

<b>RISK ASSESSMENT - ST WILFRID'S CHURCH &amp; HALL- SUMMARY</b>						
<b>Assessment made by</b> Colin Mckenna						
<b>Date of assessment:</b> Sept 2018		<b>Date of Next Review: Oct 2019 or sooner if circumstances change</b>				
Scope of Risk Assessment: Use of Main Church Building and Church Hall by St Wilfrid's Church						
Activities of hall hirers and other organisations using the church building are outside the scope of this risk assessment. Hall hirers and other organisations are reminded of their responsibility to assess the risk of their activities.						
<b>What are the Hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are we doing already?</b>	<b>What further action is necessary?</b>	<b>By Whom</b>	<b>When By</b>	<b>Date completed</b>
<b>Fire</b>	See separate risk assessment		Check that church closing up check list is being adhered to - including extinguishing candles, windows, locking doors and turning off heaters	Churchwardens	CM discussed with KD 27/9/18	well observed
			Review Risk Assessment	West Sussex Fire and Rescue	Jan-18	Jan 18
<b>Electrical</b>	Users risk electric shocks from faulty equipment or installation	Quarterly visual check of portable equipment. Five yearly testing of fixed installation	Visual check of electrical appliances	Brian Dimmock	ongoing	quarterly
			Quinquennial inspection	Karen Dimmock	Aug-18	Aug 18
<b>Gas</b>	no gas supply or appliances to main church; gas fired boiler in Hall supplies heating and is inspected annually					
<b>Hazardous Substances</b>	Lighter fuel, carpet cleaner, furniture cream, dettox spray, spray polish	Kept out of the reach of children in locked flower cupboard or vestry. Unattended children not allowed in vestry	COSHH assessments not required as no petrol, pesticides, insecticides, weedkillers or fertilisers on site	n/a	n/a	n/a
<b>Safety of Plant &amp; Machinery</b>	Candles and flowers on tall stands may be knocked over	supervision by parents, churchwardens and sidespeople	none	n/a	n/a	n/a
<b>Incense</b>	Inhaled smoke from incense may cause breathing difficulties. Burns from thurible and crucible	Churchwardens ensure good ventilation in church when incense in use. Thurible used only by adults and children over 16 having received training in safe use. Parents and other adults supervise children closely whilst crucible is in use.	none	n/a	n/a	n/a

<b>Slips, Trips &amp; Falls</b>	1. People may trip over trailing cables 2. People may fall up or down the small stair cases 3. Children may get fingers caught in wooden blinds in Lady Chapel 4. People may slip on shiny wooden floor in Lady Chapel. 5. People may slip on rug in Lady Chapel 6. people may trip on loose blocks of parquet flooring	1. Floor cables are encased in purpose made cable covers 2. One handrail provided. 3. Children supervised by parents in Lady chapel. 4 No polish is used on wooden floor. 5. antislip material is used under rug	Inspection using Ecclesiastical Checklist	Colin McKenna	Oct-18	Sept 2018
<b>Lighting</b>	poor lighting may lead to trips, slips and falls	Lightbulbs are replaced promptly				Hall bulbs replaced as required
<b>Working at High Levels</b>	people may fall from ladders	Only individuals who have received training and are deemed competent by churchwardens are authorised to work from ladders eg to change lightbulbs in church. All other high level work is undertaken by contractors	PCC to be made aware of ladder guidance p23 to 25	Amber Simmonds	Jan -19	
<b>Preparation of Food</b>	See separate policy & risk assessment due for review Oct 2015					
<b>Manual Handling</b>	Moving of furniture, boxes and equipment may cause back injury	Individuals to make their own risk assessment and to work within their own capability. Heavy items for fairs such as books and bottles to be stored in small boxes and bags to facilitate safe transit from tower room on day of event.	PCC to be reminded of guidance	Amber Simmonds	Jan -19	
<b>Hiring of Church Hall</b>	Church hall users are responsible for their own risk assessments	Hiring agreement points out key points to hall users	Review of Hiring Agreement and Child Protection documentation supplied to church users	PCC	Oct -19	Policies for Child protection reviewed by PCC 26/7/19
<b>Display Screen Equipment</b>	Damage to eye sight and posture	No individual uses a screen for long periods of time except for priest -in Charge	PCC to be made aware of guidance.	Amber Simmonds	Jan - 19	
<b>Hazardous Buildings/glazing</b>	Asbestos is damaging if inhaled. Glass may shatter if leant on	Asbestos status checked 2012. Asbestos found in boiler, flue, gutters, soffits, downpipes, damp proof course. Safety film has been applied to some glass	Boiler and flue replaced 2013. Hall Committee to consider renewal of soffits and downpipes	Hall Committee	Jan-18	
<b>Child Protection</b>	Children and Young People suffering from neglect, abuse or abduction	Child protection officer and policy	Annual review. Policy provided to church hall users with hiring agreement. Check documentation sent covers this issue	Karen Dimmock	Sept -18	Sept - 18

<b>Personal Safety</b>	See separate procedures reviewed Oct 2016					
<b>Contractors</b>	See separate procedures due for review in June 2016					
<b>Trees</b>	Risk of falling branches		Next tree inspection	Karen Dimmock	Nov-20	
<b>Functions</b>	See separate risk assessment for Church Fairs - due for Review June 2018					