

Bethany Church Risk Assessments

Date:

Assessed by: Signature: Review Date:

Reviewed by: Signature: Position: Date:

Location:

Who might be harmed:

PROBABILITY	
5	Almost Certain - Very High
4	Probable - High
3	50/50 - Medium
2	Improbable - Low
1	Almost impossible - Very Low

SEVERITY	
5	Fatality - Very High
4	High Severity
3	Medium Severity
2	Low Severity
1	Insignificant - Very Low Severity

SEVERITY	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
PROBABILITY						

RISK	
1-4	Low
5-9	Medium
10-15	High
16-25	Very High

Potential Hazard	Severity	Probability	Risk	Actions to mitigate risk	Mitigated Probability	Mitigated Risk
Trips 1. Worn or unfixed carpet edges 2. Trailing wires, cables or leads 3. Worn or uneven steps or stairs 4. Poor lighting 5. Missing or defective handrails 6. Variations in the level of floors or ramps 7. Restricted access including doorway widths	1	3	3	* Inspect carpet edges every 6 months * Use cable tidies where cables cross walkway * Run wires, cables and leads close to walls * Ensure lights are on and faulty bulbs replaced ASAP * Inspect stairs, steps and handrails every 6 months * Use appropriate signage	2	2

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Potential Hazard	Severity	Probability	Risk	Actions to mitigate risk	Mitigated Probability	Mitigated Risk
Slips 1. Smooth floor surface 2. Wet mopping floors 3. Wet floors from leaks 4. Spillage of food or drink 5. Rainwater, snow, mud brought in on shoes	1	3	3	* Mop floors when others not present * Wipe up spills as soon as they are noticed * Undertake repairs as soon as possible * Use "Wet Floor" sign when spills occur and during clean up * Use suitable mats at entrances to wipe shoes	2	2
Falls From Heights 1. Changing lightbulbs 2. Cleaning or decorating 3. Putting up decorations or displays 4. Accessing the roof gutter through the roof-light 5. Using step-ladders generally 6. Damaged ladders, step-ladders	4	3	12	* Inspect equipment for damage before using * Use equipment safely and within intended use * Do not use ladders when dizzy or if experienced dizziness recently * Do not use ladders when physically inappropriate for the individual * Access roof gutter or cellar only when someone else is present * Work at heights to be supervised by another whenever possible	2	8
Fires 1. Accumulation of combustable waste 2. Accumulation of flammable materials 3. Blocked or obstructed exit routes 4. Locked escape doors 5. Portable heaters 6. Kitchen fire 7. Candles 8. Smoking	4	2	8	* Remove waste weekly or fortnightly as appropriate * Remove large quantities of combustable waste ASAP after use * Store flammable materials away from sources of heat or ignition * Ensure exit routes are clear at all times * Ensure fire escapes open easily as part of opening up procedure * Do not use unsupervised candles during services * Do not smoking in the building * Do not switch on portable heaters in unoccupied rooms * Check fire extinguishers monthly * Test smoke detector weekly	1	4
Electrical Fires 1. Bulky or unwieldy furniture 2. Heavy audio-visual or computer equipment 3. General rubbish that may include breakages 4. Storage of heavy materials above head height	4	2	8	* Switch off fan heaters (front door / kitchen) before vacating building * Switch off all lights before vacating building * Switch off electrical equipment at sockets (except fridge & freezer) * Faulty equipment to be reported to a responsible person * Disconnect faulty equipment and attach a "Do Not Use" label	1	4

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Potential Hazard	Severity	Probability	Risk	Actions to mitigate risk	Mitigated Probability	Mitigated Risk
Manual Handling - lifting / carrying 1. Bulky or unwieldy furniture 2. Heavy audio-visual or computer equipment 3. General rubbish that may include breakages 4. Storage of heavy materials above head height	3	4	12	* Ensure those lifting can comply with manual handling procedures * Those with pre-existing injuries and aches should be extra careful * Store heavy containers lower down below head height	2	6
Gas 1. Defective or poorly maintained gas boiler or pipework 2. Gas leak detected or suspected	4	2	6	* Boiler to be serviced and inspected annually * Do not switch on/off lights or electrical equipment * Report immediately using the emergency phone number on boiler	1	4
Electricity 1. Faulty or damaged fixed wiring 2. Faulty, damaged portable electrical equipment 3. Unauthorised portable electrical equipment 4. Faulty or damaged extension cables	4	2	8	* Inspect fixed wiring in the church premises every 5 years * PAT test electrical equipment every 3 years * Visually inspection electric equipment before use * Use of "DO NOT USE" labels * Do not bring into the building untested equipment over 3 years old	1	4
Food Preparation 1. Defective cooking equipment 2. Poorly positioned hot water boiler or coffee machine 3. Unclean food preparation areas 4. Food and liquids "off" or out-of-date 5. Pathogens in liquids 6. Poor hygiene 7. Poor food storage 8. Food contamination 9. Hot food or hot drinks spilt on to someone 10. Communion preparation	3	3	9	* Visually check equipment before use * Report faults immediately and attach "DO NOT USE" labels * Clean surfaces with appropriate cleaning products * Drinks can be prepared and cold pre-packaged served by those trained by someone with a level 2 Food Safety & Hygiene certificate * For all other food preparation / heating / cooking / serving someone with a level 2 Food Safety & Hygiene certificate must be present * Regularly check fridge temperature with a thermometer * Only use coffee machine and boiler in identified correct position * Use boiled water for tea and coffee, don't serve luke warm drinks * Food and drinks should only be served by those physically capable * All unused poured drinks, including communion, to be poured away * All single use communion cups to be binned after being used once	2	6

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Work Equipment 1. Defective or poorly maintained powered equipment 2. Defective or poorly maintained tools 3. Inexperienced operator	3	3	9	* Inspect tools and equipment before use * Attach "DO NOT USE" labels to any damaged tools or remove them from the premises * Use experienced operators or others under supervision	2	6
Glazing 1. Most of the building is double glazed - very low risk 2. Non-safety single glazed windows	4	2	8	* Give clear guidance about ball games & running where there is single glazed units	1	4
Hazardous Substances 1. Bleach 2. Cleaning products 3. Paints	4	4	16	* No bleach to be used on the premises * Products to be kept in cupboards out of the reach of children * Solvent-based paints only to be used in well ventilated areas * All products to be clearly labelled	2	8
External Trips and Slips 1. Damaged footpath or edging 2. Poor lighting 3. Growth of moss or algae on paths 4. Wet leaves on paths 5. Ice on the paths	3	2	6	* Regularly inspect outside areas * Complete repairs ASAP * Ensure lights are switched on when necessary * Sweep and remove fallen leaves * Spread salt and / or grit after snow or ice	1	3
Trees and Bushes 1. Damaged trees or bushes with loose branches 2. Diseased trees or bushes 3. Brambles and stinging nettles	2	2	4	* Visually inspection trees and bushes regularly * Promptly remove brambles and stinging nettles	1	2
General 1. Inspections and reports to be recorded, signed and dated						

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Potential Hazard	Severity	Probability	Risk	Actions to mitigate risk	Mitigated Probability	Mitigated Risk
Spread of COVID-19 1. Preventing spread through surface transmission	3	4	12	<ul style="list-style-type: none"> * Church Bibles will not re-used before 72hrs have passed * No sharing of song sheets or hymn books * Doors to be opened by Steward and kept in the open position * Encourage people to sanitise their hands on arrival and exit * Encourage people to refrain from touching equipment * Encourage people to not touch seats that they will not be sitting on * Require people to follow instructions given by Stewards or Leaders * The seats and main hall will be quarantined for 72hrs 	2	6
Spread of COVID-19 1. Preventing spread through direct contact transmission	3	4	12	<ul style="list-style-type: none"> * Encourage those who are cautious not to shake hands with others * Encourage those who are cautious not to hug each other * No refreshments will be provided before, during or after the service * Encourage people to bring their own drinks with them to the service * Encourage the use of the toilet facilities only when really necessary 	2	6
Spread of COVID-19 1. Preventing spread through air transmission	3	4	12	<ul style="list-style-type: none"> * Increase ventilation by keeping many doors & windows open * Socially distanced seating maintained for those more cautious * Require those sitting in the cautious area to wear face coverings * Face coverings are optional at all other times and in all other places * Encourage people to be respectful interacting with the cautious * Encourage those not wearing face coverings to take a free LF test 	2	6
Spread of COVID-19 1. Preventing community spread	3	4	12	<ul style="list-style-type: none"> * Require anyone with COVID symptoms not to attend * Require anyone developing COVID symptoms to leave ASAP * Comply with the Government guidance for places of worship 	2	6