

Risk assessment

All employers must conduct a risk assessment.

(<http://www.hse.gov.uk/risk/casestudies>).

Congregation name: **Ferintosh Parish Church**

Date of risk assessment: 24th February 2018

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff, volunteers and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit, No trailing leads or cables. All areas kept clear,	No additional controls required	Trustees, Church Officer, and Church Welcome personnel	From now on	xx/xx/xx xx/xx/xx
Portable electrical equipment	Staff, volunteers and visitors may be injured due to faulty equipment	All equipment has previously been PAT tested. Users of the Church are not allowed to take in their own portable electrical equipment unless permitted to do so by the Trustees	At inspection it was unclear when the last PAT testing of equipment was undertaken. According to the labels on equipment, PAT taking is overdue. This should be address as a matter of urgency	Trustees, Fabric Committee	30/06/18	
Only one means of entry/exit to/from balcony	Anyone entering/exiting the balcony especially if the building has to be evacuation. Due lack of space there is a risk of falling down the stairs	Currently there are warning signs in the Balcony area	Additional signage should be put up on ground level advising the public of the risks	Health and Safety Administrator	30/06/18	
Household cleaning products in cupboard under stair	Anyone with access to the products and those using them. (Chemical & aerosol risk). Some cleaning products are also highly flammable	Cupboard kept locked therefore access restricted.	Appropriate Personal Protective Equipment (PPE) should be available to for people to use if deemed necessary. (eg disposable gloves, disposable aprons, disposable mask/visor protective glasses)	Trustees. Health and Safety Administrator	30/06/18	
Church Domestic Consumer Unit/ fuse box inspection overdue. Inspection was due in 2016	Anyone requiring access to the unit. Risk of electric shock and fire	Nothing- Inspection overdue. Requires to be done	Unit to be inspected by a competent electrical engineer as a matter of urgency	Trustees, Fabric Committee	30/06/2018	

Raised flooring area in Church	Risk of falling off raised area or trip on raised area. This is a risk for anyone however people with any visual defects or mobility issues are particularly vulnerable	Coloured edging to help differentiate between the carpet on the raised area and the carpet below Monitored	None required. Current controls deemed sufficient	Trustees, Church Officer, Health and Safety Administrator	Done	
Sharp edge (Corner) on raised flooring area at front of Church	Anyone walking past may accidentally injury themselves on the sharp corner. Those particularly at risk include young children, the elderly and individuals with mobility issues	Under constant monitoring. There is a protective plastic cover on the edge to prevent injury	The protective cover has a tendency to fall off. This need to be kept under review. The protective cover must be put back on corner if it falls off. If this continues to be an issue action will need to be considered to resolve.	Trustees, Church Officer, Health and Safety Administrator	Keep under review	

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>