

HEALTH AND SAFETY RISK ASSESSMENT FOR ST JOHN'S CHURCH, NEEDHAM MARKET (INCLUDING THE ARK)

Note:

Master copy retained by Health and Safety Officer

Controlled copy retained by Churchwardens

Assessment undertaken by: Sarah du Boulay

Date: July 2020

Key:

Level of Risk: H= High, M= Medium, L= Low

Ref No	HAZARD	RISK	EXISTING/TEMPORARY PRECAUTIONS ALREADY IN PLACE	ADDITIONAL PRECAUTIONS NECESSARY	DATE ACTIONED
1	Slips, Trips and Falls (Internal)	M	Chancel, Nave and Font steps are a potential hazard.	Find ways of highlighting these using white lines or tape.	
		M	Condition of floors and steps are inspected regularly by church officials	None	N/A
	(External)	M	The steps leading to the boiler house are fully covered. Please note that this is no longer in use, other than for storage. In addition the Churchwardens and Incumbent undertake an annual inspection of the Churchyards and Church Lands	None	N/A

			A professional tree safety survey was last undertaken and recommendations actioned in Summer 2019. This is carried out annually.		
2	Working at height – use of ladders	H	<p>Where it is necessary to use ladders/step ladders for the purpose of replacing light bulbs, minor electrical work, clearing leaves and debris from gutters, and other minor tasks, supervisors of the relevant working parties must be satisfied that the operator is competent in the use of such a ladder. All ladders are brought by the individual using them, excepting the ladder to the loft area, which is inspected annually.</p> <p>Operators of ladders and step ladders must have another person in attendance and where necessary such ladders ‘footed’</p> <p>Use of ladders for other tasks should be discussed with the Safety Officer</p>	None	N/A
3	Hazardous substances	M	<p>Cleaning materials are currently stored in the kitchen and above the toilet out of the reach of children and young persons.</p> <p>Some cooking knives are stored in the</p>	<p>Safety Officer to check.</p> <p>The Safety Officer to investigate</p>	

			<p>kitchen, where children are not meant to be.</p> <p>At present, no Sharps Bin on either premises.</p>	<p>and update procedures for both the Church and the Ark.</p> <p>Safety Officer to install a Sharps Bin in the kitchens of the Ark and the Church. To be checked annually and emptied when necessary.</p>	
4	Asbestos	L	A professional Asbestos survey was undertaken by professionals in 2018 and no further action was needed.	None	N/A
5	Fixed electrical installation	L	An inspection was undertaken by an NICEIC registered electrician in 2018, and any work suggested was undertaken. Subsequent inspections will be carried out every five years.	None	N/A
6	Portable electrical appliances	L	Inspections are need to be undertaken annually by a competent person with an appropriate level of electrical knowledge and experience.	Safety Officer to organise.	
7	Heating systems	L	The church is heated by gas powered system, installed in 2013, and the church hall is heated by gas fired heaters, which have been upgraded in the last 5 years. Both systems are serviced regularly.	None	N/A

8	Plant and Machinery	M	<p>The Bell and Bell frame need to be inspected annually.</p> <p>The Bell is kept in the 'down' position other than for ringing.</p> <p>Lawn mowers and strimmers are brought in by people using them. Operators are encouraged to use visors, gloves, and ear muffs where necessary.</p>	<p>Safety Officer to organise.</p> <p>None</p> <p>None</p>	<p>N/A</p> <p>N/A</p>
9	Lighting	L	<p>Adequate lighting is provided in the Church and The Ark. In the event of a power failure/emergency during the hours of darkness wind up torches need to be provided. External lighting is provided by street lighting.</p>	<p>Safety Officer to organise.</p>	
10	Food Hygiene	M	<p>Adequate facilities are provided for the preparation and storage of food in The Ark kitchen. The kitchen is inspected from time to time by the local authority. Upgrades to some implements need to be considered.</p>	<p>Safety Officer to liaise with others.</p>	
11	Accidents and First Aid	L	<p>First Aid Kits are located behind the organ and The Ark kitchen. The accident books is are kept in the same locations.</p> <p>Signs locating First Aid Kits need to be</p>	<p>None</p> <p>Safety Officer to action.</p>	<p>N/A</p>

			<p>displayed on relevant doors. A Bodily Fluid Kit to be purchased installed in both premises and Key personnel are trained in its use. First Aid Kits and the Bodily Fluid Kit are checked regularly.</p> <p>The church has not appointed a trained First Aider. Some people to be encouraged to attend relevant courses.</p>	PCC to decide.	
12	Manual Handling	M	The handling of church furniture including the keyboard, lectern and Easter Candle is undertaken by sufficient numbers of people.	None	N/A
13	Tower	H	<p>Access to the clock tower is by means of a small spiral staircase. Access is limited to authorised persons only. Contractors will always be supervised. The Tower steps need to be cleaned periodically.</p> <p>The door leading to the base of the clock tower is kept locked. The tower is only accessed by one church member, who has responsibility for the key.</p>	Safety Officer to liaise with Brian Annis.	
14	Safeguarding of Children and vulnerable Adults	H	Protection procedures are implemented in accordance with the Diocesan Guidelines. Policies and	Rev'd Diane, Rev'd Sarah and Kate Holmes actionning.	

			Procedures and Parish Statement are currently under review and will be displayed in Church, in The Ark and on the website.		
15	Other Church activities	M	The existing controls and additional controls detailed in this assessment apply where appropriate to other church activities. Where necessary they will introduce additional precautions relevant to their respective activities	None	N/A
16	Persons with Disabilities	L	<p>There is a ramp available to access the church building. Further consideration will be taken during the church reordering.</p> <p>Speech reinforcement is provided by means of a hearing loop system signposted by portable signs attached to the hymn boards</p> <p>Large print service books are available for those with impaired sight</p> <p>A wheelchair is available upon request. To be serviced regularly.</p>	<p>Rev'd Diane and the PCC</p> <p>None</p> <p>None</p> <p>Safety Officer to liaise with Needham and Barking Charities.</p>	<p>N/A</p> <p>N/A</p>
17	Personal Safety		Lone workers accessing the tower, opening and closing the church, and removing money from the safe are	Safety Officer to notify relevant persons verbally or by letter.	

			encouraged to be accompanied. Where this is not possible they are requested to make contact with a friend before and after they have undertaken their respective task.		
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This assessment will be reviewed annually and a report submitted to the PCC

Date reviewed **By whom**

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