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***FULLBRIDGE CHURCH***

**SECTION SIX**

**6.1 RISK ASSESSMENTS**

**6.1.1 Introduction**

There are a number of pieces of legislation that require a risk assessment to be done and, although the Church is exempt from many of these, it is a fact that the courts (both criminal and civil) are using this aspect more and more in establishing the merits of cases brought before them.

Insurance companies are also becoming increasingly strict in determining whether an adequate risk assessment has been completed when a claim is being made; if not they refuse to pay for any resulting costs.

Of particular importance, risk assessment forms a major part of legal protection where children and vulnerable adults are involved. In the unlikely event of a serious accident happening, which could potentially result in a prosecution for negligence, the fact that a risk assessment has been done could become a key mitigating factor in defence.

As far as Fullbridge Church is concerned, the requirement for preparing risk assessments is not great, but they are a very important part of accident prevention and, when in doubt about any activity, it is both wise and prudent to prepare an assessment. The HSC will always give advice and assist in this.

The requirement is to make a **‘suitable and sufficient’ assessment of any significant risks to health and safety,** to which a person or persons, on the Church premises, or who may be affected by or engaged in any of the Church activities whether on or off the premises. The terms ‘suitable and sufficient’ and ‘significant risk’ are expressed in legislation and, of course, courts will examine both aspects to ascertain whether or not a defendant has ‘reasonably’ or ‘practically’ complied with the law.

**6.1.2 Church Risk Assessment Requirements**

*As far as Fullbridge Church is concerned, the following areas are where risks assessments are either legally required or desirable:*

**6.1.2.1 Fire: This is a Legal Requirement**

A risk assessment is required for the building in respect of fire prevention and the actions to be taken in the event of an emergency. The assessment has to be reviewed whenever there are any changes made that may affect the assessment, e.g. building works, etc. It is also desirable to review the assessment from time to time, to ensure that the provisions in the assessment are still relevant to the current situation; for example it may be that the congregation has increased significantly or that fire escape and assembly points have had to be changed, etc. Any review and changes made to the assessment must be recorded.

The HSC is responsible for the preparation and review of the assessment. Copies of the assessment will then be made available to the Elder and Deacon responsible for health and safety. The persons currently responsible are posted on the General Information Notice Board in the rear hall.

The Fire Assessment will be filed under *Section Two – Fire* in the Health and Safety Manual.

**6.1.2.2 Children and Vulnerable Persons: This is a Legal Requirement**

It is a legal requirement that all Volunteer workers who are, or may be, engaged in any activity involving children and vulnerable persons, must be in possession of a DBS (Disclosure and Barring Service) certificate; *see Section Five.*

*Activities Involving Children.* In any activity where it is apparent that a hazard exists which may present a ***significant*** risk of harm, a ***suitable and sufficient*** risk assessment should be prepared. xxx

*Continued...*

*Risk Assessments – continued…*  *Page 2*

This will often require a ‘judgement call’ on the part of the adult planning or leading the activity or even – always bearing in mind that it is better to be safe than sorry. Usually, the need for an assessment will apply when an outdoor activity is planned such as visits to places of interest, or a ramble, firework displays or simply playing field games – then an assessment may well be required.

Do remember that the law requires that children are to be protected at all times not only from the risk of abuse or worse, but from injuries that could have been prevented by exercising sensible due diligence.

Generally, those activities taking place within the church, such as during a Sunday service, will not usually require an assessment, but even in these cases certain rules are to be laid down with regard to supervision and any materials that may be used.

*Activities Involving Vulnerable Adults.* For the purposes of this requirement, the term vulnerable persons include those that are disabled or generally requiring care and attention in the course of their normal living. As with children, if any activity or event involving vulnerable adults presents a ***significant*** risk of harm, then it will be necessary to prepare a ***suitable and sufficient*** risk assessment taking into account any special needs such as transport and attendance/care.

**6.1.2.3 Other Activities Where it is Desirable to Prepare an Assessment**

*Operation Christmas Child:* This annual charitable event requires two risk assessments:

1. Samaritans Purse (SP) Requirement: this is a standard form of assessment which is completed by the Project Leader. This has to be completed and returned to SP *after* a suitable warehouse has been acquired.
2. Warehouse: a risk assessment has to be completed in order to ensure that the premises are safe for use. This assessment will be completed by the HSC in conjunction with the Project Leader.
3. *Church Maintenance: O*n occasions, when church members volunteer to carry out repairs or maintenance which could present a ***significant*** risk of harm, then a ***suitable and sufficient*** risk assessment should be prepared taking into account risks associated with construction, general repairs to the fabric of the building, electrical repairs, the use power tools, manual handling and working at height. It should also be drawn up bearing in mind those young persons who may also be helping, particularly in regard to supervision.
4. *Activities Involving Young Persons:* The need for risk assessments should be considered whenever organising activities for young people. This is particularly so in the case of planning for a residential event, such as a camp, when a risk assessment should be prepared taking into account the various activities that will be taking place and the available accommodation requirements and allocations.

***Important Notes:***

1. The Activity Leaders or Responsible Adult(s) are responsible for ensuring that the preparation of the assessments is carried out.
2. It is important that safety instructions, extracted from the control measures, resulting from the assessment are communicated to those who require to know such details.
3. **It is not intended that anyone be discouraged from carrying out any activity for the benefit of the Church and its members. So do remember, that if anyone has any queries or doubts about the need for, or the preparing of risk assessments, they should contact a Deacon or the HSC who will be pleased to assist at any time.**

**6.1.3 Those Organisations and Clubs who use Church Premises**

Those clubs which use the facilities of the Church building should be given copies of the Church’s Safety Policy and Fire Arrangements and they should also submit copies of any appropriate risk assessments that apply to their activities, to the HSC.

**6.1.4 The Assessment Process**

A risk assessment is nothing more than a careful examination of what may, or could, cause harm to individuals or groups of people. In other words, where there is a ***significant*** risk of harm, a ***suitable***

*Continued…*

*Risk Assessments – continued… Page 3*

***and sufficient*** risk assessment should be prepared. The aim is to make sure that no one gets hurt, or becomes ill, as a result of any activities.

There is a hierarchy of Risk Assessments in every organisation as shown in the following illustration:

General

Assessment

Activity

Assessment

Activity

Assessment

Activity

Assessment

S P E C I F I C I D E N T I F I E D R I S K S

For example: as far as the Church is concerned a Fire Risk Assessment of the building is a General Assessment. The OCC packing operation is classed as an Activity Assessment. It is necessary to first identify those activities or tasks which may present inherent risks, i.e. those risks that cannot be entirely avoided; these may included such things as the use of tools, manual handling, fire, etc.

Do remember **that not all activities necessarily warrant a written risk assessment**, but they may require a list of rules or regulations that should be observed. Activity/Team Leaders and Responsible Adults should always be aware of the need to consider the need for risk assessments, **before** commencing a particular activity.

Here are just some of the situations that could apply in the day-to-day life of the Church: there will often be a number of maintenance activities that may require a risk assessment; ‘field’ trips for children will require special attention; the annual OCC event at Christmas time requires a General Assessment for Fire and other Safety aspects as well as the special Samaritan’s Purse assessment.

In considering an Assessment the requirement is for **“...a suitable and sufficient assessment to be made [of the risks, etc.]...”.** Therefore, it is recommended that the following points should considered and be included in any written record:

1. A short, but accurate, description of the activity or situation (i.e. the task or event).
2. Any serious hazard or imminent risk that has the potential to cause harm.
3. Those persons at risk highlighting any group of persons particularly at risk (e.g. children, volunteers particularly if working on their own or working at height, those that are disabled, young persons, visitors, members of the public, contractors, etc.).
4. A calculation of the probability of harm occurring and the worst case outcome, i.e. low, medium o high (see calculation of risk).
5. The existing, or required, controls necessary to prevent the possibility of harm occurring.
6. Where a risk is immediately apparent, steps must be taken to remove or control it and the actions required in order of priority with proposed timescale and who is responsible for undertaking the remedial actions, if any.

There is no standard format for preparing a risk assessment. It can be contained in the form of a multi-column table showing each stage of the assessment or, depending on the situation; it might be in the form of a report-style document. Whichever method is chosen, it is important that the above 6 points are clearly considered.

**Assessments must be recorded and kept up to date and, when finished, the Assessment documents should be filed in the Risk Assessment file kept in the Kitchen cupboard.**

**6.1.5 Follow-up Actions**

Following the preparation of a Risk Assessment, all necessary precautions to eradicate those risks identified should be taken.

*Continued…*

*Risk Assessments – continued…*     *Page 4*

From the assessment it should then be seen whether or not any mechanical (guards) or other solutions (or controls) may be able to reduce or even remove the risk. Often, these Controls will lead to the issue of simple written procedures and safety rules to the people concerned in order to ensure, *so far as reasonably practicable,* the safety of those who are carrying out the activity.

Sometimes an assessment will highlight whether the appointment of one or more Skilled or Competent Persons are necessary in order to carry out the procedure safely, this is particularly important where electricity or structural repairs are required. It should also be apparent, from the assessment, whether there are any special skills or training needs required, or if any relevant health and safety information is necessary. Where factors relevant to safe working, e.g. lighting, ventilation, the presence of asbestos and other dangerous substances, etc., should also be included.

On-going Risk Assessments must be reviewed regularly or when any changes occur that could affect the original assessment. This also applies to assessments drawn for repeat activities or events such as those affecting children, or maintenance, etc.

**It is important to remember that Generic Risk Assessments are not acceptable** – ‘generic’ means an assumption that similar situations will have the same assessment. This is not so, an assessment prepared for one site, say a warehouse, will not necessarily be suitable for any other warehouse. Every situation has differences and these have to be seen to be recognised in the assessment. However, if an existing risk assessment most nearly meets the needs any changes that are necessary should be made and signed that the assessment has been reviewed.

It is also important to remain conscious of the purpose of a Risk Assessment. ***It is not a safety inspection.***That is something quite different. An assessment is concerned with identifying **significant** hazards and **significant** risks. In other words, that patch of oil on the floor, although dangerous, is not a significant risk in that it can – and should – be cleaned up immediately; it is not an ever-present hazard. On the other hand, a machine may present hazards and risks that are always present and adequate measures and/or controls have to be instituted to ensure that accidents do not occur. The risk assessment is concerned solely with risks that are present *and* on-going and **not** something that can and should be rectified or remedied there and then.

**6.1.6 The Calculation of Risk**

When preparing a Risk Assessment, it is usually obvious how serious a particular risk is; for example everyone knows that children walking alongside a river presents the risk of them tripping or falling into the water and we would consider that to be a medium or high risk (depending on the age, etc., of the group). However, sometimes these situations are not so easily recognised, particular in the area of general maintenance, in which case, it may be necessary to **calculate** the Risk. As shown in ***Appendix I***, this calculation will help determine the type and degree of action that may be necessary to prevent a potential accident; for example “total isolation” from the dangerous part of a machine by installing guarding, or the wearing of gloves or other protective clothing to avoid injury.

**As far as the Church is concerned, it will rarely be necessary to resort to the Calculation of Risk shown in the Appendix to this note. However, if you have any doubts at all please contact the HSC who will be pleased to help.**

**6.1.7 The Fullbridge Church System for Risk Assessments**

There are three basic risk assessments that are most likely to be used in Fullbridge Church, they are:

1. Children engaged on in-Church activities, such as Sunday School, etc.
2. Children being taken on visits or other activities away from the Church.
3. Church Maintenance.

These assessments are similar each time they are used and often contain elements which are repeated each time the activity takes place. For example: Children’s Sunday School seldom varies from week to week and therefore, the assessment will be the same each week and will only alter if there is a fundamental change in the activities taking place (which is unlikely). However, if a change does take place the assessment will need to be updated and signed that it has been reviewed. The Children’s Outside Activities assessment will need to be reviewed on every occasion and altered accordingly; as will the Maintenance assessment.

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*Risk Assessments – continued… Page 5*

These three assessments are online and can be accessed whenever required on the Church’s web-site [www.fullbridgechurch.com](http://www.fullbridgechurch.com) – they are contained in two documents:

1. Risk Assessment Pack – Part I, this gives useful General Information and Guidance on the preparation of a risk assessment.
2. Risk Assessment Pack – Part II, this contains information on how to use the Formats for all three assessments, plus a blank form for use with other non-format assessments.

The two Risk Assessment Packs, including the Format Assessments, are at ***Appendices II and III.***

Once the assessment is completed to the Team/Activity Leader’s satisfaction, appropriate instructions

should be issued to those taking part and the assessment filed in the folder kept in the kitchen cupboard reserved for Health and Safety documents and materials.

**REMEMBER:**

1. **Check the assessment for any alterations and ensure these are included on the form.**
2. **Sign and date the copy you are using.**
3. **Tell those involved of the hazards/rules, etc.**
4. **File the assessment.**

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*Risk Assessments – continued… Page 6*

**6.2 EXAMPLES OF HAZARDS, RISKS AND CONTROLS**

**NOTE. The following are just some of the items that may need to be included in the Assessment. Remember, they are NOT definitive or fully comprehensive; there could be other items that need to be included.**

**6.2.1 Children – Activities Carried Out in the Church Building**

These activities will usually fall into the category of Sunday school taking place during church services, **or** play-groups organised by members of the church.

* *Hazard/Risk:* Accidents are likely to happen when children use all types of toys or drawing and cutting implements. Thankfully, injuries will be mostly of a minor nature and include cuts, punctures and bruises arising from trips and falls, etc. It is also possible that some seemingly innocuous materials can prove harmful if swallowed and result in sickness or even an allergic reaction.
* *Control Measure(s) required:*Only toys, implements and materials which are certified child-safe are used and the children must be properly taught to use them safely and be supervised to ensure that no harm will arise.

***Note:*** It is prudent that parents should be made aware of the activities that are to be carried out and asked if there is any known reason why a child should not be exposed to certain materials. Attention should also be given to any weights or large objects that the children may move or carry during the session.

***Emergency and Fire Procedures:*** Activity/Team Leaders and other Responsible Adults are advised to thoroughly familiarise themselves with the Emergency and Fire Procedures and Escape Routes that are in place in the Church. Those who have children under their charge should ensure that the group is supervised at all times with this aspect in mind.

***First Aid:*** First Aid provision is always readily available during Church services, as there are some 10 or 12 church members who are qualified to act in that capacity.

**6.2.2 Children – *Outside Activities Away From the Church***

***Weather***

Should the weather change during the event, the Activity/Team Leader and escorts/parents may have to decide, at any time, whether the planned trip should be abandoned.

* *Hazard/Risk:*The effect of adverse weather on the planned activity could result in accidents. For example: wet and very windy weather could cause branches and other debris to fall on people while in woods or coppices.
* *Control Measure(s) that may be required:* The clothing to be worn on such activities should also be considered and parents warned in advance of particular requirements.

***Transport* –** *When using Volunteer drivers:*

* *Hazard/Risk:*The possibility of traffic accidents.
* *Control Measure(s) required:*Volunteer drivers must have a valid driving licence and fully comprehensive insurance. Only experienced drivers with a minimum of, say, 3 years experience (with no accidents) are allowed to transport children on trips out. If in doubt, Activity/Team Leaders are to ensure that drivers are competent and check driving licences and insurance certificates.

Those persons offering to drive are fully responsible for communicating this aspect to the Team Leader. The names of those volunteering to drive should be noted on the risk assessment form.

Volunteers should note this requirement is extremely important.

***Transport* –** *When using Public Transport:*

* *Hazard/Risk:*Children could easily become missing and disorientated in crowds or suffer falls when mounting trains or buses.
* *Control Measure(s) required:*Children to be counted onto buses or trains and controlled at all times by escorting adults.

*Continued…*

*Risk Assessments – continued…*     *Page 7*

***When walking***

* *Hazard/Risk:*Children may often stop, or wander off into the road or an unsafe area.
* *Control Measure(s) required:*At least one adult should be situated at the front and rear of the column to ensure that children do not wander off route and that they cross the road correctly using pedestrian crossings where possible. Other adult escorts/parents to mingle with the column to ensure that the children are as safe as possible.

Escorts/parents are to supervise and assist the children at all times.

***Water Hazards***

* *Hazard/Risk:*Arising from rivers, canals, lakes and ponds: Unless proper care is taken, children could fall into shallow and also deep water which could lead to drowning or, at the very least, suffer trauma and shock. There is also the hazard of Water-borne diseases*:* all waterways, particularly stagnant water (even long standing rainwater), carry the risk of causing infections and diseases. Stagnant water in canals for example can often cause illnesses such as Weil’s disease, etc.
* *Control Measure(s) required:*Children must be warned about the dangers and be carefully watched and supervised at all times when near water.

***Note:*** If a child should fall into water where there is the possibility of the child ingesting some of the water, then he or she should be medically examined as soon as possible. The parents of the child (if not present) should be notified as soon as possible.

***Refreshments***

* *Hazard/Risk:*Whether purchased or carried as a packed lunch, there is always the possibility of children eating dirty or contaminated food.
* *Control Measure(s) required:*Activity/Team Leaders, escorts/parents are to ensure that food is properly packed, preferably in a lunch box. It is important that the children’s’ hands are cleaned before they eat any food.

***First Aid:*** First Aid provision should always be seriously considered before for every planned activity/event. Where deemed necessary the ratio of Trained Emergency First Aiders present will depend on the nature of the activity/event; certainly Team Leaders should be certain that first aid or medical assistance can be quickly accessed. They should also familiarise themselves with the location of first aids kits and ensure that a first aid shoulder pack is taken on every occasion children are taken on an outside trip or visit.

*In the case of injury:* It is important to understand that a person administering first aid is not allowed to give a child or adult any medication of any kind and that includes common pain relief pills, etc.

Should the injury be serious, or if there is any doubt at all, then medical help should be sought either at a doctor’s surgery or the nearest A&E as soon as possible.

If the parent or other responsible person is not present, they should be informed immediately.

It is important that all injuries no matter how small should be reported as soon as possible to the HSC and entered it into the accident book. The HSC will investigate the circumstances if deemed necessary.

***Fire:***

***Emergency and Fire Procedures:*** Activity/Team Leaders and other Responsible Adults are to familiarise themselves with the Emergency and Fire Procedures and Escape Routes that are in place at the venue they are visiting. Those who have children under their charge should ensure that the group is supervised at all times with this in mind.

***Firework displays:***

* *Hazard/Risk:*These events are notorious for the injuries that can result from fireworks.
* *Control Measure(s) required:**(If organised by the Church or in the name of the Church).*  Only those displays which are either officially regulated or safely mounted by experienced persons who are known to the Church to be used.

A Safety barrier should be placed at, say, some 25-30 metres of the launching points. Nobody should be allowed inside that barrier.

*Continued...*

*Risk Assessments – continued…*     *Page 8*

Appointed Responsible Adults should be acting as stewards throughout the display.

Children are to be warned about the dangers and should be carefully supervised at all times when near fire.

**6.2.3 Maintenance of the Church Building**

The maintenance of the Church building does require an assessment to be made whenever it is carried out by Volunteer members of the church. The format assessment covers a number of different items and they can be used as a guide, but the format should always be checked to ensure that it is relevant. Work that is carried out by professional maintenance and supply companies are not subject to this, as they should have their own assessments; however, they should be informed of the Church’s health and safety arrangements where appropriate (e.g. when they are carrying out work that could affect the safety of others, etc.).

Volunteers will often provide their own hand and power tools for repairs and maintenance in the Church building. It should always be remembered that many Volunteers have varying levels of skill and knowledge. Tools will vary enormously and, in some cases, their safety may be questionable. Therefore, it is essential that the Activity/Team Leader ensures that such tools are appropriate for the work in hand and, so far as is reasonably practicable, that they are in a safe and sound condition.

The assessment should take into account the specific tasks that are to be carried out as well as items of a general nature. The following paragraphs give some examples of what may be contained in a risk assessment.

***Hand and Power Tools***

* *Hazard/Risk:*Injuries particularly to hands and eyes caused by using damaged or inappropriate tools.
* *Control Measure(s) required:*Knives, chisels and saws should be sharpened and correctly set. Hammers, pincers and other tools should be adequate for the job and any damaged tools must not be allowed to be used.Working areas and surrounds must be kept clear be free of clutter and rubbish.

*Note:*Power tools must be switched off and isolated when unattended.

***Electricity***

* *Hazard/Risk:*Electric shock resulting from worn cables (on power tools) or from inexperience when dealing with electrical repairs.
* *Control Measure(s) required:* Power tool cables examined for wear and correct fusing of plugs. Electrical repairs are to be carried out by a professional or, at the very least, a competent person who may carry out simple repairs. Guards and safety devices must not be removed from tools or machines.

Persons under the age of 16 are not allowed to operate power tools except under strict supervision.

***Working at Height***

* *Hazard/Risk:*Falls from portable scaffold, ladders and step-ladders. People injured from falling objects.
* *Control Measure(s) required:* Only competent people are allowed to use the scaffold, step-ladders and ladders. When working about two metres ladders and step-ladders must be either secured or footed by an assistant. When work is being carried out above head height, those footing or holding the ladders must wear hard-hats; others who may be working in the vicinity should leave until the work at height is completed.

It should be noted that working at height is regulated by law and appropriate steps should always be taken to safeguard those working at height or in the vicinity.

***Asbestos***

* *Hazard/Risk:* The presence of Asbestos in premises is strictly governed by law as it is a major hazard to health.
* *Control Measure(s) required:* The Church has asbestos covering pipe work in the loft above

the main hall. The material is well covered and safe, but no one other that the Team leader is allowed to work on or near that pipe work.

*Note:* It is extremely important that all those likely to work in the loft are warned of the presence of asbestos and given any necessary instructions.

 *Continued...*

*Risk Assessments – continued…*  *Page 9*

***Manual Handling***

* *Hazard/Risk:* Muscular and Skeletal injuries to the back, arms, shoulders and legs can result from lifting weights incorrectly.
* *Control Measure(s) required:* Persons liable to shift heavy weights are told to get assistance and told the correct way to deal with the particular load.

*Note:* Many activities have an element of manual handling included; particular attention should be made of this, especially where children and young persons are concerned.

***Substances Hazardous to Health***

It is extremely unlikely that dangerous substances will be introduced into the Church environment, but it should always be remember that some substances are regarded as being safe when, in fact, they can cause serious injury when used incorrectly.

* *Hazard/Risk: S*ome cleaning materials can be quite toxic; some substances will have an immediate effect and others can build up to a point where they can cause harm (for example, white spirit is generally considered to be pretty harmless, but it can build up in the body until it results in a particularly virulent form of dermatitis).
* *Control Measure(s) required:*The Activity/Team Leader will ensure that any substance introduced during the maintenance session is examined and appropriate safeguards taken.

*Note:* Hazardous Substances are required to have warning labels on them and a brief explanation of the hazards they may present together with remedies. When in doubt always consult the HSC.

**6.2.4 Child and Vulnerable Persons Protection**

Both the Child Protection and the Church Maintenance Risk Assessment Formats, together with instructions for their completion, are available – on-line – to Team/Activity Leaders from the Church’s web-site www.fullbridgechurch.com – these cover both internal and external activities for children and general maintenance items.

Each Format covers most of the specific risks that need to be covered, but Team/Activity Leaders should check each assessment to ensure everything is indeed covered. There is provision on the Format to add any specific changes or additions, those items not required are simply crossed out. Once checked and/or altered the Team/Activity Leader should date and sign the assessment and file it in the Assessment Record Book which is kept in the kitchen cupboard.

Risk assessments specifically for Vulnerable Adults will need to be prepared separately and Team/Activity Leaders are advised to contact the HSC who will be pleased to assist.

**6.2.5 Other Types of Risk Assessment**

These will normally be those activities, carried out by volunteers on behalf of the Church, that are unusual and which carry some elements of risk. For example: one of these is the annual Samaritan’s Purse ‘Operation Christmas Child’ (OCC) event at Christmas. The OCC requires two assessments:

1. The official Samaritan’s Purse Assessment completed by Ralph Springett.
2. The warehouse used (this is usually a different location each year), will require an assessment of the fire safety, lighting, access, etc.

**It is necessary and very important that Team/Activity Leaders communicate the identified risks to those Volunteers who are taking part, and to indicate the safety rules to be observed. This is usually done in the form of Safety Instructions (or Rules) which may either be given to the individual Volunteers verbally or in writing, or posted on Notice Boards.**

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 *Continued...*

*Risk Assessments – continued…*  *Page 10*

***APPENDIX I***

**THE CALCULATION OF RISK**

In situations where it is deemed necessary to clearly be certain of the degree of a particular risk, the use of the following table makes it relatively simple to identify the degree of action required.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   ProbabilityDegree of ProbabilityInjury or Damage | Likely(5) | Probable(4) | Possible(3) | Remote(2) | Improbable(1) |
| Fatal (death) (5) |  |  |  |  |  |
| Major Injury or Disease (4) |  |  |  |  |  |
| Minor Injury/Disease (3) |  |  |  |  |  |
| Damage to Plant (2) |  |  |  |  |  |
| No Damage/Injury (1) |  |  |  |  |  |

By considering the Probability against the Degree of Injury or Damage and multiplying each against the other a total figure will indication the level of risk.

From the two-stage calculation, a ‘Risk Factor’ can be determined ranging from 1 x 1 = 1 (no damage or injury and unlikely to happen) to 5 x 5 = 25 (incident just waiting to happen with disastrous and widespread results, possibly with one or more fatalities). This gives a qualitative basis upon which to determine the urgency of any action.

If a fatality is even remotely possible – action must be considered as being necessary. However, if the possibility of a minor injury is remote, then that may be classed as an acceptable risk. Use of the above table, provides a descending scale of 25 to 1 with a factor of 25 being the most serious, therefore, a scale of severity might be decided as:

 20––25 = High Risk – requiring immediate action

  9––19 = Medium Risk

  1–– 8 = Low Risk

To make the equation work effectively, “probability” and “outcome”, i.e. the degree of injury or damage must, of course, be judged independently. When doing this, it is as well to remember that people can often confuse the severity of outcome with probability. For example, research has shown that people tend to let their judgement of the probability of events be influenced by the seriousness of the outcome; e.g. some people think that flying is very dangerous and would rate it high risk, but it is, undoubtedly, one of the safest forms of transport.

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*Risk Assessments – continued…*  *Page 11*

***APPENDIX II***

***FULLBRIDGE CHURCH***

**RISK ASSESSMENT PACK – Part I**

**Information and Guidance**

**Introduction**

This Pack is intended for use by those who are about to undertake an activity for which a Risk Assessment is either mandatory or desirable.

It is hoped that the format risk assessments illustrated will be an easy and good guide as to what is required and help to highlight those areas of risk which everyone should be made aware of and, thereby prevent so far as possible accidents that may otherwise occur.

As far as Fullbridge Church is concerned, the requirement for preparing risk assessments is not great, but they can be a very important part of accident prevention. When in doubt about any activity, it is both wise and prudent to prepare an assessment. Richard Reynolds, the Health and Safety Co-ordinator (HSC) for the Church, will always give advice and assist in this.

Generally, the requirement is to make a **‘suitable and sufficient’ assessment of any significant risks to health and safety,** to which a person or persons, on the Church premises, or who may be affected by or engaged in any of the Church activities whether on or off the premises. The terms ‘suitable and sufficient’ and ‘significant risk’ are expressed in legislation and, of course, courts will examine both aspects to ascertain whether or not a defendant has ‘reasonably’ or ‘practically’ complied with the law.

**Background**

There are a number of pieces of legislation that require a risk assessment to be done and, although the Church is exempt from many of these, it is a fact that the courts (both criminal and civil) are using this aspect more and more in establishing the merits of cases brought before them.

Insurance companies are also becoming increasingly strict in determining whether an adequate risk assessment has been completed when a claim for damages is being made; if not they often refuse to pay for any resulting costs in full, if at all.

Of particular importance, risk assessment forms a major part of legal protection where children and vulnerable adults are involved. In the unlikely event of a serious accident happening or abuse taking place, which could potentially result in a prosecution for negligence, the fact that a risk assessment has been done could become a key mitigating factor in any defence.

**Church Risk Assessment Requirements**

As far as Fullbridge Church is concerned, the following areas are where risks assessments are either legally required or desirable:

* Fire: This is a legal requirement; therefore reference to fire should almost always be part of an assessment. *(This is not included in this Pack).*
* Children and Vulnerable Persons: This is a legal requirement; therefore an assessment should be prepared for all activities. Furthermore, **i**t is a legal requirement that all Volunteer workers who are, or may be, engaged in any activity involving children and vulnerable persons, must be in possession of a DBS (Disclosure and Barring Service) certificate.
* Any other activities where it is Desirable to prepare an Assessment; this would include the annual OCC event, the Church Maintenance programmes, the annual firework display, planning residential events for young people and any other activity taking place that presents a significant risk of harm

**Responsibility**

The Team/Activity Leaders or Responsible Adult(s) are responsible for ensuring that the preparation of the assessments is carried out.

It is important that safety instructions, extracted from the control measures, resulting from the assessment are communicated to those who require to know such details.

**Please Note. It is not intended that anyone be discouraged from carrying out any activity for the benefit of the Church and its members. So do remember, that if anyone has any queries or doubts about the need for, or the preparing of risk assessments, they should contact a Deacon or the HSC who will be pleased to assist at any time.**

*Continued*

*Risk Assessments – continued…*     *Page 12*

**The Assessment Process**

A risk assessment is nothing more than a careful examination of what may possibly cause harm to individuals or groups of people. The aim is to make sure that no one gets hurt, or becomes ill, as a result of any activity.

Not all activities will necessarily warrant a written risk assessment, but Activity/Team Leaders and Responsible Adults should always be aware of the need to consider the need for a risk assessments, **before** commencing a particular activity.

Here are just some of the situations that could apply in the day-to-day life of the Church: there will often be a number of maintenance activities that may require a risk assessment; ‘field’ trips for children will require special attention; the annual OCC event at Christmas time requires a General Assessment for Fire and other Safety aspects as well as a special Samaritan’s Purse assessment.

In considering an Assessment the requirement is for *“...a suitable and sufficient assessment to be made [of the risks, etc.]...”.*Therefore, it is recommended that the following points should be considered and be included in any written record:

1. A short, but accurate, description of the activity or situation (i.e. the task or event), will often give clues as to any risks..
2. Any serious hazard or imminent risk that has the potential to cause harm.
3. Those persons particularly at risk, highlighting any individual or group significantly at risk, e.g. children, vulnerable adults, volunteers who are working, those that are disabled, young persons, visitors, members of the public, contractors, etc.
4. The existing, or required, controls necessary to prevent the possibility of harm occurring.
5. Factors relevant to safe working, such as lighting, ventilation, the presence of asbestos and other dangerous substances should also be included.
6. Where a risk is immediately apparent, steps must be taken to remove or control it.

There is no standard format for preparing a risk assessment; the format chosen for the Church is a simple one that covers the major points.

**Assessments must be recorded and kept up to date and, when finished, the assessment documents should be filed in the Risk Assessment file kept in the kitchen cupboard.**

**Follow-up Actions**

When the Risk Assessment is complete, all necessary precautions to eradicate those risks identified should be taken; for example:

* Are there any mechanical solutions (such as guards) or other means (such as safety rules) necessary that may be able to reduce or even remove the risk?
* Personal Protective Equipment hard-hats, goggles, gloves, etc.
* Will there be a need for the appointment of one or more Skilled or Competent Persons necessary in order to carry out the procedure safely?
* Is there an element of training desirable?

On-going Risk Assessments must be reviewed regularly or when any changes occur that could affect the original assessment. This also applies to assessments drawn for repeat activities or events such as those affecting children, or maintenance, etc. See the following assessments.

**It is important to remember that Generic Risk Assessments are not acceptable** – this means that an assessment prepared for one site, say a warehouse, will not be suitable for any other warehouse. Every situation has differences and these have to be seen to be recognised in the assessment. Therefore, if an existing risk assessment most nearly meets your needs make any changes that are necessary and sign that you have reviewed the assessment.

Finally, do remember that the risk assessment is concerned solely with risks that are present *and* on-going and **not** something that can and should be rectified or remedied there and then. Assessments should not be confused with routine health and safety inspections or something that may arise from observation.

**Calculating the Risk – High, Medium or Low**

It is usually fairly obvious how serious a particular risk is; for example everyone knows that children walking alongside a river presents the risk of them tripping or falling into the water and we would consider that to be a medium or high risk (depending on the age, etc., of the group). However, sometimes these situations are not so easily recognised, particular in the area of general maintenance, in which case, it may be necessary to **calculate** the Risk, in which case please ask the HSC for guidance.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Continued...*

*Risk Assessments – continued…*     *Page 13*

**Examples of Hazards, Risks and Controls**

The following is just some of the items that may need to be included in the Assessment. Remember, they NOT comprehensive; there could be other items that may need to be included.

***Children – Activities Carried Out in the Church Building***

These activities will usually fall into the category of Sunday school taking place during church services, **or** play-groups organised by members of the church.

* *Hazard/Risk:* Accidents are likely to occur when children use all types of toys or drawing and cutting implements. Thankfully, injuries will be mostly of a minor nature and include cuts, punctures and bruises arising from trips and falls, etc. It is also possible that some seemingly innocuous materials can prove harmful if swallowed and result in sickness or even an allergic reaction.
* *Control Measure(s) required:*Only toys, implements and materials which are certified child-safe are used and the children must be properly taught to use them safely and be supervised to ensure that no harm will arise.

***Note:*** It is prudent that parents should be made aware of the activities that are to be carried out and asked if there is any known reason why a child should not be exposed to certain materials. Attention should also be given to any weights or large objects that the children may move or carry during the session.

***Emergency and Fire Procedures:*** Activity/Team Leaders and other Responsible Adults are advised to thoroughly familiarise themselves with the Emergency and Fire Procedures and Escape Routes that are in place in the Church. Those who have children under their charge should ensure that the group is supervised at all times with this aspect in mind.

***First Aid:*** First Aid provision is always readily available during Church services, as there are some 10 or 12 church members who are qualified to act in that capacity.

**Children – *Outside Activities Away From the Church***

***Weather***

* *Hazard/Risk:*The effect of adverse weather on the planned activity could result in accidents. For example: wet and very windy weather could cause branches and other debris to fall on people while in woods or coppices.
* *Control Measure(s) that may be required:* The clothing to be worn on such activities should also be considered and parents warned in advance of particular requirements. Should the weather change during the event, the Activity/Team Leader and escorts/parents may have to decide, at any time, whether the planned trip should be abandoned.

***Transport* –** *When using Volunteer drivers:*

* *Hazard/Risk:*The possibility of traffic accidents.
* *Control Measure(s) required:*Volunteer drivers must have a valid driving licence and fully comprehensive insurance. Only experienced drivers with a minimum of, say, 3 years experience are allowed to transport children on trips out. If in doubt, Activity/Team Leaders are to ensure that drivers are competent and check driving licences and insurance certificates.

Those persons offering to drive are fully responsible for communicating this aspect to the Team Leader. The names of those volunteering to drive should be noted on the risk assessment form. **Volunteers should note this requirement is extremely important.**

***Transport* –** *When using Public Transport:*

* *Hazard/Risk:*Children could easily become missing and disorientated in crowds or suffer falls when mounting trains or buses.
* *Control Measure(s) required:*Children to be counted on and off buses or trains and controlled at all times by escorting adults.

***When walking***

* *Hazard/Risk:*Children may often stop, or wander off into the road or an unsafe area.
* *Control Measure(s) required:*At least one adult should be situated at the front and rear of the column to ensure that children do not wander off route and that they cross the road correctly using pedestrian crossings where possible. Other adult escorts/parents to mingle with the column to ensure that the children are as safe as possible.

Escorts/parents are to supervise and assist the children at all times.

*Continued*

*Risk Assessments – continued…*     *Page 14*

***Water Hazards***

***Note:*** If a child should fall into water where there is the possibility of the child having swallowed some of the water, then he or she should be medically examined as soon as possible. The parents of the child (if not present) should be notified immediately.

* *Hazard/Risk:*Arising from rivers, canals, lakes and ponds: Unless proper care is taken, children could fall into shallow and also deep water which could lead to drowning or, at the very least, suffer

trauma and shock. There is also the hazard of Water-borne diseases*:* all waterways, particularly stagnant water (even long standing rainwater), carry the risk of causing infections and diseases. Stagnant water in canals for example can often cause illnesses such as Weil’s disease, etc.

* *Control Measure(s) required:*Children must be warned about the dangers and be carefully watched and supervised at all times when near water.

***Refreshments***

* *Hazard/Risk:*Whether purchased or carried as a packed lunch, there is always the possibility of children eating dirty or contaminated food.
* *Control Measure(s) required:*Activity/Team Leaders, escorts/parents are to ensure that food is properly packed, preferably in a lunch box. It is important that the childrens’ hands are cleaned before they eat any food.

***First Aid***

First Aid provision should always be seriously considered before for every planned activity/event. Where deemed necessary the number of Trained Emergency First Aiders present will depend on the nature of the activity/event; certainly Team Leaders should be certain that first aid or medical assistance can be quickly accessed. They should also familiarise themselves with the location of first aids kits and ensure that a first aid kit is taken on every occasion children are taken on an outside trip or visit.

*In the case of injury:* It is important to understand that a person administering first aid is not allowed to give a child or adult any medication of any kind and that includes common pain relief pills, etc.

Should the injury be serious or, if there is any doubt at all, then medical help should be sought either at a doctor’s surgery or the nearest A&E as soon as possible.

If the parent or other responsible person is not present, they should be informed immediately.

It is important that all injuries no matter how small should be reported as soon as possible to the HSC and entered it into the accident book. The HSC will investigate the circumstances if deemed necessary.

***Fire***

***Emergency and Fire Procedures:*** Activity/Team Leaders and other Responsible Adults are to familiarise themselves with the Emergency and Fire Procedures and Escape Routes that are in place at the venue they are visiting. Those who have children under their charge should ensure that the group is supervised at all times with this in mind.

***Firework displays:***

* *Hazard/Risk:*These events are notorious for the injuries that can result from fireworks.
* *Control Measure(s) required:* ***(If organised by the Church or in the name of the Church).***  Only those displays which are either officially regulated or safely mounted by experienced persons who are known to the Church to be used.

A Safety barrier should be placed at, say, some 25-30 metres of the launching points. Nobody should be allowed inside that barrier.

Appointed Responsible Adults should be acting as stewards throughout the display.

Children are to be warned about the dangers and should be carefully supervised at all times when near fire.

***Other Types of Risk Assessment***

These will normally be those activities, carried out on behalf of the Church, by adults and young people that are unusual and may present some elements of risk.

For example: there are two events that definitely fall into this category. They are:

1. The annual maintenance programme. The maintenance of the Church building does require an assessment to be made whenever it is carried out by Volunteer members of the church (work that is carried out by professional maintenance and supply companies are not subject to this). The assessment should take into account those specific tasks that are to be carried out as well as items of a general nature.
2. Samaritan’s Purse ‘Operation Christmas Child’ (OCC) event at Christmas.
3. Certain residential events for young people such as camps.

*Continued*

*Risk Assessments – continued…*     *Page 15*

* + 1. **Maintenance of the Church Building**

***Examples of Hazards/ Risks and Controls***

The maintenance of the Church building does require an assessment to be made whenever it is carried out by Volunteer members of the church (work that is carried out by professional maintenance and supply companies are not subject to this).

The assessment should take into account the specific tasks that are to be carried out as well as items of a general nature. The following paragraphs give some examples of what may be contained in a risk assessment.

*Note:*Volunteers will often provide their own hand and power tools for repairs and maintenance in the Church building. It should always be remembered that many Volunteers will be amateurs with varying levels of skill and knowledge. Tools will vary enormously and, in some cases, their safety may be questionable. Therefore, it is essential that the Activity/Team Leader ensures that such tools are appropriate for the work in hand and, so far as is reasonably practicable, that they are in a safe and sound condition.

***Hand and Power Tools***

Volunteer Helpers will often provide their own hand and power tools for repairs and maintenance; these tools will vary enormously and, in some cases, their safety may be questionable. Therefore, it is essential that the Activity/Team Leader ensures that such tools are appropriate for the work in hand and, so far as is reasonably practicable, that they are in a safe and sound condition.

It should also be borne in mind that many Volunteers will be ‘amateurs’ with varying levels of skill and knowledge.

* *Hazard/Risk:*Injuries particularly to hands and eyes caused by using damaged or inappropriate tools.
* *Control Measure(s) required:*Knives, chisels and saws should be sharpened and correctly set. Hammers, pincers and other tools should be adequate for the job and any damaged tools must not be allowed to be used.Working areas and surrounds must be kept clear be free of clutter and rubbish.
* *Note:*Power tools must be switched off and isolated when unattended.

***Electricity***

* *Hazard/Risk:*Electric shock resulting from worn cables (on power tools) or from inexperience when dealing with electrical repairs.
* *Control Measure(s) required:* Power tool cables examined for wear and correct fusing of plugs. Electrical repairs are to be carried out by a professional or, at the very least, a competent person who may carry out simple repairs. Guards and safety devices must not be removed from tools or machines.
* *Note:* Persons under the age of 16 are not allowed to operate power tools except under strict supervision.

***Working at Height***

* *Hazard/Risk:*Falls from portable scaffold, ladders and step-ladders. People injured from falling objects.
* *Control Measure(s) required:* Only competent people are allowed to use the scaffold, step-ladders and ladders. When working about two metres ladders and step-ladders must be either secured or footed by an assistant. When work is being carried out above head height, those footing or holding the ladders must wear hard-hats; others who may be working in the vicinity are to be removed until the work at height is completed.
* *Note:* It should be noted that working at height is regulated by law and appropriate steps should always be taken to safeguard those working at height or in the vicinity.

***Asbestos***

* *Hazard/Risk:* The presence of Asbestos in premises is strictly governed by law as it is a major hazard to health.
* *Control Measure(s) required:* The Church has asbestos covering pipe work in the loft of the main hall. The material is well covered and safe, but no one other that the Team leader is allowed to work on or near that pipe work.
* *Note:* It is extremely important that all those likely to work in the loft are warned of the presence of asbestos and given any necessary instructions.

***Manual Handling***

* *Hazard/Risk:* Skeletal injuries to the back, arms, shoulders and legs can result from lifting weights

incorrectly.

* *Control Measure(s) required:* Persons liable to shift heavy weights are told to get assistance and told the correct way to deal with the particular load.
* *Note:* Many activities have an element of manual handling included; particular attention should be made of this, especially where children and young persons are concerned.

*Continued*

*Risk Assessments – continued…*     *Page 16*

***Substances Hazardous to Health***

People are often very aware when something doesn’t smell right or find themselves gasping for breath – if this is the case they should immediately stop using the material and leave the area immediately..

***First Aid***

First Aid provision should always be seriously considered before any planned maintenance activity. The First Aid cover will depend on the nature of the work taking place. In the event that a First Aider may not be present, Team Leaders should be certain that first aid or medical assistance can be quickly accessed.

It is important to understand that a person administering first aid is not allowed to give a child or adult any medication of any kind and that includes common pain relief pills, etc.

Should there be any accident resulting in injury, should it be serious or, if there is any doubt at all, then medical help should be sought either at a doctor’s surgery or the nearest A&E as soon as possible. Relatives of the person injured should be informed immediately.

It is important that all injuries no matter how small should be reported as soon as possible to the HSC and entered it into the accident book. The HSC will investigate the circumstances if deemed necessary.

***Fire***

Activity/Team Leaders and Volunteers are to familiarise themselves with the Emergency and Fire Procedures and Escape Routes that are in place.

**On-Line Risk Assessments**

Both Child Protection and Maintenance Format Risk Assessments, together with instructions for completion, are available on-line from the Church’s web-site www.fullbridgechurch.com – these cover both internal and external activities for children. Each format covers most of the specific risks that need to be covered, but Team/Activity Leaders should check each assessment to ensure everything is indeed covered. There is provision on the format to add any specific changes or additions, those items not required or irrelevant are simply crossed out. Once checked and/or altered the Team/Activity Leader should sign the assessment and, when the task is finished file in the Assessment Record Book which is kept in the kitchen cupboard. Examples of these Assessments can also be seen on the web site.

Risk assessments specifically for Vulnerable Adults will need to be prepared as and when required and, if necessary, Team/Activity Leaders are advised to contact the HSC who will be pleased to advise and assist.

Blank Risk Assessment forms are also available on-line.

**Finally**

**It is necessary and very important that Team/Activity Leaders communicate the identified risks to those Volunteers who are taking part, and to indicate the safety rules to be observed. This is usually done in the form of a briefing and/or written Safety Instructions (or Rules) which may either be given to the individual Volunteers or posted on Notice Boards.**

**THE PREPARATION OF A RISK ASSESSMENT SHOULD NOT BE REGARDED AS SIMPLY A PAPER EXERCISE!**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Continued*

*Risk Assessments – continued…*     *Page 17*

***APPENDIX III***

***FULLBRIDGE CHURCH***

**RISK ASSESSMENT PACK – Part II**

**Risk Assessment Format Completion**

**The Need for Risk Assessments in Fullbridge Church**

There are certain activities regularly taking place in the Church where it is necessary to have a written assessment, (not necessarily because the law requires it), but to protect the Church in the event of legal proceedings. For example, the requirements for Child and Vulnerable Persons protection place particular emphasis on this aspect; as In the event of an unfortunate incident occurring, the Church would have to prove that it did everything that was reasonably practicable to prevent that happening.

Therefore, in order to ease this additional responsibility on those who do so much good work for Fullbridge Church, we have devised a system of ‘Risk Assessment Formats’, which will hopefully meet our collective responsibilities in this area. This Pack attempts to simplify that process for those who voluntarily carry out the various activities and functions within the Church.

The first point to understand is that: IT IS NOT NECESSARY TO REWRITE AN ASSESSMENT EVERY TIME A SIMILAR ACTIVITY TAKES PLACE. Nevertheless, if there are changes made that could affect an existing assessment, it is important that it is reviewed or checked so that any irrelevant items are removed, or that adjustments made to existing items are highlighted, and that any new items are added.

**How to Use of Risk Assessment Formats (Children)**

These two Formats have been written containing the various items that usually occur. You are asked to read these and, if there is something new or different to be done which presents a **significant risk,** these should be entered in the box marked *‘Additional’*; similarly if one of the items shown is not relevant or no longer applies, simply draw a line through it.

Once you are satisfied that the assessment is correct, the format should signed and dated. If changes have been made to a particular activity, the form should be filed in the Assessment File which is kept in the Kitchen cupboard. This must be done for all one-off activities such as field trips and visits.

The exception to this is the Assessment for Sunday School Activities; this is because that particular assessment is hardly likely to change: but if, of course, it is amended that particular copy should be signed and filed accordingly.

***It is important that Responsible Adults and Escorts are made aware of the Safety Requirements arising from the Assessment either through face-to-face briefings or in writing.***

***General Considerations When Preparing an Assessment for Field Trips or Visits***

Having considered the hazards and risks and the controls necessary for the Supervision of safe arrangements for the trip, be sure to take the following into account:

1. **Register** – Depending on the number attending, say more than six, a list of the children taking part in a visit or trip should be drawn up and issued to the escorts/parents accompanying the party.
2. **Proper Supervision –** maintained by ensuring a ratio of no more than four (4) children per escort/parent depending on the age of the children.
3. **Discipline –** Children to be told the ‘dos and don’ts’ before each trip/activity: general behaviour expected during the trip, instructions and any dangers that may be encountered.
4. **Appropriate Clothing** - Parents to be advised of any appropriate clothing to be worn on the trip/activity

 if necessary, such as rain-proofs, wellingtons, gloves or aprons, etc.

1. **Continuation** – the Activity Leader/Responsible Adult and escort(s)/parents must judge how bad the

 weather is before deciding to continue with the trip/activity (if appropriate).

1. **Dangers** – the Activity Leader and escorts should take into account factors such as wind that may

 cause difficulties or dangers to young children especially if walking in wood areas.

1. **Transport** – to and from, and during, trips should be properly planned and suitable vehicles used.

 Arrangements are to made that will ensure the safety of the children at all times whether by private

 cars or public transport.

1. **Road Crossing** – proper attention to children must be given by escorts/parents in crossing roads **–**

 always use pedestrian crossings where possible.

1. **Numbers –** regularchecks on the number of children present at any time. Children also to be

 encouraged to report the disappearance of any member of their group to an adult.

 *Continued*

*Risk Assessments – continued…*     *Page 18*

1. **Emergency and First Aid Requirements –** It is important that the possible need of first aid treatment

in an emergency be considered when preparing an assessment. Of course this will depend on the

 potential risk associated with the activity taking place. Where a risk of injury is possible the following

 should be considered:

1. Whether one of the adult escorts/parents, trained to Emergency First Aid standard, should be present at the time of the activity/visit and, if not, what arrangements are made to ensure quick access to medical aid if required.
2. When on visits or trips outside of the Church, the appropriate First Aid Kit should be carried at

 all times by a responsible adult.

1. Depending on the type of activity, children are to wear appropriate protective clothing and use

 suitable and safe stationary items, tools, and equipment.

1. Where activities may present specific hazards, escorts/parents should be made aware of

 aware of these.

1. One of the adult escorts/parents trained to Emergency First Aid standard and be present at the

time of the activity/visit, or at the very least the means exists to quickly access

medical aid if required.

1. When on visits or trips outside of the Church, the appropriate First Aid Kit should be carried at

 all times by a responsible adult.

1. Depending on the type of activity, children are to wear appropriate protective clothing and use

 suitable and safe stationary items, tools, and equipment.

1. Where activities may present specific hazards, escorts/parents should be made aware of

 aware of these.

1. **Fire arrangements –** When activities/visits are taking place indoors, note must be taken of the local

 fire precautions and procedures by the escorts/parents.

 Where outdoor activities include the use of fire (such as camp fires, fireworks displays, etc.), proper

 precautions and procedures must be devised so as to ensure the safety of children at all times. In

 these circumstances it may be necessary to prepare a separate risk assessment.

 A trained First Aider must be present at all times during activities involving fire.

1. **Particular Hazards That Should Receive Special Attention –** Some activities require quite definite

action and arrangements should be sufficient to meet any eventuality; for example:

1. Water hazards arising from rivers, lakes and ponds.
2. The type of terrain that it is intended to cover and any Injuries from trips and falls that may arise.
3. The use of any type of tool such as forks, shovels, hoes, etc.
4. Health risks that may rise from the ingestion of river and pond water.

*(The above list is only an illustration of the things that should be borne in mind and is not definitive in any way.)*

**Completing the Assessment Form**

***Give the Event or Activity a Title*.**

A simple title sufficient to identify the activity.

***Write a Brief Description and Specific Objects (if relevant) of Activity***

A short sentence which covers the general aims of the activity taking place; e.g.:

“A walk along the canal bank from ... to ..... The party will consist of (No. of) adults and parents and

 (No. of) children. Fun event.”

 *Any special notes can also be included here – see example.*

***Enter Names or Other Information*** *– see example.*

***Enter Appropriate Dates***

***Enter Numbers*** *(especially important where children are concerned).*

 ***Check each item –*** *and amend if necessary*.

 ***Any Particular Medical Conditions or Needs****, who and what:*

 *5*

 Parents must be informed that it is their responsibility to inform the Activity Leader of any health or

 other particular problems that may affect their children and give any required medication that may be

 necessary to the Activity Leader/Responsible Adult.

 ***ALWAYS REMEMBER TO DATE AND SIGN.***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Continued...*

*Risk Assessments – continued…*     *Page 19-24*

***APPENDIX IV***

*FULLBRIDGE CHURCH*

**RISK ASSESSMENT FORMAT – CHILDREN (IN CHURCH)**

*Title of Event/Activity:*\_\_\_\_Childrens’ Sunday School Activities\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Description and Location:\_\_\_\_*Mustard and Pepper groups withdraw during the service to continue with\_\_\_\_ associated activities to learn more about the Christian life and listen to stories from the bible.

*Notes:* Mustard is an early years groups up to the age of 7 years, usually up to 12 children. Pepper is a\_\_\_\_ junior group up to the age of eleven years, usually up to six children.

*Name of Activity/Team Leader (if appropriate):\_\_\_*All adults are holders of the DBS certificates\_\_\_\_\_\_\_\_\_\_\_

***(Please note: Adults assisting with events for children or vulnerable persons should all have a DBS certificate)***

*Date of Assessment­­­­­­­­:\_\_\_*16/10/14\_\_\_\_\_\_\_\_\_\_ *Date of Activity/Event:\_*Each Sunday (except 1st \_\_\_\_

 Sunday service of the month\_.

*No. of Adult Assistants:*  At least 2 per group *Ratio of Children to Adults:* Mustard 1 : 5 children\_\_\_

 Pepper 1 : 2 children\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Hazard/Risks* | *Level of Risk* | *Control Measure(s)**In place* | *Person(s) Responsible* | *Notes* |
| The Pepper group usually meets in the rooms on the 1st floor which can present hazards associated with fire, or simply running up and down stairs. | Low | 1. Adults are familiar

with the Church Fire Procedures and the measures implemented for such an emergency.1. Adults supervise children to ensure as far as possible that they move about safely.
 | Those adults leading the group.  | Both groups of children will attend while their parents or guardians are attending the service, so in these circumstances a register need not be kept. |
| Both groups may sing and use some percussion instruments and, on occasions, a CD player or a DVD is used.  | Low | The children are closely supervised at all times and electrical equipment is operated by the adults present. | Those adults leading the group. | Children are to be discouraged from using electrical equipment unaccompanied. |
| On occasions both groups will engage in simple cooking and may use some cooking utensils such as rollers and shape cutters for cookies. | Low | 1. Children are closely supervised while using utensils.
2. Children are not allowed in the kitchen and or allowed to touch hot items of food or utensils at any time.
 | Those adults leading the group. | All Responsible Adults leading this activity are well aware of their responsibilities to the children, not only in using ingredients, etc., but also the hygienic factors involved. |
| Both groups use tables and chairs for some activities. They may assist in placing only the chairs in the room and may injure themselves through lifting.  | Medium | Supervising adults are aware of the risks associated with manual handling and supervise the children closely in such activities. | Those Responsible Adults present. |  |
| Toilets.  | Low | Use designated toilets. If the child is not independent, get the parent/responsible carer. If the child is independent, stand outside the door if required. See Health and Safety Manual: Section 5 Child Protection Operating Instructions – 5.1.5 paragraph 4.\* | Those Responsible Adults present.. | \*This Section is available to all Responsible Adults who have been briefed on Child Protection policies. *Continued...* |
| *Hazard/Risks* | *Level of Risk* | *Control Measure(s)**In place* | *Person(s) Responsible* | *Notes* |
| Winter heating. The use of portable heaters can raise the risk of fire or injury from heat and electricity. | Low | Heaters are placed in locations away from the children and those adults leading the group are aware of the safety aspects regarding portable heaters. | Those Responsible Adults present. | These heaters are also PAT tested regularly. |
| First Aid in case of injury. | Low | There will be a number of trained first aiders present during the service who are easily accessible.  | Those Responsible Adults present |  |
| Fire arrangements.None of the activities taking place is likely to start a fire, but this could happen in other parts of the building.  | Low | Those Responsible Adults are all familiar with the Fire Procedures and, should the alarm sound, they will lead the children to the Assembly Area.  | Those Responsible Adults present. | Under no circumstance should any adult working with children attempt to fight any fire. Their first responsibility is to get the children to safety. |
| *Additional* |  |  |  |  |
| *Additional* |  |  |  |  |
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*Any Particular Medical Conditions or Needs, who and what:*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*Date Assessment Reviewed­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Signature of Activity/Team Leader\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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*FULLBRIDGE CHURCH*

**RISK ASSESSMENT FORMAT – CHILDREN (TRIPS AND VISITS)**

##### *Title of Event/Activity:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Description and Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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*Name of Activity/Team Leader (BLOCK CAPITALS):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date of Assessment­­­­­­­­:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Date of Activity/Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*No. of Adult Assistants (if appropriate):\_\_\_\_\_\_\_\_\_\_\_\_* *Ratio of Children to Adults (if appropriate):\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*(Please note: Adults assisting with events for children should have an Enhanced DBS certificate)*

*\*Names of First Aider(s) present* *:*1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(\*Depending on the activity. If First Aid personnel are not present. Adult Escorts must be aware of how medical and/or first aid facilities can be accessed as quickly as possible).*

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| *Hazard/Risks* | *Level of Risk* | *Control Measure(s)**In place* | *Person(s) Responsible* | *Notes* |
| **Transport***Volunteer drivers using* *their own cars :*The possibility of traffic accidents. | Low | 1. Drivers must have a valid driving licence and fully comprehensive insurance.
2. Only experienced drivers with a minimum of, say, 3 years experience, are allowed to carry groups of children.
3. Where necessary, children will be fastened into child seats.

. | Activity Leader and Responsible Adult escorts. | Where there is any doubt e.g. new member, licences and insurances are to be checked by the Activity Leader.  |
| **Transport** *When using Public*  *Transport:*Children could easily become missing and disorientated in crowds or suffer falls when mounting or dismounting trains or buses. | Medium | 1. Children to be counted on and off buses or trains and controlled at all times by escorting adults, e.g. one escort leading and one at the back of the group.
2. When walking, children should be in a column with at least one escort at the back of the line.
 | All adult escorts. |  |
| **Water Hazards**1. Children could fall into shallow or deep water which could lead to drowning or, at the very least, suffer trauma and shock. 2. There is also the possibility of contracting water-borne infections and diseases:  | Low | 1. Children are warned about the dangers and are told to stay with their parent or escort at all times.
2. Children are carefully supervised at all times when near water.
3. A contact list of parents/carers is available at all times and they are asked to sign a consent form prior to the activity, in line with the Child Protection Policy.

. | Activity Leader and Responsible Adult escorts. | 1. Should a child fall into water, and there is a suspicion that some water may have been swallowed, a medical examination should be arranged immediately.
2. The parents of the child (if not present) should be notified as soon as possible.

*Continued...* |
| *Hazard/Risks* | *Level of Risk* | *Control Measure(s)**In place* | *Person(s) Responsible* | *Notes* |
| **Play Areas**Injuries caused by falls, etc. | Medium | Parents and Responsible Adult escorts will supervise and oversee the activities of the children at all times.. | Activity Leader and Responsible Adult escorts. | Parents of the child (if not present) should be notified as soon as possible. |
| **Refreshments**Whether purchased or carried as a packed lunch, there is always the possibility of eating dirty or contaminated food. | Medium | Parents and Responsible Adult escorts are to ensure that the children’s hands are cleaned before eating any food, or at least a napkin is used to hold the food. | Activity Leader and Responsible Adult escorts. | Parents should be advised of the need for hygiene to be taken into account, regarding packing and suitable serviettes, etc. |
| **First Aid**In the case of injury.  | Medium | At least one Emergency First Aid escort is available. | Activity leader. | A First Kit is to be taken on every occasion children are on an outside trip or visit.  |
| **Fire and Associated**  **Activities**Where outdoor activities include the use of fire (such as camp fires, fireworks displays, etc.), proper precautions and procedures must be devised so as to ensure the safety of children at all times.   |  | Proper safeguards are to be implemented, such as safe distances, barricades, stewarding, etc. | Activity Leader and Responsible Adult escorts. | *Note:* In these circumstances it may be deemed necessary to prepare a separate risk assessment. |
| **Toilets**When using toilet facilities, children should always be accompanied by an Adult.  | Low | Use designated toilets. If the child is not independent, get the parent/responsible carer. If the child is independent, stand outside the door if required. \*See Health and Safety Manual: Section 5 Child Protection Operating Instructions – 5.1.5 paragraph 4. | Those Responsible Adults present.. | \*This Section of the Health and Safety Manual is available to all Responsible Adults who have been briefed on Child Protection policies.  |
| *Additional* |  |  |  |  |
| *Additional* |  |  |  |  |

*Any Particular Medical Conditions or Needs, who and what: \_\_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Signature of Activity/Team Leader\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** *Date Reviewed­­­­­­­­­­­­­­­­­­­­­­­­­­­­­:***\_\_\_\_\_\_\_\_\_\_\_\_\_**

***It is important to remember that deletions, additions and alterations are made as necessary to this assessment if are any changes to programmes or events. Always convey these changes to those that are concerned.***

*FULLBRIDGE CHURCH*

**RISK ASSESSMENT FORMAT – MAINTENANCE**

*Description of Work to be done:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*Name of Activity/Team Leader (BLOCK CAPITALS):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Date of Assessment­­­­­­­­:*\_\_\_2/10/14\_\_\_\_\_\_\_\_\_\_ *Date of Activity/Event:*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Number of First Aider(s) present: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*(If there are no Trained Emergency First Aid persons present, please state the arrangements that are in place, for treating injuries or dealing with emergencies, in the space provided in the assessment below.)*

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| *Hazard/Risks* | *Level of Risk* | *Control Measure(s)**In place* | *Person(s) Responsible* | *Notes* |
| **Hand and Power Tools***Tools belonging to*  *Volunteers:*Injuries particularly to hands and eyes caused by using damaged or inappropriate tools.**Electricity**Electric shock resulting from worn cables (on power tools) or from inexperience when dealing with electrical repairs.**Working at Height**1. Falls from portable scaffold, ladders and step-ladders.
2. People injured from falling objects.
 | MediumHighHigh | 1. Volunteers are to be reminded that knives, saws and chisels should be sharpened and correctly set before the date of the maintenance.
2. Damaged tools are not allowed to be used.
3. All tools must be adequate for the job in hand.
4. Working areas and surrounds must be kept clear be free of clutter and rubbish.
5. Electrical repairs are carried out only by a professional or a competent person depending on the nature of the repairs.
6. Power tool cables are examined for wear.
7. Guards and safety devices must not be removed from tools or machines.
8. Power tools must be switched off **and** isolated when unattended.
9. Only competent people are allowed to use the scaffold, step-ladders and ladders.
10. When working about two metres ladders and step-ladders must be either secured or footed by an assistant.
11. When work is being carried out above head height, those footing or holding the ladders must wear hard-hats.
12. Persons who may be working in the vicinity are to move away until the working at height is completed.
 | Activity/Team LeaderTo be overseen by the Activity/Team Leader.To be overseen by the Activity/Team Leader | Safety Instructions will be issued as necessary.1. Persons under the age of 16 are not allowed to operate power tools except under strict supervision.
2. When working at height the correct ladders/r step-ladders must be used, i.e. made of wood or glass fibre materials to avoid or lessen the effect of electric shock.
3. *Note:* if towers are being used it is important that they are mounted in the correct way.
4. When working on electrical fittings or installations, it is necessary to ensure that a wooden platform is used to avoid or lessen the effect of electric shock.

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| *Hazard/Risks* | *Level of Risk* | *Control Measure(s)**In place* | *Person(s) Responsible* | *Notes* |
| **Asbestos**Can be a major hazard to health and working near or on this material is governed by strict regulations.    **Manual Handling**Skeletal injuries to the back, arms, shoulders and legs can result from lifting heavy or awkward weights Incorrectly.**Substances Hazardous to**  **Health**Some toxic substances can cause, or have, an extreme effect on the health of persons exposed to them. | HighLowLow | No person is allowed to work on or near the asbestos covered pipe- work, situated in the loft area, without the permission of Richard Reynolds or the Team Leader. 1. Persons liable to shift heavy and/or awkward loads are instructed to ask for assistance.
2. Young persons are taught correct manual handling techniques.

The Team Leader will ensure that any substance introduced during the maintenance session is examined for possible hazards and, if so, to ensure appropriate safeguards are taken as advised on the packaging or data sheet. | Team Leader.To be overseen by the Activity/Team LeaderTeam Leader and other Competent persons. |  |
| **First Aid***In the absence of a trained first aider, please show the appropriate arrangements in place during the event.* |  |  |  | Any such arrangements should be governed by the work taking place, e.g. low risk and non-hazardous work, etc, may only require access to a first aid box. |
| *Additional* |  |  |  |  |
| *Additional* |  |  |  |  |
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*Date Assessment Reviewed­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Signature of Activity/Team Leader\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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*Pages 25-28*

*FULLBRIDGE CHURCH*

**RISK ASSESSMENT FORM – CHILDREN**

##### *Title of Event/Activity:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Description and Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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*Name of Activity/Team Leader (BLOCK CAPITALS):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date of Assessment­­­­­­­­:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Date of Activity/Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*No. of Adult Assistants (if appropriate):\_\_\_\_\_\_\_\_\_\_\_\_* *Ratio of Children to Adults (if appropriate):\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*(Please note: Adults assisting with events for children should all have a DBS certificate)*

*\*Names of First Aider(s) if present* *:* 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(\*Depending on the activity, if First Aid personnel are not present, Adult Escorts must be aware of how medical and/or first aid facilities can be accessed as quickly as possible).*

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| *Hazard/Risks* | *Level of Risk* | *Control Measure(s)**In place* | *Person(s) Responsible* | *Notes* |
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| *Hazard/Risks* | *Level of Risk* | *Control Measure(s)**In place* | *Person(s) Responsible* | *Notes* |
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*Any Particular Medical Conditions, who and what:*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*Date Assessment Prepared:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Signature of Activity/Team Leader\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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*FULLBRIDGE CHURCH*

**RISK ASSESSMENT FORM – MAINTENANCE**

*Description of Work to be done:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*Name of Activity/Team Leader (BLOCK CAPITALS):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Date of Assessment­­­­­­­­:*\_\_\_ \_\_\_\_\_\_\_\_\_ *Date of Activity/Event:*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Number of First Aider(s) present: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*(If there are no Trained Emergency First Aid persons present, please state the arrangements that are in place, for treating injuries or dealing with emergencies, in the space provided in the assessment below.)*

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| *Hazard/Risks* | *Level of Risk* | *Control Measure(s)**In place* | *Person(s) Responsible* | *Notes* |
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| --- | --- | --- | --- | --- |
| *Hazard/Risks* | *Level of Risk* | *Control Measure(s)**In place* | *Person(s) Responsible* | *Notes* |
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*Date Assessment Reviewed­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Signature of Activity/Team Leader\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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