

# Keeping people safe

Health & safety toolkit - risk assessment (worked example)



## Our Church Risk Assessment

**Name of church:**

**Address:**

**Date(s) assessment carried out:**

**Date review of assessment required:**

**Signed\*:**

### How we carried out the risk assessment

1. First of all we looked at information produced by The Baptist Insurance Company PLC to help us understand where hazards could occur in our church. This included their Health and Safety Made Simple Guide, the introduction to this template, and the guidance provided on their website at [www.baptist-insurance.co.uk/churchguidance](http://www.baptist-insurance.co.uk/churchguidance). We also looked at relevant information provided by the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk).
2. We discussed if anyone could remember if there had ever been any accidents in the past.
3. We then discussed if any other users of the church or anyone who had done work for the church had reported any concerns regarding health and safety.
4. We then walked around the church, the grounds and any other buildings we are responsible for and noted anything that might cause harm. We considered how accidents might happen and how serious the outcome of those might be. We noted if there were any precautions in place or any additional ones we could take. If it was possible to eliminate the risk entirely we did this as soon as we could. This was based on what we had learned from the information we had reviewed above (note one).
5. We also considered any hazards presented by other activities, such as festivals, concerts or other events including tower tours and fetes. Where these were to be held, we agreed that we would review health and safety precautions before holding the event.
6. We recorded the findings of our assessment using this template.
7. We communicated the findings to all our employees and volunteers, including anyone new who joins us.
8. We have put the risk assessment into practice, making sure that each identified action is progressed and noting when each one is completed on this template.
9. We will review and update our risk assessments where we suspect they are no longer valid.

\*Designated member of the Diaconate with responsibility for health and safety

**Area assessed:**

1. *Inside our church*

Internal areas of the Church accessible to the public (for example, worship area, meeting room, halls and toilets.)

**Who might be harmed?:**

Members of the church, employees, volunteers, visitors, Ministers, in fact anyone visiting the Church

What could cause harm?	Tick here if risk or N/A	Existing precautions in place	Additional precautions required	Who needs to take action?	When does this need to be completed by?	Tick when completed	Completion date
<p><b>Trips:</b></p> <ul style="list-style-type: none"> <li>Worn or unfixed carpet edges, rugs or doormats</li> <li>Trailing wires, cables or leads</li> <li>Worn, damaged or uneven steps or stairs</li> <li>Poor lighting</li> <li>Missing or defective handrails</li> <li>Variations in the level of floors (for example, ramps)</li> <li>Restricted access including doorway widths</li> <li>Other.</li> </ul>	<p>Risk <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>	<p><i>Carpets in good condition, properly fixed down.</i></p> <p><i>No trailing leads or cables noted.</i></p> <p><i>All steps/stairs in good condition.</i></p> <p><i>Good lighting levels. Regularly maintained handrails provided.</i></p>	<p><i>Replace worn doormat in porch.</i></p> <p><i>Inspect floor coverings periodically.</i></p>	<p>BA</p>	<p>30/08/18</p>	<p><input type="checkbox"/></p>	
<p><b>Slips:</b></p> <ul style="list-style-type: none"> <li>Smooth floor surfaces,</li> <li>Cleaning activity making floors slippery (for wet mopping, use of polishes, etc.),</li> <li>Wet or contaminated floors from poor maintenance (for example, leaking roofs),</li> <li>Spillages of food or drink (particularly in kitchen areas),</li> <li>Walk-in contaminant from adverse weather (for example, mud, rainwater, etc.),</li> <li>Other.</li> </ul>	<p>Risk <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>	<p><i>No smooth floor surfaces noted.</i></p> <p><i>No polishes or wet-map cleaning undertaken.</i></p> <p><i>Matting provided in entrance porch (see above). There are no kitchen areas.</i></p>				<p><input type="checkbox"/></p>	

What could cause harm?	Tick here if risk or N/A	Existing precautions in place	Additional precautions required	Who needs to take action?	When does this need to be completed by?	Tick when completed	Completion date
<p><b>Falls From Height:</b></p> <ul style="list-style-type: none"> <li>When changing lightbulbs</li> <li>When cleaning or decorating</li> <li>When putting decorations or displays up</li> <li>Inadequately guarded balconies or other areas at height</li> <li>Fragile ceiling material where work or access is required</li> <li>Damaged ladders, stepladders or other access equipment</li> <li>Other.</li> </ul>	<p>Risk <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>	<p>Adequate, proprietary stepladder available.</p> <p>Stepladder in good condition/checked before use.</p> <p>Stepladder properly stored</p> <p>Users know how to use it safely.</p> <p>Information on use available.</p>	<p>Make periodic checks of stepladder.</p> <p>Keep records of checks made.</p>	<p>BB</p>	<p>30/08/18</p>	<p><input type="checkbox"/></p>	
<p><b>Fire:</b></p> <ul style="list-style-type: none"> <li>Accumulations of combustible waste</li> <li>Accumulations of flammable materials</li> <li>Blocked or obstructed exit routes</li> <li>Locked escape doors</li> <li>Portable heaters</li> <li>Other.</li> </ul>	<p>Risk <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>	<p>Fire risk assessment done. Complies with guidance at <a href="http://www.communities.gov.uk/fire">www.communities.gov.uk/fire</a>. All actions complete</p> <p>All checks being completed.</p> <p>Records available.</p>				<p><input type="checkbox"/></p>	
<p><b>Electricity:</b></p> <ul style="list-style-type: none"> <li>Faulty or damaged fixed wiring</li> <li>Faulty, damaged or unauthorised portable electrical equipment</li> <li>Faulty or damaged extension cables or adaptors</li> <li>Other.</li> </ul>	<p>Risk <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>	<p>Fixed wiring inspected/tested every five years. Completed by a competent electrician.</p> <p>Records of checks made available.</p> <p>Repairs completed by a competent electrician.</p>	<p>Implement formal checks of portable equipment. Checks to be made by competent person. Records of checks to be kept.</p>	<p>BB</p>	<p>30/08/18</p>	<p><input type="checkbox"/></p>	

What could cause harm?	Tick here if risk or N/A	Existing precautions in place	Additional precautions required	Who needs to take action?	When does this need to be completed by?	Tick when completed	Completion date
<p><b>Gas:</b></p> <ul style="list-style-type: none"> <li>Defective or poorly maintained gas boilers or pipework</li> <li>Other.</li> </ul>	Risk <input type="checkbox"/> N/A <input type="checkbox"/>	<i>Gas boiler is checked/serviced annually. Completed by Gas Safe engineer. Records are available. No portable heaters used.</i>				<input type="checkbox"/>	
<p><b>Work Equipment:</b></p> <ul style="list-style-type: none"> <li>Defective or poorly maintained power tools (for example, vacuum cleaners, floor polishers etc.)</li> <li>Defective or poorly maintained hand tools (for example, garden shears, hammers, etc.)</li> <li>Other.</li> </ul>	Risk <input type="checkbox"/> N/A <input type="checkbox"/>	<i>Equipment seen is in good order.</i>	<i>Implement formal checks (see electricity above).</i>	BG	30/08/18	<input type="checkbox"/>	
<p><b>Asbestos:</b></p> <ul style="list-style-type: none"> <li>In insulation, lagging or fire protection</li> <li>In wall and roof linings</li> <li>In organ blowers</li> <li>In motor housings</li> <li>Other.</li> </ul>	Risk <input type="checkbox"/> N/A <input type="checkbox"/>		<i>Find out if there is asbestos in the church. Make and keep an up-to-date record of this. Assess the risk from the material. Prepare a plan for managing any risk. Implement the steps needed. Review and monitor arrangements put in place.</i>	BG	30/08/18	<input type="checkbox"/>	
<p><b>Glazing:</b></p> <ul style="list-style-type: none"> <li>Non-safety glass in doors, partitions or floors</li> <li>Other.</li> </ul>	Risk <input type="checkbox"/> N/A <input type="checkbox"/>					<input type="checkbox"/>	
<p><b>Hazardous Substances:</b></p> <ul style="list-style-type: none"> <li>Cleaning products (for example polish, drain cleaner, etc.)</li> <li>Other.</li> </ul>	Risk <input type="checkbox"/> N/A <input type="checkbox"/>	<i>Only household products used in the church. User knows how to use products safely. All products are safely stored.</i>				<input type="checkbox"/>	

What could cause harm?	Tick here if risk or N/A	Existing precautions in place	Additional precautions required	Who needs to take action?	When does this need to be completed by?	Tick when completed	Completion date
<p><b>Manual Handling (lifting or carrying):</b></p> <ul style="list-style-type: none"> <li>Bulky or unwieldy furniture</li> <li>Heavy audio visual or computer equipment</li> <li>General rubbish that may include breakages (for example, glass)</li> <li>Other.</li> </ul>	Risk <input type="checkbox"/> N/A <input type="checkbox"/>	<p><i>Trolleys available to move heavy objects.</i></p> <p><i>Users know how to use the equipment safely. Equipment is checked periodically.</i></p> <p><i>Records are kept of the checks made.</i></p>				<input type="checkbox"/>	
<p><b>Other:</b></p>	Risk <input type="checkbox"/> N/A <input type="checkbox"/>					<input type="checkbox"/>	
<p><b>Other:</b></p>	Risk <input type="checkbox"/> N/A <input type="checkbox"/>					<input type="checkbox"/>	
<p><b>Other:</b></p>	Risk <input type="checkbox"/> N/A <input type="checkbox"/>					<input type="checkbox"/>	

**Area assessed:**

2. *Outside our church*

Outside areas of our church (for example, other outbuildings, grounds, graveyards, car park, etc.)

**Who might be harmed?:**

Members of the church, employees, volunteers, visitors, Ministers, in fact anyone visiting the Church

What could cause harm?	Tick here if risk or N/A	Existing precautions in place	Additional precautions required	Who needs to take action?	When does this need to be completed by?	Tick when completed	Completion date
<p><b>Trips:</b></p> <ul style="list-style-type: none"> <li>• Uneven footpaths</li> <li>• Damaged paving stones and slabs</li> <li>• Worn damaged or uneven steps</li> <li>• Gravestones, kerbs, ledger stones causing obstruction</li> <li>• Protruding tree roots and undergrowth</li> <li>• Poor lighting</li> <li>• Missing or defective handrails</li> <li>• Other.</li> </ul>	Risk <input type="checkbox"/> N/A <input type="checkbox"/>	<i>Footpaths in good condition.                      No obstructions noted. Steps in good condition.                      Handrail provided on steps.                      All grassed areas are mown on a regular basis.</i>	<i>Lighting defective, bulb to be replaced.                      Inspect paths periodically.</i>	BG	30/08/18	<input type="checkbox"/>	
<p><b>Slips:</b></p> <ul style="list-style-type: none"> <li>• Poor drainage of footpaths</li> <li>• Growth of algae or moss</li> <li>• Accumulations of wet leaves or loose materials</li> <li>• Inadequate precautions for adverse weather (for example snow, ice, etc.)</li> <li>• Walk-in contaminant from adverse weather (for example mud, rainwater, etc.)</li> <li>• Other.</li> </ul>	Risk <input type="checkbox"/> N/A <input type="checkbox"/>	<i>All drainage gullies are clear.                      Gritting materials available.</i>	<i>Keep records of checks made.                      Inspect paths periodically.</i>	BG	30/08/18	<input type="checkbox"/>	

What could cause harm?	Tick here if risk or N/A	Existing precautions in place	Additional precautions required	Who needs to take action?	When does this need to be completed by?	Tick when completed	Completion date
<p><b>Falls From Height:</b></p> <ul style="list-style-type: none"> <li>• Access requiring the use of ladders, hatches, sloping roofs, etc.</li> <li>• Restricted access widths around spires</li> <li>• Inadequate protection afforded by parapets</li> <li>• Damaged ladders, stepladders or access equipment</li> <li>• Inadequate temporary edge protection (such as, guard rails and toe boards)</li> <li>• Other.</li> </ul>	Risk <input type="checkbox"/> N/A <input type="checkbox"/>	<p><i>Adequate, proprietary stepladder available. Stepladder in good condition/checked before use. Stepladder properly stored. Users know how to use it safely. Information on use available.</i></p>	<p><i>Make periodic checks of stepladder. Keep records of checks made.</i></p>	BG	30/08/18	<input type="checkbox"/>	
<p><b>Trees:</b></p> <ul style="list-style-type: none"> <li>• Damaged or displaced trees</li> <li>• Protruding tree roots</li> <li>• Diseased trees</li> <li>• Other.</li> </ul>	Risk <input type="checkbox"/> N/A <input type="checkbox"/>	<p><i>All trees inspected. No defects noted. Records are available.</i></p>				<input type="checkbox"/>	
<p><b>Car Park:</b></p> <ul style="list-style-type: none"> <li>• Entrance and exits not clearly marked</li> <li>• Poor lighting</li> <li>• Potholes</li> <li>• Other.</li> </ul>	Risk <input type="checkbox"/> N/A <input type="checkbox"/>	<p><i>Entrance to car park is clearly marked. Lighting is provided and in working order. Lighting is inspected annually. Records of checks made are available.</i></p>	<p><i>Make provision for dealing with ice/snow.</i></p>	BG	30/08/18	<input type="checkbox"/>	
<p><b>Electricity:</b></p> <ul style="list-style-type: none"> <li>• Faulty or damaged fixed wiring</li> <li>• Faulty, damaged or unauthorised portable electrical equipment</li> <li>• Faulty or damaged extension cables or adaptors</li> <li>• Other.</li> </ul>	Risk <input type="checkbox"/> N/A <input type="checkbox"/>		<p><i>Implement formal checks of portable equipment. Checks to be made by competent person. Records of checks to be kept.</i></p>	BG	30/08/18	<input type="checkbox"/>	



What could cause harm?	Tick here if risk or N/A	Existing precautions in place	Additional precautions required	Who needs to take action?	When does this need to be completed by?	Tick when completed	Completion date
<p><b>Gas:</b></p> <ul style="list-style-type: none"> <li>Liquefied petroleum gas (LPG) bottles incorrectly sited</li> <li>Pipework damaged</li> <li>Other.</li> </ul>	Risk <input type="checkbox"/> N/A <input type="checkbox"/>	<i>No LPG is used at the church.</i>				<input type="checkbox"/>	
<p><b>Work Equipment:</b></p> <ul style="list-style-type: none"> <li>Defective or poorly maintained power tools (for example, lawnmowers, strimmers, etc.)</li> <li>Defective or poorly maintained hand tools (for example, garden shears, hammers, etc.)</li> <li>Other.</li> </ul>	Risk <input type="checkbox"/> N/A <input type="checkbox"/>	<i>No garden machinery is provided for use.</i>				<input type="checkbox"/>	
<p><b>Hazardous Substances:</b></p> <ul style="list-style-type: none"> <li>Maintenance products (for example, petrol, liquefied petroleum gas, etc.),</li> <li>Horticultural products (for example, pesticides, weedkillers, fertilisers, etc.)</li> <li>Other.</li> </ul>	Risk <input type="checkbox"/> N/A <input type="checkbox"/>	<i>Only household horticultural products are used. Users know how to use products safely. All products are safely stored.</i>				<input type="checkbox"/>	

## Want to know more?

We have produced some other useful resources to help you get started or simply check the adequacy of what you have already done. These are all available at:

[www.baptist-insurance.co.uk/churchguidance](http://www.baptist-insurance.co.uk/churchguidance)

Note: if you are in Ireland, Northern Ireland, Jersey, Guernsey or the Isle of Man then regional variations might apply. In this instance, you should check the guidance provided by the Enforcing Agency for your region. This will be freely available on their website.

## Information in this document

This guidance is provided for information purposes and is general and educational in nature and does not constitute legal advice. You are free to choose whether or not to use it and it should not be considered a substitute for seeking professional help in specific circumstances. Accordingly, The Baptist Insurance Company PLC shall not be liable for any losses, damages, charges or expenses, whether direct, indirect, or consequential and howsoever arising, that you suffer or incur as a result of or in connection with your use or reliance on the information provided in this guidance except for those which cannot be excluded by law. Where this guidance contains links to other sites and resources provided by third parties, these links are provided for your information only. Baptist Insurance is not responsible for the contents of those sites or resources. You acknowledge that over time the information provided in this guidance may become out of date and may not constitute best market practice.

## Need to contact us?

For further information on health and safety in churches:

Call our Risk Management Advice Line on

**0345 600 7531**

Monday to Friday, 9am to 5pm (excluding Bank Holidays).

We may monitor or record calls to improve our service.

Email us at: [risk.advice@baptist-ins.com](mailto:risk.advice@baptist-ins.com)

