

Parish of All Saints Clifton
Risk Assessment for Public Worship and Other Uses of All Saints Church v 2.0, 13th August 2022

Activity: Public Worship and other uses of All Saints Church

Location: All Saints Church Clifton

Name of leader with responsibility: Caren Topley (Rector)

Date of first risk assessment: 20th April 2017 (v 1.0)

Time/frequency: Annually (or as Covid-19 guidance changes)

Date to be reviewed: 13th August 2023

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Safeguarding	Children Adults who may be vulnerable	<ul style="list-style-type: none"> Safeguarding Officer appointed at each APCM meeting Safeguarding policies in place Clergy and volunteers undergo training as stipulated by St Albans Diocese Safeguarding a standing item at each PCC meeting 	Keep up to date with any additional requirements as communicated by St Albans Safeguarding Team	Jane Cooper		
Health and Safety	Members of the congregation, employees, volunteers, visitors, clergy, in fact anyone visiting the church	<ul style="list-style-type: none"> Health and Safety Officer in place Health and Safety Policy in place Health and Safety a regular item on PCC agendas 	Keep up to date with any changes to health and safety expectations and respond to any incidents/accidents	Liz McCartney		
Trips Inside Church: <ul style="list-style-type: none"> Carpets in nave 	Members of the congregation, employees, volunteers, visitors, clergy, in fact anyone visiting the church	<ul style="list-style-type: none"> All carpets and mats in good condition and properly fixed No trailing leads 	Monitor regularly	Fabric Committee		

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<ul style="list-style-type: none"> • Doormats in porches (front and back) and at main door entry • Mats covering floor ventilation grilles • Trailing wires, cables or leads • Steps to vestry and nave • Access to choir vestry behind font • Poor lighting • Defective handrails 		<ul style="list-style-type: none"> • Steps in good condition and white tape attached to highlight steps • Access to choir vestry limited to clergy, choir and bellringers who are aware of the hazards • Good lighting in church • Handrails fixed and sturdy 				
<p>Slips inside Church:</p> <ul style="list-style-type: none"> • Smooth floor surfaces • Ramps for disabled access • Cleaning activity making floors slippery • Wet or contaminated floors from poor 	Members of the congregation, employees, volunteers, visitors, clergy, in fact anyone visiting the church	<ul style="list-style-type: none"> • Tiles do not present a hazard when dry • Modern ramps for access • Cleaning (mopping etc) only takes place when the church is not in use for services or events • Any leaks are cordoned off and signage applied 	Monitor regularly	<ul style="list-style-type: none"> • Fabric Committee • Cleaning Team 		

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maintenance (for example, leaking roofs) <ul style="list-style-type: none"> • Spillages of food or drink (particularly in kitchen areas) • Walk-in contaminant from adverse weather (for example, areas. mud, rainwater, etc.) 		<ul style="list-style-type: none"> • Matting provided in entry porch and inside main entrance • Entry to kitchen area restricted to those serving refreshments 				
Falls from Height inside Church: <ul style="list-style-type: none"> • When changing lightbulbs • When cleaning or decorating • When putting up decorations 	Volunteers	<ul style="list-style-type: none"> • Adequate stepladders in good condition place for high work • Users know how to use the ladder safely 	Check ladder before use			
Fire inside Church:	Members of the congregation, employees, volunteers, visitors,	<ul style="list-style-type: none"> • Fire risk assessment done and compliant with regulations 	Ensure fire safety equipment is checked regularly	Church Warden Fabric Committee		

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<ul style="list-style-type: none"> Accumulations of combustible waste or flammable materials Blocked or obstructed exit routes Candles 	clergy, in fact anyone visiting the church	<ul style="list-style-type: none"> Extinguishers in place in church, kitchen and ringing room Bins emptied regularly Multiple exits from church which are kept clear Candles only used regularly at altar Occasional candle use in service by adults only (not children) with appropriate safety warnings given 				
<p>Electricity in Church (inc Work Equipment):</p> <ul style="list-style-type: none"> Faulty or damaged wiring Faulty, damaged or unauthorised portable electrical equipment, extension cables or adaptors 	Members of the congregation, employees, volunteers, visitors, clergy, in fact anyone visiting the church	<ul style="list-style-type: none"> Regular PAT testing of all portable equipment Fixed wiring inspected/tested at least every 5 years and completed by a competent electrician Records of checks available Repairs completed by a competent electrician 		Church Warden Fabric Committee		

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Gas inside Church: <ul style="list-style-type: none"> Defective or poorly maintained gas boilers or pipework 	Members of the congregation, employees, volunteers, visitors, clergy, in fact anyone visiting the church	<ul style="list-style-type: none"> Gas boiler is checked/serviced annually Completed by a Gas Safe engineer Records are available No portable heaters are used 		Church Warden Fabric Committee		
Manual Handling: <ul style="list-style-type: none"> Bulky or unwieldy furniture (inc pews and chairs) Heavy audio visual, sound or computer equipment 	Volunteers	<ul style="list-style-type: none"> Volunteers involved know manual handling techniques 		Church Warden Fabric Committee		
Hazardous Substances in Church: <ul style="list-style-type: none"> Cleaning Products 		<ul style="list-style-type: none"> Only household products used in church and stored in a cupboard out of reach of children in the vestry Cleaners know how to use the products 		Cleaning Team		

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<p>Food Preparation:</p> <ul style="list-style-type: none"> • Unsecured or poorly positioned hot water boilers • Unclean food preparations areas • Inadequate hand washing facilities • Food allergies 	<p>Members of the congregation, employees, volunteers, visitors, clergy, in fact anyone visiting the church</p>	<ul style="list-style-type: none"> • Hot water boiler plumbed in to avoid major hazards with moving hot urns and checked regularly • Kitchen cleaned by cleaning team at least every 2 weeks • Handwashing facilities are available next to kitchen • Volunteers are all aware of basic food hygiene • Gluten free and other food served separately 		Catering Rota		
<p>Churchyard:</p> <ul style="list-style-type: none"> • Uneven paths • Worn, damaged or uneven steps • Gravestones, kerbs, ledger stones causing obstruction • Protruding tree roots and undergrowth 	<p>Members of the congregation, employees, volunteers, visitors, clergy, in fact anyone visiting the church</p>	<ul style="list-style-type: none"> • Footpaths and steps in good condition (main path recently re-laid) and good lighting to main church entrance • No grave obstructions on access paths • All grass areas are mown on a regular basis • Regular churchyard working parties for general churchyard inspection and maintenance 		Church Warden Fabric Committee		

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<ul style="list-style-type: none"> Damaged, displaced or diseased trees Poor lighting Poor drainage of footpaths Growth of algae or moss Accumulations of wet leaves or loose materials Inadequate precautions for adverse weather (eg snow or ice) Damaged headstones 		<ul style="list-style-type: none"> Gritting materials available 				
<p>Grass Mowing in Churchyard:</p> <ul style="list-style-type: none"> Defective or poorly maintained tools (lawnmowers, strimmers etc) Storage of Hazardous products (eg petrol, horticultural products etc) 	<p>Volunteers on the grass cutting rota Members of the public inadvertently or maliciously accessing the equipment</p>	<ul style="list-style-type: none"> All grass cutting equipment and products are stored in a locked shed behind the church Key access is by members of the grass cutting rota only Equipment is serviced as needed Volunteers on the grass cutting rota are trained in the equipment they use 		Peter Blackmore (rota organiser) Volunteers on the grass cutting rota		

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<p>Accessing the Church Building Outside – Falls from Height</p> <ul style="list-style-type: none"> • Access requiring the use of ladders, hatches and sloping roofs • Restricted access widths around tower • Inadequate protection afforded by parapets • Fragile roofing material • Low parapeting or castellations along the tops of the tower or external walls • Damaged ladders or access equipment 	<p>Anyone accessing the church building at height</p>	<ul style="list-style-type: none"> • The tower is kept locked and access is strictly controlled • Only volunteers and professionals trained in the hazards and precautions are allowed to access the church building at height • A separate risk assessment will be carried out should we open the tower to the public on special occasions 		<p>Church Warden</p>		
<p>The Bell Tower (SEE ALSO SEPARATE RISK ASSESSMENT FOR BELLRINGING):</p>	<p>Bellringers and clock winders</p>	<ul style="list-style-type: none"> • The bell tower is kept locked with strict key access to the bellringers and clock winders 				

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<ul style="list-style-type: none"> • Uneven steps/staircase to bell tower • Defective or inadequate handrails • Poor lighting • Trailing wire, cables or leads • Exits in the event of a fire • Securing of the bells • Winding of the clock/carillon • Unauthorised people gaining access to the tower 	<p>Unauthorised people gaining access to the tower</p>	<p>who are trained in the hazards and precautions</p> <ul style="list-style-type: none"> • White tape is on the steps to highlight them • Handrails are in good condition and there is a rope handrail to the roof • Lightening is good and there is emergency lighting in the ringing room • The Bell Tower Captain ensures that any hazards are identified and corrected in a timely manner • There is a separate access to the ringing room from a rear entrance and a fire extinguisher in the ringing room • The Bells are left up between services/practices and there are notices in the ringing room and stairs indicating the bells are up 				

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<p>Covid-19:</p> <ul style="list-style-type: none"> • Aerosol or droplet transmission of Covid-19 • Surface transmission of Covid-19 • Consider hygiene around shared items such as Bibles, prayer and hymn books that are used by multiple people • Visitors are unclear on requirements for attending church or visiting the building for other purposes, or anxious about attending • Cleaning the church after known exposure to someone with Coronavirus symptoms 	<p>Members of the congregation, employees, volunteers, visitors, clergy, in fact anyone visiting the church</p>	<ul style="list-style-type: none"> • Increasing the natural ventilation in the church by opening doors • Providing adequate hand cleansing stations with hand sanitiser for the occasions when people can't wash their hands • Hymn books are used once a week • Good cleaning of the building every 2 weeks • Ensuring an adequate supply of soap and disposable hand towels in the toilet facilities and a bin for towels 	<p>Stay abreast of the latest Church of England and Government Guidance on Covid-19 and adjust mitigation appropriately</p>	<p>Rector</p>		

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Version Control:

- This risk assessment has been written as an amalgamation and update to 2 existing risk assessments for All Saints Church Clifton and to include more detail as suggested wrt risk assessments on the *Ecclesiastical* website
- These 2 risk assessments are the General Risk Assessment for Regular Church Services (v 1.0 issue date 20th April 2017) and the Risk Assessment for Opening Church Buildings during Covid-19 (v 10, issue date 16th July 2021) and they have been combined as suggested in the Church of England's most recent advice on Opening and Managing Church Buildings during Covid-19 (v 3.2, 18th July 2022, House of Bishops Covid-19 Recovery Group) available on the Church's website which states "There is no longer a requirement to do a specific COVID-19 risk assessment. You can choose to include COVID-19 in general risk assessments for events and activities"
- A more detailed risk assessment is available for bell ringing activities