


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

Akeman Street Baptist Church

RISK ASSESSMENT – Internal

Date:	03 January 2023
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Assessed by:	David Crane	Signature:		Review Date:	Annually
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Review By:	John Heasman	Signature:	John Heasman	Position:	Church Officer	Date:	03/01/2023
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Description of assessment	Internal Church Buildings
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Location Details	Internal areas of the church buildings (Chapel, Rear Hall, Side Hall) normally open to the public (for example, aisles, porches, balconies, 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">Worn or unfixed carpet edges,Trailing wires, cables or leadsWorn, damaged or uneven steps or stairsPoor lightingMissing or defective handrailsVariations in the level of floors (for example, ramps)Restricted access including doorway widthsOther.	1	3	3	<ul style="list-style-type: none">Regular inspection of carpet tilesUse of cable tidies where possibleRegular inspection of steps and stairsEnsure lights are on and bulbs replacedRegular inspection of handrailsSignage where possible	2	2

* 1 = low, 5 = high

** Severity x Probability = Risk

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Slips <ul style="list-style-type: none"> • Smooth floor surfaces • Cleaning activity making floors slippery (for example, wet mopping, use of polishes, etc.) • Wet or contaminated floors from poor maintenance (for example, leaking roofs) • Spillages of food or drink (particularly in kitchen areas and around serving hatches) • Walk-in contaminant from adverse weather (for example, mud, rainwater, etc.) • Other. 	1	3	3	<ul style="list-style-type: none"> • Signage ('cleaning in progress'/'wet floor') • Entrance ways include carpet to wipe feet 	2	2
Falls From Height: <ul style="list-style-type: none"> • When changing lightbulbs • When cleaning or decorating • When putting decorations or displays up • Inadequately guarded balcony or other areas at height • Damaged ladders, stepladders or other access equipment • Other 	4	3	12	<ul style="list-style-type: none"> • Installing queue barriers on front row of pews in balcony. • Working at height undertaken under supervision where possible. • Lone working at height not permitted • Anchor person used during ladderwork • Using equipment safely, according to it intended use. • Regular inspection of portable ladders and loft ladder. 	2	8
Fire: <ul style="list-style-type: none"> • Accumulation of combustible waste • Accumulations of flammable materials • Blocked or obstructed exit routes • Locked escape doors • Portable heaters • Kitchen fire • Candles (flower arrangements and Carols by Candlelight) • Other 	4	2	8	<ul style="list-style-type: none"> • Removal of waste at the end of each service/group activity. • Ensure exit routes are clear at all times • Ensure fire escapes are unlocked as part of opening up procedure/check list • Ensure candles are monitored (designated person during Carol service) and put out straight after service. • Designated fire marshall for all activities • Annual fire drill • Weekly fire alarm tests 	1	4

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Gas: <ul style="list-style-type: none"> Defective or poorly maintained gas boilers or pipework Other 	4	2	8	<ul style="list-style-type: none"> Annual boiler service 	1	4
Electricity: <ul style="list-style-type: none"> Faulty or damaged fixed wiring Faulty, damaged or unauthorised portable electrical equipment Faulty or damaged extension cables or adaptors Other 	3	2	6	<ul style="list-style-type: none"> Church premises fully rewired in 2016 PAT testing of electrical equipment every 3 years. 	1	3
Work Equipment: <ul style="list-style-type: none"> Defective or poorly maintained power tools (for example, vacuum cleaners, floor polisher etc.) Defective or poorly maintained hand tools (for example, garden shears, etc.) Inexperienced operator Other. 	2	3	6	<ul style="list-style-type: none"> Damaged tools reported Regular inspection of tools Use of professional contractors where skill required is outside of competence of church resource or statutory requirement (e.g. registered electrician) 	2	4
Glazing: <ul style="list-style-type: none"> Non-safety glass in doors and windows in rear hall/chapel Other 	4	2	8	<ul style="list-style-type: none"> Clear guidance/rules around ball games played in rear hall and side hall. 	1	4
Hazardous Substances: <ul style="list-style-type: none"> Cleaning products (for example polish, drain cleaner, etc.) Other 	3	3	9	<ul style="list-style-type: none"> Cleaning products kept in store cupboard where access for children is restricted (consider height of products on shelves). Cleaning products clearly labelled 	2	6
Manual Handling (lifting or carrying): <ul style="list-style-type: none"> Bulky or unwieldy furniture Heavy audio visual or computer equipment General rubbish that may include breakages (for example, glass) 	3	4	12	<ul style="list-style-type: none"> Ensure those lifting or carrying have an understanding of manual handling (online training and can be provided). 	2	6

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<ul style="list-style-type: none"> Other 					
Food Preparation: <ul style="list-style-type: none"> Defective cooking equipment Unsecured or poorly positioned hot water boilers Unclean food preparation areas Consumable foods and liquids "off" and/or past sell-by-date Inadequate washing facilities Other. 	3	3	9	<ul style="list-style-type: none"> Equipment check regularly and faults reported immediately. Clean services with appropriate cleaning products When food is being provided, someone holding a Level 2 - Food Safety and Hygiene for Catering qualification must be present. Thermometer in all fridges Insect killer in both kitchens 	2
Site Security <ul style="list-style-type: none"> Safeguarding risk (including pre-school) Lone working 	3	3	9	<ul style="list-style-type: none"> Access control door code Video intercom Lock on office door Lock on balcony doors Locks on internal doors to rear hall Duty officer in the lobby during services Thumb turn lock on side hall door for groups to lock themselves in. 	2
Rodents	1	5	5	<ul style="list-style-type: none"> Appoint contactor to inspect premises and set and monitor traps. Ensure all sightings of rodents and droppings are reported immediately. 	2
Spread of infectious illness (including COVID-19) Preventing spread (no known exposure to anyone with symptoms) Before, during and after church use <ul style="list-style-type: none"> Transmission on surfaces / soft furnishings Transmission through contact Transmission through close proximity 	2	3	6	<ul style="list-style-type: none"> Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels. Ensure toilet facilities have an adequate supply of soap and disposable hand towels, and a bin for towels. Ensure all waste receptacles have disposable liners to reduce the risk of those responsible for removing them. Regular church cleaning undertaken Face coverings to be worn by those that wish. 	1

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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:

1. 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.
2. Groups leaders are to sign an acknowledgement sheet for their understanding of this risk assessment
3. 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
4. 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

[illegible]

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