

**Risk Assessment Check and Action List**

Church : St Paul's Warren Row

Carried out by :

Date :

Nature of check	Result of check and note of action	Programme for action
<p>1. Are the internal Church premises including floors in a safe and clean condition?</p> <p>Are they adequately lit?</p> <p>Are there satisfactory arrangements for their ongoing cleaning and maintenance?</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	
<p>2. Are the external Church premises including car parks, paths and gardens in a safe and clean condition?</p> <p>Are they adequately lit?</p> <p>Are there satisfactory arrangements for their on-going cleaning and maintenance?</p>	<p>Yes except bell housing on roof.</p> <p>Yes</p> <p>Yes</p>	
<p>3. Is the electrical wiring safe and regularly tested by a qualified electrician?</p>	<p>To be confirmed</p>	
<p>4. Are all portable electrical appliances regularly checked for safety, for example, faulty flexes, appropriate fuses, and trailing wires?</p> <p>Are they plugged into a sufficient number of sockets for their use without the use of adaptors?</p> <p>Are there clear rules as to what electrical equipment can be brought on to the Church premises for use by any outside organisation?</p> <p>Have you carried out an annual visual inspection of the appliances?</p>	<p>To be confirmed</p> <p>To be confirmed</p> <p>Detailed in the Health &amp; Safety Policy</p>	
<p>5. Is the heating installation in good and working order?</p> <p>When was it last tested by a qualified engineer and is there a regular maintenance contract?</p>	<p>Yes</p> <p>tbc</p>	
<p>6. Are emergency exits and routes provided with emergency lighting?</p>	<p>No</p>	
<p>7. Are all exits and escapes routes clearly marked with appropriate signs which comply with the Health and Safety (Safety Signs and Signals) Regulations 1996?</p>	<p>tbc</p>	

Are exit and escape routes, staircases and passages which would be used in case of emergency kept clear of obstruction and properly lit?	Yes	
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?	Yes	
9. Has a specific Fire Risk Assessment been carried out?	tbc	
10. Are there clear instructions displayed or issued giving instructions as to what to do in the event of a fire?	No	
11. Are there appropriate arrangements for giving warning in case of fire?	No	
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?	Check	
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?	Check	
14. Are there any special contacts necessary with the external emergency services as regards to rescue work and fire fighting?	No	
15. Does the kitchen and any equipment in it comply with modern hygiene requirements?  If necessary has the local authority been advised about food preparation?	Not applicable	
16. If furniture, or other heavy items require 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?  Have metal framed chairs been checked for stability?	No  No  No – are there any?	
17. Is a first aid box available?	Yes	

<p>Is someone responsible for ensuring that it is kept complete?</p> <p>Are any people designated as first aiders?</p>	<p>Health &amp; Safety Officer</p> <p>Churchwardens</p>	
<p>18. Where a VDU / computer screen is used on a daily basis, has the appropriate check and advice been given?</p> <p>Refer to the HSE VDU workstation checklist.</p>	N/A	
<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?</p> <p>Refer to the Control of Substances Hazardous to Health Regulations 2002 (COSHH)</p>	N/A	
<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?</p> <p>Have Work at Height Risk Assessments been carried out?</p>	<p>Check</p> <p>No</p>	
<p>21. Are appropriate arrangements made for planning and supervising any volunteer work parties undertaking maintenance or repairs on the Church premises?</p> <p>Have you checked the competency of volunteers who undertake work?</p>	<p>Yes</p> <p>No</p>	
<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>	No	
<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>	Check competency and method statements	
<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?</p> <p>Is it clear to them that they must take responsibility for their own operations?</p>	Is the church used by outside organisations?	

Are checks made to ensure groups regularly using the premises (more than three times per year) have adequate public and employer's liability insurance?		
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?	N/a  No	
26. Is there a procedure for investigating, recording and reporting of any accidents?	Yes.	
27. Is there a written 'safeguarding' procedure in place, in accordance with Diocesan Policy?  Are procedures in place for vetting people working with children, young people and vulnerable adults?	Yes  Yes	
28. Has a specific Asbestos Risk Assessment been carried out?	Check	
29. Is there a written Health and Safety Policy?	Yes	
30. Are there procedures for monitoring the action required as a result of this risk assessment and for its review?	Yes	

Notes:

#### **Schedule of Routine Checks and Inspections**

Electrical equipment, plugs and cables	3 months
PAT testing of portable electrical equipment	Annual
Check of whole system by SEC	5 yearly
Fire extinguisher check	Annual
Interior floors and furnishings	3 months
Exterior of building, glazing, paths	3 months

#### **Electrical equipment to be PAT tested**

Convactor heater in store cupboard  
Electric organs x 2  
Organ lamp  
Any extension leads?