

Risk assessment check and action list

Church: _____ Date: _____

Carried out by: _____

The risk assessment should be regarded as a careful examination as to what in the church premises could cause harm to people, the hazards, so that the managing trustees can decide whether they have taken enough precautions or should do more to prevent harm.

It has to be remembered that even after all precautions have been taken, some risk will remain. Therefore what has to be decided in each case is whether what has been done or will be done will, as far as reasonably practicable, make the church premises safe for those who use them.

The questions in the check list draw attention to what could be described as usual hazards found on church premises. The person conducting the risk

assessment needs to go round the church premises asking the questions and making an assessment as to whether any action is required and how urgent it is having regard to the risk of injury.

There will probably be other hazards specific to your church, so this example risk assessment form has space at the end for these to be recorded.

Please feel free to photocopy these pages for your risk assessment or download a copy from the Resource Centre section on our website www.methodistinsurance.co.uk

Nature of check	Result of check and note of action	Programme for action
1 Are the internal church premises including staircases, floors and toilets in a safe and clean condition? Are they adequately lit? Are there satisfactory arrangements for their ongoing cleaning and maintenance?		

Nature of check	Result of check and note of action	Programme for action
1 (continued)		
2 Are the external church premises including car parks, paths and gardens in a safe and clean condition? Are they adequately lit? Are there satisfactory arrangements for their ongoing cleaning and maintenance?		

Nature of check	Result of check and note of action	Programme for action
<p>3 Is the electrical wiring safe and regularly tested by a qualified electrician?</p>		
<p>4 Are all portable electrical appliances regularly checked for safety - for example faulty flexes, appropriate fuses, trailing wires? Are they plugged into a sufficient number of sockets for their use without the use of adaptors? Are there clear rules as to what electrical equipment can be brought on to the church premises for use by any outside organisation? Have you carried out an annual visual inspection of the appliances?</p>		
<p>5 Is the gas / oil installation in good working order? Is it regularly tested by a qualified engineer and is there a regular maintenance contract?</p>		

Nature of check	Result of check and note of action	Programme for action
6 Are emergency exits and routes provided with emergency lighting?		
7 Are all exits and escape routes clearly marked with appropriate signs which comply with the Health and Safety (Safety Signs and Signals) Regulations 1996? Are exit and escape routes, staircases and passages which would be used in case of emergency kept clear of obstruction and properly lit?		
8 Are all exit doors to be used in case of emergency either unlocked or fitted with panic bolts? Where practical or possible do they open outwards?		
9 Has a specific Fire Risk Assessment been carried out?		

Nature of check	Result of check and note of action	Programme for action
<p>10 Are there clear instructions displayed or issued giving instructions as to what to do in the event of a fire?</p>		
<p>11 Are there appropriate arrangements for giving warning in case of fire?</p>		
<p>12 Is the fire fighting equipment adequate, easy to use, properly positioned and signed in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996, and is it regularly maintained?</p>		
<p>13 Is it appropriate to specify the maximum number of people that may be present at any one time in any part of the premises?</p>		

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<p>14 Are there any special contacts necessary with the external emergency services as regards to rescue work and fire fighting?</p>		
<p>15 Does the kitchen and any equipment in it comply with modern hygiene requirements? If necessary has the local authority been advised about the food preparation?</p>		
<p>16 If furniture, or other heavy items need to be moved, is proper advice given on how this should be done and in particular how furniture and equipment should be stacked or stored? Has a Manual Handling Risk Assessment been carried out?</p>		
<p>17 Is a first aid box available? Is someone responsible for ensuring that it is kept complete? Are any people designated as first aiders?</p>		

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<p>18 Where a VDU / computer screen is used on a daily basis, has the appropriate check and advice been given? Refer to the HSE VDU workstation checklist.</p>		
<p>19 If any hazardous or harmful substances, such as bleach, are used or stored on the church premises are there proper precautions for their use, labelling and storage? Refer to the Control of Substances Hazardous to Health Regulations 2002 (COSHH)</p>		
<p>20 Are all items of machinery and equipment for use on the church premises, such as ladders and lawnmowers, in a safe condition and regularly inspected? Have Work at Height Risk Assessments been carried out?</p>		
<p>21 Are appropriate arrangements made for planning and supervising any volunteer work parties undertaking maintenance or repairs on the church premises? Have you checked the competency of volunteers who undertake work?</p>		

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<p>22 Are there arrangements for any employees, volunteers, leaders or helpers to be consulted or supplied with appropriate information about Health and Safety and Fire Precautions?</p>		
<p>23 Are there arrangements for outside contractors who carry out work on the church premises to ensure that they work safely and do not create a safety hazard for others?</p>		
<p>24 Where outside organisations use the church premises are the users aware of the church's Health and Safety Policy and fire evacuation procedures? Is it clear to them that they must take responsibility for their own operations? Are checks made to ensure groups regularly using the premises (more than three times per year) have adequate public and employer's liability insurance?</p>		
<p>25 Do any swing doors have visibility panels and if so are these fitted with safety glass? Are there any other glazed areas (doors, windows, partitions etc.) in critical locations that should be fitted with safety glass?</p>		

Nature of check	Result of check and note of action	Programme for action
26 Is there a procedure for investigating, recording and reporting of accidents?		
27 Is there a written 'safeguarding' procedure in place, in accordance with Methodist Church Standing Orders? Are procedures in place for vetting people working with children, young people and vulnerable adults?		
28 Has a specific Asbestos Risk Assessment been carried out?		
29 Is there a written Health and Safety Policy?		
30 Are there procedures for monitoring the action required as a result of this risk assessment and for its review?		

Programme for action					
Result of check and note of action					
Nature of check					

