roof void spaces. No known risk at present. <i>Yes. 2 Sept 2024 Asbestos Management Survey established presence of asbestos. Affected areas locked until asbestos removal by specialist firm. Warning notices displayed as appropriate. Other areas sealed-off</i> <i>Yes. 2024 Asbestos survey and clearance firms supply RAMS & PLI</i> No, reputable contractors are used and checked No, implemented as required by Risk Assessments	PP, PPC and CMC to obtain specialist advice as required CMC CMC CMC CMC	October 2024 November 2024 2 Sep 2024 November 2024 December 2024 <i>Supplied as a Contract requirement</i>	<i>Asbestos survey completed 2nd Sep 2024</i> <i>Asbestos residues removed 30, 31 Oct 2024</i> <i>Nov 2024 Dec 2024</i> <i>Sep-Oct 2024</i>
Manual handling	All who perform this	Break down of bulk into manageable sizes and weights Use of trollies	No, users are advised of requirement for their own risk assessment in T&Cs No, trollies available for tables			

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
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 (During pandemic, taps were regularly flushed through) No No			
Plumbing	All	Pipes and taps, particularly external ones, lagged.	No			
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.	No. Kit in corridor outside kitchen and Accident Book in kitchen No. Cleaner to check regularly Yes. In hirer T&Cs. Notice to be displayed in kitchen & kitchenette	CMC CMC	August 2024 August 2024	August 2024 August 2024
Coronavirus	All	Local conditions and advice monitored and followed Hand sanitiser available at entrances Additional restrictions in place when advised	No. Advice is taken from PP/PPC No. No. Advice is taken from PP/PPC			

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:** John Cassidy, Bruce Thomson (CMC)

Date of risk assessment: 5/6/2025

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	Yes. Hirers to be asked to review their storage and remove items not used at regular meetings	CMC	June 2025	Note sent & put on Noticeboard
Flammable materials – solvents, paint, petrol etc		Ensure flammable materials are stored in secondary containment	No			
Waste – dustbins etc		Internal waste bins and external dustbins are emptied regularly	No			
List items of particular concern:						
Sources of Ignition						
Cookers and catering equipment	All users	Consider competence of users	No, people are advised to work with due regard to H&S and cooking limitation through hiring T&Cs and kitchen notices	PPC/CMC	November 2024	Inspected 18 Nov 2024
		Gas or electrical equipment regularly checked	No. PAT testing is organised by PP/PPC. Yes. Gas cooker to be added to service contract for Gas Boilers			
		Fire blanket available	N/A			

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
Smoking	All by fire and smoking associated diseases	Smoking not permitted in Centre No smoking notices displayed. External smoking/vaping area signposted	No <i>Yes. Add 'It is against the law to smoke on these premises' Notice on Centre Entrance Door</i>	CMC	October 2024	October 2024
Arson attack	All users	Alternative escape routes available	No. Ground floor has five exits and upstairs one exit to fire escape stairs plus internal door to ground floor. Shown on Evacuation Plans			

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 (PPC responsibility)			
Other sources of ignition - List items of concern.			N/A			

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. fire-doors are sign-posted			
---	-----------	---	--	--	--	--

Emergency evacuation routes	All users	Emergency exits clearly marked All fire exit doors unlocked Exits unobstructed internally and externally e.g. by cars Exit routes and aisles wide enough for emergency use (750mm min) Fire Brigade access to buildings unobstructed in a busy car park Policy in relation to wheelchair users – not to block exits Distance to nearest fire exit within recommendations Written fire procedures displayed Fire drills carried out and recorded (may be a desk top exercise)	No No No. Keep clear notices up near main entrance and on emergency exit doors to Car Park. In T&Cs. No No <i>Yes. Hirers notified of PEEPs requirement; no letting of upstairs rooms</i> No. Fire procedures & Evacuation plans displayed Yes. Regular users advised about fire procedures. Attention is directed to T&Cs.	CMC CMC	July 2025 July 2025	<i>Note sent & put on Noticeboard</i> <i>Note sent & put on Noticeboard</i>
Emergency lighting (if fitted)	All users	Regularly tested	Yes. Schedule to be established	CMC	October 2024	November 2024
Fire alarm system (if fitted)	All users	Regularly tested	No.			
Automatic fire detection (if fitted)		Regularly tested	Yes. Schedule to be established,	CMC	October 2024	November 2024
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, serviced annually (arranged by Parish Office)			