

Risk Assessment - St Michael's Bray & Braywood

Area Assessed - Church Building

Activities Assessed - Ministry Team, Cleaning, Flower Arranging, Routine Light Maintenance, Church Watch, Church Visitors.

What could cause the harm?	Who might be harmed and how?	Existing precautions in place	Additional precautions required	Who needs to take action?	By when?	Complete (Y/N)	Date
Unfamiliarity	New Church members	Ensure that new Church members are suitably advised of the following risks and the control measures to protect them.	Welcome and familiarisation talk/instruction given.	Church Wardens, HSE Officer	Prior to their involvement in any of the following activities		Ongoing
Working Alone	Ministry Team, Cleaners, Flower Arrangers, Maintenance staff, Church Watch	Working Alone Policy. Only when absolutely necessary.	If Working Alone ensure other Church personnel are aware. Have means of raising the alarm if required.	Church Wardens			
Slips, Trip, Falls.	All Church users	General good housekeeping. All areas are adequately lit. Trailing cables are minimised. Use of nearest socket advised. Wet mopping of floors only during prescribed cleaning sessions. Flower Arrangers ensure water spillages are cleared immediately	Personnel working in Church advised to wear appropriate footwear. Ensure adequate training & information given. Report any concerns to Church Wardens promptly Recording of accidents in Accident book.	All Church users, Church. Wardens to monitor			
Working at	Ministry Team,	Only use Step Ladders	Ensure Working at	HSE Officer			

Assessment Date - July 2024

Review Period - Annual

Height	Cleaners, Flower Arrangers, Maintenance staff, Church Watch	supplied. Check condition prior to use. Ensure colleague supports steps when in use. Do not overreach	Height is minimised wherever possible.				
Work Equipment	Ministry Team, Cleaners, Flower Arrangers, Maintenance staff, Church Watch	Check condition prior to use. Do not use if damaged. Use to the manufacturer's instructions.	Check Work Equipment regularly.	HSE Officer	6 monthly		
Electricity	All Church users	Only use equipment supplied. Do not tamper with electrics. Report any defects.					
Hazardous Substances	Ministry Team, Cleaners, Flower Arrangers, Maintenance staff, Church Watch	Only use products supplied. Read instructions for use/precautions.					
Manual Handling	Ministry Team, Cleaners, Flower Arrangers, Maintenance staff, Church Watch	Do not attempt to lift heavy items that are beyond your personal ability. Use equipment supplied/ employ 2 person lifting					
Safeguarding	All Church users.	Safeguarding Policy Secure door to prevent unauthorised access.	Ensure all personnel are aware of and follow Policy/advice. Report any concerns to Parish Safeguarding Office (PSO) promptly	PS Officer			

Please report any incidents, accidents and concerns to a Church Warden or Parish Safeguarding Officer as soon as possible following any event