*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\_\_\_

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| *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* |  |  |  |  |
| *Additional* |  |  |  |  |

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

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

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

***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 – 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* |  |  |  |  |
| *Additional* |  |  |  |  |

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

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

***It is important to remember that deletions, additions and alterations are made as necessary to this assessment if the above items are unnecessary. Inadequate or incorrect. Always convey details of your assessment to those who are affected or concerned.***

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

***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 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* |
| **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 eight is completed.
 | Activity/Team LeaderTo be overseen by the Activity/Team Leader.To be overseen by the Activity/Team Le | 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

 *Continued...* |

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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  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. |

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

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

***It is important to remember that deletions, additions and alterations are made as necessary to this assessment if the above items are unnecessary, inadequate or incorrect.***

***Always convey details of your as***