

**Benefice of Clifton, Haynes and Southill
All Saints Church Clifton**

Risk Assessment for Public Worship and Other Uses of the Church v 2.2, July 2023

Activity: Public Worship and other uses of the Church

Date of last risk assessment: 9th November 2022 (v 2.1)

Location: All Saints Clifton

Time/frequency: Annually

Name of leader with responsibility: Caren Topley (Rector)

Date to be reviewed: July 2024

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"> Benefice/Parish Safeguarding Officer appointed annually at APCM meetings 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 in the benefice 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:	Members of the congregation, employees, volunteers,	<ul style="list-style-type: none"> All carpets and mats in good condition and properly fixed No trailing leads 	Monitor regularly	Church Warden/Fabric Committee		
<ul style="list-style-type: none"> Carpets in nave 						

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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 (Clifton) • Poor lighting • Defective handrails 	visitors, clergy, in fact anyone visiting the church	<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 • Handrails • Cleaning activity making floors slippery 	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 and handrails where steps are • Cleaning (mopping etc) only takes place when the church is not in use for services or events 	Monitor regularly	<ul style="list-style-type: none"> • Church Warden/Fabric Committee • Cleaning Team 		

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<ul style="list-style-type: none"> Wet or contaminated floors from poor maintenance (for example, leaking roofs) 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"> Any leaks are cordoned off and signage applied Matting provided in entry porch and inside main entrance Entry to kitchen area restricted to those serving refreshments 				
<p>Falls from Height inside Church:</p> <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	Volunteers		

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<p>Fire inside Church:</p> <ul style="list-style-type: none"> • Accumulations of combustible waste or flammable materials • Blocked or obstructed exit routes • Candles 	<p>Members of the congregation, employees, volunteers, visitors, clergy, in fact anyone visiting the church</p>	<ul style="list-style-type: none"> • Fire risk assessment done and compliant with regulations • Extinguishers in place and up to date 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. Cardboard drip guards always used. Parents are reminded to supervise children. 	<p>Ensure fire safety equipment is checked regularly</p>	<p>Church Warden/Fabric Committee</p>		
<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, 	<p>Members of the congregation, employees, volunteers, visitors, clergy, in fact anyone visiting the church</p>	<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 		<p>Church Warden/Fabric Committee</p>		

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extension cables or adaptors		<ul style="list-style-type: none"> Repairs completed by a competent electrician 				
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 and altar frontal) Heavy audio visual, sound or computer equipment 	Volunteers	<ul style="list-style-type: none"> Volunteers involved know manual handling techniques 		Volunteers		
Hazardous Substances in Church:		<ul style="list-style-type: none"> Only household products used in church and stored in a 		Cleaning Team		

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<ul style="list-style-type: none"> Cleaning Products 		cupboard out of reach of children <ul style="list-style-type: none"> Cleaners know how to use the products 				
Church Service - Communion	Passing on of illness/allergic reaction between communicants through poor hygiene Trips by communicants accessing the altar	<ul style="list-style-type: none"> Rector or celebrant washes their hands before service Intincture of wafers is not permitted in our church to avoid any allergy problems Clean napkin used to wipe the silver chalice after each communicant takes wine Bread and wine distributed to people who have mobility issues in their pew by the Rector Additional communion rail only to be lifted by a person/people physically able to (where applicable) 		Rector or celebrant		

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<p>Church Service - Baptism</p>	<p>Baby or child dropped/injured by rector during baptism</p> <p>Accident associated with giving of a lighted candle to parents or godparents</p> <p>Toys and crayons unsuitable for/harmful to children</p> <p>Injury from removing the heavy font lid prior to baptism</p>	<ul style="list-style-type: none"> • Rector is aware there is a risk and takes particular care when holding the baby or child over the font or gets assistance from a family member • Baptism Candle only given to an adult who is not holding a baby or child • Wax crayons used are specifically suitable for children and children are supervised by parents • Font lid (where applicable) only to be removed by someone strong enough to perform the task or two or more people sharing the load 		<p>Rector or celebrant</p>		

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Church Services – Weddings and Funerals	Large numbers of people in confined space and some standing on rare occasions which may lead to congestion and/or trips or falls	<ul style="list-style-type: none"> Services have a verger to manage the numbers and deal with any issues Exit routes kept clear 				
Food Preparation: <ul style="list-style-type: none"> Unsecured or poorly positioned hot water boilers Unclean food preparations areas Inadequate hand washing facilities Food allergies 	Members of the congregation, employees, volunteers, visitors, clergy, in fact anyone visiting the church	<ul style="list-style-type: none"> Hot water is supplied from either 1) boiler plumbed in, 2) an urn or 3) a kettle. Great care is taken by the small number of volunteers serving refreshments when moving hot water about. Kitchen area cleaned at least every 2 weeks Handwashing facilities are available next to/near to kitchen area Volunteers are all aware of basic food hygiene Gluten free and other food served separately 		Catering Rota		

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<p>Toilet Facilities</p> <ul style="list-style-type: none"> Toilets not regularly cleaned Nappy bin not regularly emptied 	Anyone attending church	<ul style="list-style-type: none"> Toilet and basin cleaned, nappy bin emptied and hand towel changed at least fortnightly Nappy sacks available Safeguarding information displayed 		Cleaning Team		
<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 Damaged, displaced or diseased trees Poor lighting Poor drainage of footpaths 	Members of the congregation, employees, volunteers, visitors, clergy, in fact anyone visiting the church	<ul style="list-style-type: none"> Footpaths and steps in good condition 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 Gritting materials available 		Church Warden/Fabric Committee		

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<ul style="list-style-type: none"> • Growth of algae or moss • Accumulations of wet leaves or loose materials • Inadequate precautions for adverse weather (eg snow or ice) • Damaged headstones 						
<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) 	Volunteers on the grass cutting rota Members of the public inadvertently or maliciously accessing the equipment	<ul style="list-style-type: none"> • All grass cutting equipment and products are stored in a locked shed • Key access is by members of the grass cutting team only • Equipment is serviced as needed • Volunteers on the grass cutting rota are trained in the equipment they use 		Peter Blackmore (rota organiser for Clifton) Volunteers on the grass cutting rota		
Accessing the Church Building Outside – Falls from Height	Anyone accessing the church building at height	<ul style="list-style-type: none"> • The tower is kept locked and access is strictly controlled 		Church Warden Volunteers/professionals		

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<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 		<ul style="list-style-type: none"> • 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>The Bell Tower (SEE ALSO SEPARATE RISK ASSESSMENT FOR BELLRINGING):</p> <ul style="list-style-type: none"> • Uneven steps/staircase to bell tower 	Bellringers and clock winders Unauthorised people gaining access to the tower	<ul style="list-style-type: none"> • The bell tower is kept locked with strict key access to the bellringers and clock winders who are trained in the hazards and precautions 		Tower Captain Clock winders		

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<ul style="list-style-type: none"> • 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 		<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 (Clifton) • 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 amended from v 2.1 to add additional information on risks associated with specific church services
- A more detailed risk assessment is available for bell ringing activities.