



Health & Safety – Risk Assessment (RA)

Use of Church facilities by/for: Working & Cleaning Parties

For completion by event/group organiser(s)/supervisor(s)

Risk Assessment No: RA 0085

Identify common hazards associated with: **Working & Cleaning Parties** highlighting the risks involved and control measures that must be applied.

Date: January 2018

Assessor(s): Church Stewards, Church Council, GJM, DM

Copies: Church H&S Folder & Electronic

L = Likelihood S = Severity

Using 1 to 5 scale

Residual - 1-4 Acceptable 5-9 Adequate 10-16 Tolerable 17-25 Unacceptable

Consideration Given Towards (List items given consideration)	Potential Effects (What could happen without any form of control)	Potential Risk (L x S)		Risk Control (List controls to reduce the hazard)	Residual Risk (L x S)	
Entrances/Exits	Unable to access or leave premises safely, even in case of emergency.	3	5	Regular inspection of areas to ensure none blocked. Checks made to ensure all fire exits unlocked at beginning of services by steward on duty. Door mats by entrances. See latest Room Visual Inspection on H&S noticeboard.	1	5
		15			5	
General Lifting and Carrying	Cuts/abrasions, muscular, skeletal, physical injury	4	5	<ul style="list-style-type: none">Specific Manual handling assessment carried out for all one off tasks presenting significant risk / for individuals with medical conditions etc.Advice given on noticeboard in correct lifting techniques.Manual handling minimised as far as possible, broken down into smaller loads / assistance sought.Appropriate footwear worn.Mechanical lifting aids available (trolleys etc.).Good housekeeping and workplace layout.Heavy items stored at waist level.Good housekeeping to be maintained. Floor surfaces unobstructed and slip free.	1	5
		20			5	

Consideration Given Towards (List items given consideration)	Potential Effects (What could happen without any form of control)	Potential Risk (L x S)		Risk Control (List controls to reduce the hazard)	Residual Risk (L x S)	
Use of electrical equipment	Electrical shock, burns, fire, vibrations, cuts/abrasions, muscular, skeletal, physical injury	4	5	<ul style="list-style-type: none">Pre-use check conducted by users.Electrical equipment subject to regular safety inspection and test ('PAT testing').Trailing leads kept to a minimum. Use extension leads and adaptors only where necessary. Cable covers used where appropriate.Use nearest available socket to reduce need for extension leads.Mains powered portable equipment to be protected by RCD in higher risk situations, e.g., equipment used outside or in wet conditions, and for equipment where there is a risk of cables being severed. System for reporting faults and taking equipment out of service in place.	1	5
		20			5	
First Aid	Further injury caused or prevented by not administering first aid.	4	5	First aid box available by kitchen. Advice on health and well-being available on H&S noticeboard including numbers for NHS Direct etc.	1	5
		20			5	
Use of chemicals or detergents	Irritation/harm to eyes, nose, upper respiratory tract Skin disorders / sensitisation	3	4	<ul style="list-style-type: none">Less hazardous chemicals used wherever possible.Material Safety Data Sheet for substances obtained from supplier and guidance followed.COSHH Assessment to be completed for all hazardous chemicals and control measures implemented.Appropriate Personal Protective Equipment (eg. gloves, goggles etc.) provided and worn where identified in COSHH assessment.Chemicals stored appropriately and access restricted when in use. Activities undertaken outside of busy periods of Church usage.Immediate cleaning up of any spillageAll containers clearly labeledAlways read the labels before using Harmful Substances.	1	4
		12			4	

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Use of COSHH Substances	Burns, scalds, ingestion problems, breathing problems, side effects, irritation, fire etc.	4	5	Any COSHH (Control of Substances Hazardous to Health) materials brought into the Church are brought to the attention of stewards for consideration & inclusion in the Church COSHH records. Data sheets available for high risk items.	1	5
		20			5	
Toilet Facilities / Baby Changing	Persons unable to use toilets. Toilets not fit for purpose.	3	3	Steward on duty to ensure safe and hygienic facilities before start of service/event. Soiled nappies to be removed from church premises and not flushed down toilet. Signage in place.	1	3
		9			3	
Environment	The environment in general not safe or suitable for use. Health issues caused or aggravated by cold, heat or damp.	3	4	Heating timed to come on prior to service/event start times. Room users to be notified of any maintenance work carried out that may affect the usage of the room ie. Paint fumes etc.. Persons on duty to check environment of room before use. Room Visual Inspections and Room Risk Assessments maintained.	1	4
		12			4	
Cleaning using equipment	Cuts/abrasions, muscular, skeletal, physical injury	4	5	<ul style="list-style-type: none">Training and advice given in correct procedure for use of equipment such as mops, brushes, brooms etc.Any specific training / instruction requirements identified. All equipment visually inspected before use for safety (ie. no sharp fragments of wood, faulty, broken or damage, split etc.	1	5
		20			5	

Consideration Given Towards (List items given consideration)	Potential Effects (What could happen without any form of control)	Potential Risk (L x S)		Risk Control (List controls to reduce the hazard)	Residual Risk (L x S)	
Exposure to communicable diseases	Disease / infections	3	4	<ul style="list-style-type: none">Potential hazardous waste e.g. vomit / bodily fluids must be disposed of correctly and surfaces properly disinfected.Disposable gloves and aprons used for all activities that may result in contamination of clothing with blood, body fluids or faeces.Such PPE is double bagged and disposed of appropriately after a single use.Adequate provision for hand washing (soap hot water) readily available. All wounds on exposed skin are suitably covered.	1	4
		12			4	
Slips, trips & falls	Cuts/abrasions, muscular, skeletal, physical injury	3	4	<ul style="list-style-type: none">All spillages to be dealt with immediately.Wet floor signs to be used when appropriate.Dry mop floors after cleaning up initial spillage.Appropriate footwear worn.Congregation, children, elderly persons etc. to be kept away from spillage area during cleaning. RVI inspection of floors maintained.	1	4
		12			4	
Falls from height	Serious, possible fatal injuries from falling from platforms, ladders, for cleaning / maintenance.	3	5	Ensure all access equipment is maintained and inspected. See RA on H&S noticeboard. Authorised persons only to use this equipment. See also Working at height risk assessment.	1	5
		15			5	

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Electricity & Portable Appliances	Serious possible fatal injuries from faulty electrical equipment or installation.	3	5	Electrical installation and all equipment inspected by a competent person according to a planned inspection programme, and maintained as necessary. (See current EI & PAT Test results). Staff trained to spot and report any defective plugs, discoloured sockets, damaged cable and on/off switches and to take defective equipment out of use. Staff know how to safely turn the electricity off in an emergency. Clear access to the fuse box.	1	5
		15			5	
Noise	Risk of permanent ear damage from long-term exposure to music.	3	4	Noise limited to 100dB max. Regular check of instrumentation to ensure equipment is balanced/under control. Quiet areas provided. Personnel rotation ensured and encouraged.	1	4
		12			4	
Lone Working	Accident / injury, physical assault, delayed assistance in emergency. Cuts/abrasions, muscular, skeletal, physical injury	3	4	<ul style="list-style-type: none">Ensure there is adequate lighting. If possible follow different procedure daily.Challenging unknown visitors where safe to do so.Mobile phone carried.Reduce time spent working alone so far as is reasonably practicable. Notify a family member or other next of kin of start time and when finished. Only agreed risk tasks to be undertaken, avoid high risk activities (e.g. working at height) etc.	1	4
		12			4	
Gas	Risk of fire and explosion if not properly maintained.	2	5	Gas appliances, such as heaters, boilers etc., are checked annually by a Gas Safe registered engineer. Personnel trained in reporting a gas fault and isolating gas mains. Signage in place.	1	5
		10			5	

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Transport	Serious injury if struck by car, van or truck on car park.	3	4	Large goods reversing vehicles to have a banksman to ensure safety. Speed limit imposed on car park. Segregated pathway to main road thoroughfare.	1	4
		12			4	
Asbestos – located in two lights in vestibule and concert entrance.	Fibers may be released and inhaled.	3	5	Asbestos in good condition. Unlikely to be touched by public and most staff. Personnel told to report any notice of change with these lights.	1	5
		15			4	
Noise / vibration from equipment	Sanding machines etc. Hearing damage, circulatory problems, miscommunication, stress	3	4	<ul style="list-style-type: none">Noise / vibration level from machinery known and displayedLimit exposure times to users of such equipmentPersonal protective equipment issued e.g. ear defenders Limited/ minimal use of vibrating equipment	1	4
		12			4	
Working at height	Fracture, bruises, cuts from objects falling, concussion, vertigo or dizziness resulting in falls	3	5	<ul style="list-style-type: none">See specific work at height risk assessment for task and safe use of laddersAll access equipment suitable for purpose checked before use and maintained in good condition.Frequent checks to ensure equipment in good conditionFloor surfaces suitable (firm and even surface) No lone working	1	5
		15			5	

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Use of hand / power tools	Drills, wood cutting equipment, hedge cutting equipment, strimmers etc. Electric shock / burns. Cuts / abrasions. Impact injury. Entanglement with moving parts. Inhalation of dust / fumes. Irritation to eyes, nose, upper respiratory tract. Skin disorders / sensitisation.	3	5	<ul style="list-style-type: none">• Machinery maintained in good condition.• Any formal servicing / inspection requirements identified, pre-use check conducted by user.• Any specific training / instruction requirements identified and provided.• Equipment is appropriate (being used for its intended purpose), restricted to authorised, competent users and securely stored.• Tools / blades kept sharp and in good condition.• Work and cutter guards in place.• Suitable personal protective equipment (PPE) available to users as required (e.g. eye, hearing protection, boots and overalls)• All items of PPE stored carefully, kept clean (not open to potential contaminant) and readily available.• For machine operations producing large quantity of dust / fume appropriate RPE (respiratory protective equipment) may be required. <p>Long hair must be tied back; jewellery should be removed or covered and loose clothing covered by a secure apron or overall.</p>	1	5
		15			5	
Exposure to sharps	Eg. Glass etc. Puncture injuries, cuts infection	3	4	<ul style="list-style-type: none">• Pre- cleaning general inspection to identify areas of risk e.g. broken glass, syringes.• Suitable equipment available inc. PPE e.g. gloves when collecting rubbish <p>Safe disposal procedures</p>	1	4
		12			4	

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Using chemicals	Eg. Paints, solvents, greases, oils, cleaning materials, pesticides etc. Irritation to eyes, nose, upper respiratory tract. Skin disorders / sensitisation. Poisoning Burns	3	5	<ul style="list-style-type: none">Less hazardous chemicals used wherever possible.Material Safety Data Sheet for substances obtained from supplier and guidance followed.COSHH Assessment to be completed for all hazardous chemicals and control measures implemented.Appropriate Personal Protective Equipment (eg. gloves, goggles etc.) provided and worn where identified in COSHH assessment.Chemicals stored appropriately and access restricted when in use. Activities undertaken outside of busy periods of Church usage.Immediate cleaning up of any spillageAll containers clearly labeledAlways read the labels before using Harmful Substances.	1	5
		15			5	
Exposure to sharps	Eg. Glass etc. Puncture injuries, cuts infection	3	4	<ul style="list-style-type: none">Pre- cleaning general inspection to identify areas of risk e.g. broken glass, syringes.Suitable equipment available inc. PPE e.g. gloves when collecting rubbish Safe disposal procedures	1	4
		12			4	
Repair / maintenance	Damage to asbestos, containing material releasing fibres into the air. Asbestosis, mesothelioma, pleural thickening, lung cancer	3	5	<ul style="list-style-type: none">Check site asbestos log information for location of asbestos containing material prior to undertaking any work on the fabric of the buildingPermission to work to be completed for any work on fabric of the building.All site staff to be aware of location of ACM's remaining on site. Where there is any doubt about whether a substance or structure may contain asbestos, then no work can be undertaken. The Asbestos helpline must be contacted for verification. (0845 6030369)	1	5
		15			5	

Assessment Notes:

If residual risk rated >10, please give further details in this box of any other extended controls in place:

See Room Risk Assessment(s) for room(s)/area(s) of the church the group/event uses.

List Rooms/Areas the group/event uses:

.....All areas of the church.....

All accidents must be recorded in accident book located by the first aid box.

All accidents must also be reported to Gary Moss or David Moss, either direct or via a church steward.

Use of any first aid box consumables must be reported to a church steward.

The health & safety noticeboard located by the emergency exit in the passage area contains information and advice regarding all major aspects of health & safety.

Any other information to be added here: