


NOTE: Before reading this risk assessment please see guidance notes towards the end of the document.

Akeman Street Baptist Church

RISK ASSESSMENT – External

Date:	11 June 2020
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Assessed By:	David Crane	Signature:		Review Date:	Ongoing – as per government guidance updates
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Review By:	John Heasman	Signature:		Position:	Church Officer	Date:	
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Description of assessment	Assessment of all external Church areas
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Location Details	Outside areas of the church (for example, garden, graveyard, car park, entrance etc).
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Who might be harmed	Members of the congregation, employees (including pre-school staff), Pre School Children/Parents, volunteers, contractors, visitors, and anyone else visiting the church.
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Potential Hazard	Severity*	Probability*	Risk**	Actions to minimise risk	After minimising risk	
					Probability*	Risk**
Trips: <ul style="list-style-type: none"> • Uneven footpaths • Damaged paving stones and slabs • Worn, damaged or uneven steps • Gravestones, kerbs causing obstruction • Protruding tree roots and undergrowth • Poor lighting • Missing or defective handrails • Other 	3	3	9	<ul style="list-style-type: none"> • Regular inspection of outside area. • Ensure lights are on during necessary hours • Tape on steps to improve visibility • Inspection of handrails 	2	6

* 1 = slight, 5 = high

** Severity x Probability = Risk

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Slips: <ul style="list-style-type: none"> Poor drainage of footpaths Growth of algae or moss Accumulations of wet leaves or loose materials Inadequate precautions for adverse weather (for example snow, ice, etc.) Walk-in contaminant from adverse weather (for example mud, rainwater, etc.) Other 	2	3	6	<ul style="list-style-type: none"> Regular inspection of outside areas and sweeping and removal of leaves (Duty member role) Salt spreading during snow/ice 	2	4
Headstones, Tombs and Monuments: <ul style="list-style-type: none"> Damaged monuments Displaced headstones Other 	3	3	9	<ul style="list-style-type: none"> Professional inspection of graveyard, gravestones and monuments. Signage into graveyard (uneven ground) 	2	6
Trees: <ul style="list-style-type: none"> Damaged or displaced trees Protruding tree roots Diseased/poisonous trees/plants Other 	2	2	4	<ul style="list-style-type: none"> Regular inspection of trees and tree maintained undertaken bi-annually. 	2	4
Car Park: <ul style="list-style-type: none"> Entrance and exit Poor lighting Potholes Other 	2	4	8	<ul style="list-style-type: none"> Ensure light in carpark is on when necessary <i>Improve car park entrance/exit</i> 	2	4
Work Equipment: <ul style="list-style-type: none"> Defective or poorly maintained power tools (for example, lawnmowers, strimmers, etc.) Defective or poorly maintained hand tools (for example, garden shears, hammers, saws etc.) Inexperienced operator Other 	2	3	6	<ul style="list-style-type: none"> Damaged tools reported Regular inspection of tools Tools stored in locked shed Use of professional contractors where skill required is outside of competence of church resource or statutory requirement (e.g. registered electrician) 	2	4

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Hazard Substances: <ul style="list-style-type: none"> Maintenance products (for example, petrol, liquefied petroleum gas, etc.) Horticultural products (for example, pesticides, weedkillers, fertilisers, etc.) Other 	3	3	9	<ul style="list-style-type: none"> Substances stored in locked shed with restricted access Insurer notified of hazardous substances 	2	6
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Guidance Notes

SEVERITY	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
PROBABILITY						

PROBABILITY	
5	Almost Certain – Very High Risk
4	Probable – High Risk
3	50/50 – Medium Risk
2	Improbable – Low Risk
1	Almost impossible – Low Risk

SEVERITY	
5	Fatality – Very High Risk
4	High Risk
3	Medium Risk
2	Low Risk
1	Insignificant – Low Risk

Risk Rating	1–4 LOW	5–9 MEDIUM	10–15 HIGH	16–25 VERY HIGH
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Additional comments:

- This risk assessment needs to be shared with all group leaders before they run a group to ensure compliance with all actions to minimise risk.
- Groups leaders are to sign an acknowledgement sheet to show their understanding and compliance of this risk assessment.
- The risk assessment is to be reviewed on an annual basis, or sooner if changes are made to church building, external areas, working practices or after an accident/near miss.
- This risk assessment must be approved by the nominated Elder or Deacon for health and safety before being issued as a live document.

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Risk Assessment Acknowledgement sheet

Name	Group(s)	Date	Signature

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