Church Risk Assessment Template

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| **Event title:** |  |
| **Date:** |  |
| **Location:** |  |
| **Contact person and contact details:** |  |

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| **Activity** | **Possible Risk** | **Prevention** | **Action to be taken to reduce risk** | **Responsibility** |
| ***Example:******Plugging in electrical equipment*** | *Risk of electrocution or fire* | *Electrical items should be portable appliance tested (PAT) & visually inspected prior to plugging in* | *Test all appliances* *Position CO2 extinguishers near electrical equipment* | *F. Bloggs* |
| **Parking** | Risk to other motorists or pedestriansGetting people in or out of car safely | Advise people of where they can park safely (and where not to park).Have a map (e.g. on website or leaflet sent to preachers/ event organisers) showing good parking spots. Mark space for loading/ unloading for events. | Stewarding parking for large events.Advice for preachers. Educate congregation about risks.Ensure enough room for disabled parking near the door and encourage others to park further away. Make instructions/ advice available on website/ letter. | Depends on church and eventChurch councilCongregation |
| **Steps and ramps** | FallsTrips | Mark the edges with yellow tape/ paintHandrailMake clear there is a ramp- signage | Grit in winterClear leaves/ snowPlan if possible to replace steps with good quality ramp | Property stewardResponsibility of person to ask for help if required |
| **Taking Holy Communion** | Amputation/ injury to limbsTripping over steps up to worship areaPosture changes- people struggling to kneel and stand.People not using sticks to go for communion. | Install a rail at standing (if there is space)Encourage people to use sticks and to take all the time they need.Keep chairs by the communion rail.Stewards to direct the flow of people. | Reassure people that they do not need to kneel.Reassure people that the minister can come to them in the pew/ seat- and encourage them to sit in an accessible place.Have stewards to help direct the minister. | Responsibility of person to ask for help if required.Congregational responsibility to help each other. |
| **Preachers accessing the pulpit** | Trips and falls from pulpit and steps up to pulpit | Make preachers aware of any hazards e.g. pulpit on wheels, wobbly steps.Consider alternative places to preach from if they cannot manage the pulpit, e.g. lectern on floor. | Improve facilities if possible- e.g. additional steps, more solid platform. | Duty Stewards.Preacher. |
| **Coffee after the service** | Children or vulnerable adults (e.g. those with dementia) leaving the building without carers being aware.Risk of scalding from hot drinks.Children falling off stages when playing.Allergies.Children knocking people off balance.People knocking children over or trapping limbs in doors. | Have dedicated people to keep an eye on the doors. Be clear who has parental responsibility, and consider offering assistance to any parents/ carers who are busy with church roles and cannot supervise their children. Have a policy to not have serious allergies e.g. nuts, and make clear to parents it is their responsibility to supervise children. Keep food packets to show parents if necessary.Awareness- adults to keep an eye out for children and hazards. | Turn off automatic doors.Have a dedicated play area.Install an ingress/egress alarm on the door to alert people if someone has left the building. | Parents.Personal responsibility.Stewards.Congregation. |
| **Illness** | Illness- difficult to extract people from church. | Encourage people to sit somewhere accessible if they know they are not well.Have someone to look out for people who may need help- people with first aid training or who can be relied on to stay calm and not draw attention to what is going on. Have an accessible and signposted first aid box, review and update the contents regularly.Have the site’s postcode clearly visible to direct an ambulance. | Have water available.Try to keep the church at an appropriate temperate and well ventilated.  | Personal (to say if not well).Stewards.Congregation. |
| **Disruptive individuals- alcohol/ drug affected people, people with mental health issues etc** | Risk to individualsRisk to propertyRisks to people challenging their behaviour | Have a procedure and appoint people to deal with incidents- by talking to the disruptive person calmly and appropriately.Educate the congregation to avoid them being repeatedly targeted for requests of money. | Have a list of phone numbers and agencies who can help. | Identified individuals.Church council to identify procedure. |
| **Fire** | People being left inside with the fire | Hold a fire drill during worship and at busy times.Create plans and discuss them- with church council and the congregation.Invite a fire officer to give advice.Consider evacuation of those upstairs or with mobility difficulties.Don’t block access with buggys etc. | Ensure appropriate fire doors are installed.Install firefighting equipment (& train people to use it).Ensure appropriate signage is in place.Minimise flammable materials, and supervise use of candles.Be aware of what is stored/ placed where.  |  |
| **Attack**  | Hate motivated abusive, insulting or threatening behaviour aimed at disrupting worship.Gun/ bomb attacks etc. | Designated people (not one person alone) to manage the situation.Have a working phone or mobile on site at all times.Have an evacuation plan and assembly point.Consider if there are circumstances it would be safer to move to another part of the building and lock yourselves in (invacuation). | Have a system for alerting others in different parts of the building e.g. junior church to evacuate or invacuate- panic alarm/ phone. |  |
| **Lone working** | Risk to person from accident or attack while alone. | Ensure anyone in church on their own keeps door locked and has phone/ mobile to alert others if needed. |  | Lone worker. |
| **Security** | Someone accessing the building unseen and unknown to the occupants. | Keep doors locked if only one person is on premises. Ensure two people are present when locking up where possible. | Install an ingress/egress alarm on the door to alert people if someone has entered the building unexpectedly. | Stewards/ event organisers. |
| **Theft (including during/ after service)** | Loss of personal or church valuables or equipment. | Securing valuables/ personal possessions in a locked room/ cupboard when not in use.Educate congregation to keep valuables in sight at all times, including during Communion. |  | Congregation.All users. |

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| **Completed by:** |  |
| **Signed:** |  |
| **Date:** |  |