



CLF Greenwich

CLF Risk Assessment Form

For Congregational Use or Specific events
hosted by CLF Greenwich

Ayshea Boadu



2017



The risk assessment should be regarded as a careful examination as to what in the Church Premises could cause harm to people ('hazards') so that the Church can weigh up whether it has 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.

Some of the risk assessment will have some relevance, and some will not dependent upon the nature of the building and the purpose of the meeting.



CLF Risk Assessment Form

Congregation/Event: Date:



Nature of Check	Result of check and note of action required	Programme for action
<p>1. Are the Church premises, including paths, steps, staircases, floors and toilets in a safe and clean condition and adequately lighted, and are there satisfactory arrangements for their ongoing cleaning and maintenance?</p>		
<p>2. Is the electrical wiring safe and when was it last tested by a qualified electrician?</p>		
<p>3. Are all portable electrical appliances regularly checked for safety, for example, faulty flexes, appropriate fuses, trailing wires and are those plugged into a sufficient number of sockets for their use without the use of adaptors? Is there a clear rule as to what electrical equipment can be brought on to the Church premises for use by any outside organisation?</p>		
<p>5. Where necessary, are all exits and escape routes clearly marked with appropriate signs which comply with the Health and Safety (Safety Signs and Signals) Regulations 1996?*</p> <p>Are these exit and escape routes, staircases and passages which would be used in case of emergency kept clear of obstruction and properly lighted?</p>		
<p>6. Should emergency exits and any emergency exit route be provided with emergency</p>		



lighting?		
Nature of Check	Result of check and note of action required	Programme for action
8. If appropriate, are there clear instructions displayed or issued giving instructions as to what to do in the event of a fire?		
9. Are there appropriate arrangements for giving warning in case of fire?		
10. 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?		
11. Is it appropriate to specify the maximum number of people that may be present at any one time in any part of the premises?		
12. Are there any special contacts necessary with the external emergency services as regards to rescue work and fire fighting?		
13. Does the kitchen and any equipment in it comply with modern hygiene requirements?		
14. If furniture, or other heavy		



<p>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?</p>		
<p>15. Is a first aid box available and is someone responsible for ensuring that it is kept complete? If appropriate is a person designated as a first aider?</p>		
<p>Nature of Check</p>	<p>Result of check and note of action required</p>	<p>Programme for action</p>
<p>16. Where a VDU is used on a daily basis, has the appropriate check and advice been given?</p>		
<p>17. If any hazardous or harmful substances eg. bleach are used or stored on the Church premises are there proper precautions for their use, labelling and storage?</p>		
<p>18. Are all items of machinery and equipment for use on the Church premises (eg ladders, lawnmowers etc) in a safe condition and regularly inspected?</p>		
<p>19. Are appropriate arrangements made for planning and supervising any volunteer work parties undertaking maintenance or repairs on the Church premises?</p>		
<p>20. Are there appropriate arrangements for any employees, volunteers, leaders or helpers to be consulted or supplied with</p>		



appropriate information about Health and Safety and Fire Precautions?*		
21. Are there adequate 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?		
22. Where outside organisations use the church premises are the users aware of the Church's Health and Safety Policy and is it clear to them that they must take responsibility for their own operations?		
Nature of Check	Result of check and note of action required	Programme for action
23. Where a door can swing both ways, does it have a visibility panel and if so is this fitted with safety glass? Are there any other glazed areas in critical locations, eg doors, windows and partitions (particularly those below 800mm in height) that should be fitted with safety glass?		
24. Are there proper arrangements for investigating, recording and reporting of any accidents?		
25. Are there any other 'hazards' which require to be considered? If so, list them noting the action required and the programme for action.		



26. Are there proper arrangements for monitoring the action required as a result of this risk assessment and for its annual review?		
27. Are procedures in place for vetting people working with children and young people?		
28. Do we have a written 'safeguarding' procedure in place?		

Completed by:
(print name)

Date:

Reviewed by:
(print name)

Date:

*For further clarification please contact either the church office or the Health & Safety officer for CLF.