| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to manage this risk?** | **Action by whom?** | **Action by when?** | **Done** |
| --- | --- | --- | --- | --- | --- | --- |
| *Trips:*  *Worn or uneven step.*  *Worn or unfixed carpets or mats*  *Worn or uneven flooring including grates.*  *Poor lighting*  *No handrails in places* | Anyone visiting the building  Volunteers, staff & children in the building. | *Verbal reminders to take care on steps and stairs.*  *Steps and stair inspected regularly.* | Inspect areas regularly.  Request handrail to be installed on stairs | Wardens/  Safeguarding Officer |  |  |
| Slips:  Polished stone floors.  Stone floors can be slippery when wet.  Floor can be wet during spills or leaks. | Anyone visiting the building.  Volunteers, staff & children in the building. | Carpet and mats in areas to mitigate slippery areas.  Mats at doors for use in wet weather.  Paper and cleaning equipment for leaks or spills. | Ensure that area of potential slips are regularly checked and cleaned. | Sunday School Leader |  |  |
| Fire:  Candles: could spill  Electrical equipment organ could malfunction causing fire. | Anyone visiting the building.  Volunteers, staff & children in the building. | Fire extinguishers visible and accessible in the building.  Fire extinguishers regularly maintained professionally. | Maintain regular checks and comply with fire safety regulations. | Wardens/ Sunday School Leader |  |  |
| Electricity:  Extension cables used regularly, could have faults.  Electric equipment could have faults.  Could be faulty or damaged wiring. | Anyone visiting the building.  Volunteers, staff & children in the building. | All electrical work carried out by qualified electricians.  Wiring checked regularly for wear.  Electrical equipment regularly checked. | Ensure that all wiring check are kept up to date and by qualified electricians. | Wardens |  |  |
| Gas:  Boilers- potential for leaks or malfunction. | Anyone visiting the building.  Volunteers, staff & children n the building. | Ensure boilers are regularly maintained and checked by qualified professionals |  | Wardens |  |  |
| Glazing:  Windows- | Anyone visiting the building.  Volunteers and staff in the building. | Repair any broken window and clear any broken glass promptly and carefully |  | Wardens |  |  |
| Hazardous substances:  Cleaning materials | Anyone visiting the building.  Volunteers and staff in the building. | All cleaning materials kept in appropriate area out of public access. |  | Wardens |  |  |
| Work equipment:  Mops, tools, hoovers, ladders, cleaning or gardening tools could be defective or left out. | Anyone visiting the building.  Volunteers and staff in the building. | Regular checks on all tools or equipment. Any repairs or replacements carried out.  Tools and equipment kept away from public access |  | Wardens |  |  |
| Manual Handling  ▪ Bulky or unwieldy furniture ▪ Heavy audio visual or computer equipment ▪ General rubbish that may include breakages (for example, glass)  Other | Anyone visiting the building.  Volunteers and staff in the building. | Trollies and skates available for use for heavy lifting or moving.  Instructions on safest way to use all equipment and be safe. |  | Wardens/ Clergy/ |  |  |
| Asbestos:  ▪ In insulation, lagging or fire protection ▪ In wall and roof linings ▪ In organ blowers ▪ In motor housing | Anyone visiting the building.  Volunteers and staff in the building. | Regular inspections of areas where possible asbestos may be.  Regular inspections on the condition of asbestos by qualified professions | Find out if there is asbestos in the building. 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. | Wardens/ Clergy/ |  |  |
| Falls from Height: ▪ When changing lightbulbs ▪ When cleaning or decorating ▪ | Anyone visiting the building.  Volunteers and staff in the building. | Adequate, proprietary stepladder to be used. Stepladder in good condition/checked before use. Stepladder properly stored Users know how to use it safely. | Make regular checks. | Wardens/ Clergy/ |  |  |
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