

Church Hire Risk Assessment

Please complete the tables on pages 1,2, and 7 below and return as a Word document to pete.myatt15@gmail.com at least 7 days before the date of the planned event. Please note that the person completing the Risk assessment is also responsible for briefing all the organisation's attendees of hazards, risks and control measures affecting the building and the organisations activities.

If activities, conditions, and/or circumstances change substantially for Regular Events a new form must be submitted.

If activities, conditions, and/or circumstances change substantially during a One Off event the risk assessment (Page 7) must be amended to show the new situation together with the control measures enacted for mitigation.

Any accident or incident must be documented and reported to htbembbridge@gmail.com

Organisation name:	
Address:	Holy Trinity Church, High Street, Bembridge
Leader(s)	
Tel:	
Email:	
Name of Person completing Risk Assessment :	
Signature of Person completing Risk Assessment :	
Assessment Date:	
Review Date:	
Event Type (Please delete* as appropriate)	Regular One-off*

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Public/Employers Liability Insurance provide by:	
Public/Employers Liability Insurance policy number and expiry date	
Safeguarding Policy -	
Specific Task Personnel (Please list person and task)	
Number of Attendees	
Activities (Please list)	
If the activity involves an audience list the names of Fire Marshalls	
Arrangements for Refreshments	
Arrangements for Vulnerable Persons (Please list by vulnerability)	
Arrangements for Action in Case of Emergency	
First Aid Kit	First Aid kit in Church in Flower Room
In an Emergency	See Emergency Plan
Contact details for carers of vulnerable people	

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Holy Trinity Church Building specific hazards			
Room/Area specific hazards	What are the hazards? (Who may be harmed and how)	Action required to eliminate/reduce risk	Residual Risk (after action required to reduce risk)
Entrances and Graveyard	Clergy Congregation Visitors Contractors Bruising fractures from slips trips and falls. Wet and/or uneven surfaces	Keep to pathways. Keep pathways free from litter fallen leaves etc. Use walking aids if necessary. People with mobility issues should seek assistance when entering/leaving the building. Use moisture absorbing mats at entrances.	Low
Nave	Clergy Congregation Visitors Contractors Bruising fractures from slips trips and falls. Differing Floor levels, wet surfaces	Mop up spills, keep aisles clear. Warn all entrants of differing floor levels in North and Central South seating areas and in the area of the font. The South seating area and areas in front of the North and South pews also have raised floors These areas are carpeted in red with a high visibility boarder.	Low
Altar	Clergy Congregation Visitors Contractors Bruising fractures from slips trips and falls. Differing Floor levels wet surfaces,	Restrict area to access by only people conversant with the hazards.	Low
Lady Chapel /Band area	Clergy Congregation Visitors Contractors Bruising fractures from slips trips and falls. Differing Floor levels,.	Warn all entrants of differing floor levels in the Lady Chapel area. These areas are carpeted in red with a high visibility boarder a high visibility boarder	Low
Vestry	Clergy Congregation Choir Contractors Bruising fractures from slips trips and falls. Wet surfaces	This is one of the emergency exit routes. Mop up spills. Keep area free from slip and trip hazards.	Low

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Room/Area specific hazards	What are the hazards? (Who may be harmed and how)	Action required to eliminate/reduce risk	Residual Risk (after action required to reduce risk)
Organ / Organ Loft	Clergy Congregation Organist Choir Authorised access persons, Contractors Bruising fractures from slips trips and falls. Differing Floor levels	Restrict area to access by only people conversant with the hazards.	Low
Flower Room	Clergy Congregation Organist Choir Authorised access persons, Contractors Bruising fractures from slips trips and falls. Wet surfaces, Differing Floor levels	Restrict area to access by only people conversant with the hazards.	Low
Boiler Room	Clergy Congregation Visitors Contractors Bruising fractures from slips trips and falls. Differing Floor levels steps wet surfaces	Restrict area to access by only people conversant with the hazards.	Low
Toilet	Clergy Congregation Visitors especially vulnerable people, Contractors. Getting shut in Bruising from falling on wet surfaces Scolding hands on hot water	Monitor toilets regularly Keep area tidy, mop up spills immediately, pick up dropped material immediately. Signs warning of water temperature Alarm system Hot water warning signs	Low

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Room/Area specific hazards	What are the hazards? <i>(Who may be harmed and how)</i>	Action required to eliminate/reduce risk	Residual Risk (after action required to reduce risk)
Bell Tower	Clergy Congregation Visitors Contractors Bruising fractures from slips trips and falls. Differing Floor levels stairs and ladders, wet surfaces, pigeon droppings	Restrict area to access by only people conversant with the hazards.	Low

DRAFT FOR DISCUSSION

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Risk Assessment Grading

The activity specific risk assessment requires the assessor to grade the likelihood and severity of an accident or incident and record the action taken to eliminate or reduce the overall risk to low.

The likelihood of something happening can be graded as:	The severity of injury if something does happen can be graded as
1 = Low (Seldom)	1 = Low (Minor cuts and bruises)
2 = Medium (Frequently)	2 = Medium (Serious injury or incapacitated for 3 days or more)
3 = High (Certain or near certain)	3 = High (Fatality or a number of persons seriously injured)

Having assessed both likelihood and severity, a risk rating can be calculated by multiplying the likelihood with the severity. This will give a rating from 1 to 9.

Example

Activity specific hazards (please list activities)	What are the hazards? (Who may be harmed and how)	Likelihood (L)	Severity (S)	Risk Rating (LXS)	Action required to eliminate/reduce risk	Residual Risk (after action required to reduce risk)
Pouring boiling water into a cup	Spilling water onto the operator's hand Operator scalded by boiling water	2	2	4	Place the cup on a tray, keep hands away from cup whilst pouring.	Low

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Please complete this table for all the activities to be undertaken by your organisation.

Community Organisation Church Activity Specific Risk Assessment						
Activity specific hazards (please list activities)	What are the hazards? (Who may be harmed and how)	Likelihood (L)	Severity (S)	Risk Rating (LXS)	Action required to eliminate/reduce risk	Residual Risk (after action required to reduce risk)

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Emergency Plan

Emergency <i>Please add additional potential emergencies if pertinent to your event</i>	Action required <i>Please add additional actions if pertinent to your event</i>	Who is responsible for action
Fire	Raise the alarm. Call the fire brigade 999 giving precise location of fire. Direct all persons to safety. Try to clear a path for the fire appliance. Tackle the fire only if safe to do so.	
Serious Medical (Head injury, Spine injury, Stroke , Heart attack)	Call an ambulance 999 giving precise location of casualty and if possible, nature of emergency. Call a First Aider.	
Minor Medical (Cut, bruise, vomiting, suspected broken bone)	Call a First Aider/Take the casualty to the first aid station.	
Collapse of structure	Raise the alarm. Call the fire brigade 999 giving precise location of structure. Direct all persons to safety.	
Other please list		

Emergency Services – Call 999

NHS Helpline – Call 111

Nearest Hospital – St Mary's Parkhurst Road, Newport PO30 5TG 01983 534161 (24 hours)

Nearest GP Surgery - St Helens Medical Centre Upper Green Road, St Helens PO33 1UG 01983 871828 (Not 24 hours)

Associated Document HT0037 Organisation Risk Assessment Procedure

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