| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to manage this risk?** | **Action by whom?** | **Action by when?** | **Done** |
| --- | --- | --- | --- | --- | --- | --- |
| Burn or scald | Adults or children | Care taken when carrying hot drinks & pouring tea/coffee.  Responsible adult to pour & carry hot drinks. | Keep children & frail or vulnerable adults away from hot drinks areas. Do not let them carry hot drinks around.  Avoid too many people being involved in carrying drinks around – plan a rota for helping. | All attending church services. | Immediate | Yes |
| Slips, trips & falls | Adults or children | Care taken to mark steps with hazard tape.  Care taken that any loose carpet is secured well & any loose carpet is removed.  Use of ramp for wheelchairs or other mobility aids, up & down steps.  Use of hand rails where possible.  Avoid use of ladders except for trained or capable (risk assessed) persons. | Risk assessment has taken place on 2.10.23 by working party, to assess any structural or other changes required to improve access & help those with reduced mobility & any other special needs. Awaiting a site visit from DAC’s accessibility advisor.  Increase implementation of hand rails where feasible.  Add further hazard tape to steps & areas of uneven flooring & keep floors dry & even.  Reduce numbers congregating in tight/small areas such as the nave, vestry & bell tower areas.  Ensure a second person is always present if someone needs to climb the ladder to the tower. | PCC | Await DAC advice before making further changes, if required. | Hazard tape applied.  Further adaptations to be considered after DAC assessment. |
| Car park accidents and falls/trips outside church | Adults & children | Supervising parking for busy festivals such as Christmas or other functions if possible.  Flood light from church down pathway in place. Additional lighting supplied down church path during Xmas services. | Supervise parking for all festivals and large services.  Consider better lighting of paths. Check floodlight is strong enough light & lasts long enough. Consider new floodlight on church gates also to light up path to car park.  Surface of church path & surrounding area improved, gravel and stones on paths removed to prevent trips & falls.  . | PCC | By Xmas 2023 | Lighting for evening Xmas service done  Church path resurfaced. |
| Personal safety | Incumbent or  lone worker | Full consideration to lone visiting via “Guidelines on Lone Working & Personal Safety”  <https://www.hse.gov.uk/pubns/indg73.pdf>  or  <https://www.stalbans.anglican.org/wp-content/uploads/Lone-Working-Guidelines.pdf> | Incumbent or nominated person to risk assess & authorise either lone visits or visits by 2 people.  Visitor is aware to report any deterioration in physical or mental health or any other concern to PSO & a further risk assessment to be carried out.  Nominated person to contact PSO/family/social services regarding deterioration or other concern.  A register of all home visits to be kept in line with Data Protection Act 2018  Incumbent or nominated person to ensure visitor is not overloaded by pastoral demands.  Visits have clear boundaries  New Rector informed of these rules. | Incumbent or anyone visiting alone | Immediate | Yes |
| Fire | Adults & children | Fire evacuation plan in place - & see separate document for full fire risk assessment.  Fire fighting equipment labelled.  Combustible materials kept to a minimum  Careful use of candles at Christmas services, being alert and carefully extinguished after the services.  A responsible person to snuff out any candles burning low or in a dangerous position. Keep flowers & foliage away from candles Regular safety check of safety equipment – Yearly PAT test.  Yearly fire evacuation practice | Consider needs of vulnerable adults & those with disabilities & children to be helped to evacuate quickly & safely.  Ensure fire evacuation information is posted on the notice board.  Ensure fire-fighting equipment is labelled clearly & check regularly – Fire extinguisher check carried out.  Fire Risk Assessment updated.  Fire evacuation practice carried out  Electrical 5 yearly check done  PAT testing done. | Gill  Eunice | All up to date & Information on notice board. Electrical inspection up to date | Yes |
| Collapse or injury | Adults or children | First aider or medically trained person on hand if possible.  First aid box available at all times | First aid box is up to date – new replacement items bought | Gill | Done | Yes |
| Injury from loose gravestones | Person walking through graveyard.  Person working on a grave. | Gravestones are regularly checked & laid down if loose or unstable | Regular checks of the graveyard | Marion | ASAP  1 Gravestone loose & to be fixed with glue/cement to make safe | Yes |
| Asbestos in the vestry – an asbestos survey has found no other asbestos present elsewhere in the church | No-one at present if asbestos remains undisturbed | An expert has advised that the asbestos remain if undisturbed & covered in eggshell paint | Ensure the asbestos remains covered with the eggshell paint | PCC | Survey completed. Regularly observed & satisfactory. | Yes |
| Electrocution &  burns | Anyone using old or faulty church electrical equipment | Using safe & new equipment | Yearly PAT testing | Gill | Done | Yes |
| Trips and/or falls when walking towards or returning from the Altar to take Communion | Any parishioner, clergy, visitor or maintenance person | Hazard tape has been put across all steps and uneven surfaces  The vicar taking the communion service should start the services from the pulpit, with congregation sitting in the main church.  When preparation takes place for communion and administration of sacrament, the vicar should speak from the altar and the congregation remain seated.  **The Rector should offer to bring the sacrament to anyone with any mobility issues or difficulty climbing steps or requiring walking aids who requires communion. This is for their personal safety.**  Care to be taken when parishioners go towards the altar for communion. To walk in single file, without hurrying. To observe steps carefully to avoid trips & falls.  Await DAC assessment if any structural changes are required or other means of assistance necessary to try to prevent falling. | We need to consider use of ramps or other mobility aids or fittings to improve safety where there are steps up to the altar.  Await Risk assessment by DAC to assess if any structural changes are required or other means of assistance necessary to try to prevent falling. | PCC to look into costs and feasibility of structural changes if required, once DAC assessment has taken place.  Action already taken re use of hazard tape & care when taking communion. | April 2024 | Some changes made already but ongoing plan for church building improvements if considered necessary. |
| Hazard of falling when reading from the lectern. | Anyone readings from the lectern or preparing a reading | Readings from the lectern not to be carried out by persons with reduced mobility. | Consider changing access to the lectern in some way.  Risk assessment by working party advised using a low wider step to stand on at the lectern.  DAC assessment to see if further changes are required. | Await DAC advice | April 2024 | Monitor new use of step to stand at lectern.  Ongoing consideration. |