

St Chad's Church, Pattingham with Patshull

Name of church:	Pattingham
Address:	High Street, Pattingham
Date(s) assessment carried out:	30/7/23 to 30/3/24 (by CP, DS, GD and GR)
Date review of assessment required:	1/3/25
Signed*:	C E Pendrell D M Steel G L K Dann G A Richards

How we carried out the risk assessment

1. First of all we looked at information produced by Ecclesiastical Insurance Group to help us understand where hazards could occur in our church. This included their Health and Safety Made Simple Guide, the introduction to this template, and the guidance provided on their website at www.ecclesiastical.com/healthandsafety. We also looked at relevant information provided by the Health and Safety Executive at www.hse.gov.uk
2. We discussed if anyone could remember if there had ever been any accidents in the past.
3. We then discussed if any other users of the church or anyone who had done work for the church had reported any concerns regarding health and safety.
4. We then walked around the church, the churchyard and any other buildings we are responsible for and noted anything that might cause harm. We considered how accidents might happen and how serious the outcome of those might be. We noted if there were any precautions in place or any additional ones we could take. If it was possible to eliminate the risk entirely we did this as soon as we could. This was based on what we had learned from the information we had reviewed above (note one).
5. We also considered any hazards presented by other activities, such as festivals, concerts or other events including tower tours and fêtes. Where these were to be held, we agreed that we would review health and safety precautions before holding the event.
6. We recorded the findings of our assessment using this template.
7. We are communicating the findings to all our employees and volunteers, including anyone new who joins us.
8. We are putting the risk assessment into practice, making sure that each identified action is progressed and noting when each one is completed on this template.
9. We will review and update our risk assessments where we suspect they are no longer valid.

1.	Area assessed:	Internal areas open to public – also choir vestry, loft and vicar’s vestry which have similar risks	Internal areas of the church normally open to the public (for example, nave, aisles, porches, balconies, etc.).
	Who might be harmed:	ANYONE	Members of the congregation, employees, volunteers, visitors, clergy, in fact anyone visiting the church.

What could cause harm?	Risk or N/A	Existing precautions in place	Additional precautions required	Who needs to take action	By when does this need to be completed?	Tick when completed	Completion date
Trips: <ul style="list-style-type: none"> ▪ Worn or unfixed carpet edges, rugs or doormats ▪ Trailing wires, cables or leads ▪ Worn, damaged or uneven steps or stairs ▪ Poor lighting ▪ Missing or defective handrails ▪ Variations in the level of floors (for example, ramps) ▪ Restricted access including doorway widths ▪ Other 	Risk	All in order. Walk through No trailing wires.					
Slips: <ul style="list-style-type: none"> ▪ Smooth floor surfaces ▪ Cleaning activity making floors slippery (for example, wet mopping, use of polishes, etc.) ▪ Wet or contaminated floors from poor maintenance (for example, leaking roofs) ▪ Spillages of food or drink (particularly in kitchen areas) ▪ Walk-in contaminant from adverse weather (for example, mud, rainwater, etc.) ▪ Other. 	Risk	Mat at entrance to reduce walk in water. Floor sign when cleaning and after spillage. Floors are not slippery.	Monitor.	Churchwardens / cleaner / verger	ongoing		
Falls From Height: <ul style="list-style-type: none"> ▪ When changing lightbulbs 		Policy being drafted.		Admin-IWG	July 2024		

<ul style="list-style-type: none"> ▪ When cleaning or decorating ▪ When putting decorations or displays up ▪ Inadequately guarded balconies or other areas at height ▪ Fragile ceiling material where work or access is required ▪ Trap doors in bell ringing chambers ▪ Damaged ladders, stepladders or other access equipment ▪ Other. 							
<p>Fire:</p> <ul style="list-style-type: none"> ▪ Accumulations of combustible waste ▪ Accumulations of flammable materials ▪ Blocked or obstructed exit routes ▪ Locked escape doors ▪ Portable heaters ▪ Votive candles ▪ Other. 		<p>No accumulation of combustible waste nor flammable. Fire policy deals exits etc. Votive candle stand has tea lights in sand inside metal therefore very low risk. Matched not available but gas candle lighter used.</p>	Monitor	Churchwardens / cleaner / verger	ongoing		
<p>Electricity:</p> <ul style="list-style-type: none"> ▪ Faulty or damaged fixed wiring ▪ Faulty, damaged or unauthorised portable electrical equipment ▪ Faulty or damaged extension cables or adaptors ▪ Other. 		No faulty wiring - all checked.	Monitor	Churchwardens / cleaner / verger	ongoing		
<p>Gas:</p> <ul style="list-style-type: none"> ▪ Defective or poorly maintained gas boilers or pipework ▪ Other. 		All maintained.					
<p>Lifting equipment (for example, ropes, chains, pulleys and counterweights, etc.):</p>		Tested regularly. All in order.					

<ul style="list-style-type: none"> ▪ For font covers, candelabras, or sanctuary lamps ▪ Other 							
<p>Work Equipment:</p> <ul style="list-style-type: none"> ▪ Defective or poorly maintained power tools (for example, vacuum cleaners, floor polishers, etc.) ▪ Defective or poorly maintained hand tools (for example, garden shears, hammers, etc.) ▪ Other. 		Responsibility of person using to check OK and any defects identified.	Monitor.	Churchwardens / cleaner / verger	ongoing		
<p>Manual Handling (lifting or carrying):</p> <ul style="list-style-type: none"> ▪ Bulky or unwieldy furniture ▪ Heavy audio visual or computer equipment ▪ General rubbish that may include breakages (for example, glass) ▪ Other. 		No heavy or unwieldy items need to be moved in the normal course of events. On rare occasions they may. Manual handling policy in place.					
<p>Asbestos:</p> <ul style="list-style-type: none"> ▪ In insulation, lagging or fire protection ▪ In wall and roof linings ▪ In organ blowers ▪ In motor housings ▪ Other. 		Report exists.					
<p>Glazing:</p> <ul style="list-style-type: none"> ▪ Non-safety glass in doors, partitions or floors ▪ Other. 		Porch doors are safety glass. Glass panels in internal doors are fire safety glass. No non-safety glass other than windows.					
<p>Hazardous Substances:</p> <ul style="list-style-type: none"> ▪ Cleaning products (for example, polish, drain cleaner, etc.) ▪ Other. 		Only household substances used and instructions followed.					
<p>Other:</p>							

2.	Area assessed:	Kitchen	Parts of the church not usually accessed by the general public (for example, chancel, vestries, sacristies, serveries, storerooms, etc.).
	Who might be harmed:		Clergy, volunteers, employees, members of the choir, servers, etc.

What could cause harm?	Risk or N/A	Existing precautions in place	Additional precautions required	Who needs to take action	By when does this need to be completed?	Tick when completed	Completion date
Trips: <ul style="list-style-type: none"> ▪ Worn or unfixed carpet edges, rugs and doormats ▪ Trailing wires, cables or leads ▪ Worn, damaged or uneven steps or stairs ▪ Poor lighting ▪ Missing or defective handrails ▪ Variations in the level of floors (for example, ramps, etc.) ▪ Other. 	Risk	All in order. Walk through No trailing wires.					
Slips: <ul style="list-style-type: none"> ▪ Smooth floor surfaces ▪ Cleaning activity making floors slippery (for example, wet mopping, use of polishes, etc.) ▪ Wet or contaminated floors from poor maintenance (for example, leaking roofs, etc.) ▪ Spillages of food or drink (particularly in kitchen area) ▪ Walk-in contaminant from adverse weather (for example, mud, rainwater, etc.) ▪ Other. 	Risk	Floor sign when cleaning and after spillage. Floors are not slippery.	Monitor.	Churchwardens / cleaner / verger	ongoing		
Falls from Height: <ul style="list-style-type: none"> ▪ When changing lightbulbs ▪ When cleaning or decorating ▪ When putting decorations or displays up ▪ Damaged ladders, stepladders or other access equipment 		Policy being drafted.		Admin-IWG	July 2024		

<ul style="list-style-type: none"> ▪ Other. 							
<p>Fire:</p> <ul style="list-style-type: none"> ▪ Accumulations of combustible waste ▪ Accumulations of flammable materials ▪ Blocked or obstructed exit routes ▪ Locked escape doors ▪ Portable heaters ▪ Votive candles ▪ Other. 		<p>No accumulation of combustible waste nor flammable. Fire policy deals exits etc.</p>	Monitor	Churchwardens / cleaner / verger	ongoing		
<p>Electricity:</p> <ul style="list-style-type: none"> ▪ Faulty or damaged fixed wiring ▪ Faulty, damaged or unauthorised portable electrical equipment ▪ Faulty or damaged extension cables or adaptors ▪ Other. 		No faulty wiring - all checked.	Monitor	Churchwardens / cleaner / verger	ongoing		
<p>Gas:</p> <ul style="list-style-type: none"> ▪ Defective or poorly maintained gas boilers or pipework ▪ Other. 		No gas in kitchen.					
<p>Lifting Equipment (for example, ropes, chains, pulleys and counterweights, etc.):</p> <ul style="list-style-type: none"> ▪ For sanctuary lamps ▪ Other 		No lifting equipment.					
<p>Work Equipment:</p> <ul style="list-style-type: none"> ▪ Defective or poorly maintained hand tools (for example, hammers) ▪ Other. 		Responsibility of person using to check OK and any defects identified.	Monitor.	Churchwardens / cleaner / verger	ongoing		
<p>Food Preparation:</p> <ul style="list-style-type: none"> ▪ Defective cooking equipment ▪ Unsecured or poorly positioned hot water boilers ▪ Unclean food preparation areas ▪ Inadequate washing facilities ▪ Other 		<p>Equipment is in order and safely located. Adequate washing and washing up facilities. Those preparing and serving food and drinks are aware of their</p>	Draw up policy for food preparation, service, etc	Admin-IWG	July 2024		

		responsibilities but it is appropriate to draw up a policy to ensure this.					
Asbestos: <ul style="list-style-type: none"> ▪ In insulation, lagging or fire] protection ▪ In wall and roof linings ▪ In organ blowers ▪ In motor housings ▪ Other. 		Report exists.					
Glazing: <ul style="list-style-type: none"> ▪ Non-safety glass in doors, partitions or floors ▪ Other. 		No glazing					
Hazardous Substances: <ul style="list-style-type: none"> ▪ Cleaning products (for example, polish, drain cleaner, etc.) ▪ Other 		Only household substances used and instructions followed.					
Manual Handling (lifting or carrying): <ul style="list-style-type: none"> ▪ Bulky or unwieldy furniture ▪ Heavy audio visual or computer equipment ▪ General rubbish that may include breakages (for example, glass) ▪ Other. 		No heavy or unwieldy items need to be moved in the normal course of events. On rare occasions they may. Manual handling policy in place					
Other:							

3.	Area assessed:	Tower including ringing chamber, clock room and bell chamber	Parts usually only accessed by a small number of people with specific roles (for example, bell and ringing chambers, organ lofts, boiler rooms, etc.).
	Who might be harmed:	Bellringers (including visiting ringers). Others who use tower	Bell ringers, bell maintenance personnel, organist, organ builder, tuner, volunteers responsible for maintenance, employees, heating engineers, etc.

What could cause harm?	Risk or N/A	Existing precautions in place	Additional precautions required	Who needs to take action	By when does this need to be completed?	Tick when completed	Completion date
Trips: <ul style="list-style-type: none"> ▪ Trailing wires, cables and leads ▪ Worn, damaged or uneven steps or stairs ▪ Poor lighting ▪ Missing or defective handrails ▪ Other. 	Risk	All in order. Walk through No trailing wires.					
Slips: <ul style="list-style-type: none"> ▪ Smooth floor surfaces ▪ Wet or contaminated floors from poor maintenance (for example, leaking roofs) ▪ Walk-in contaminant from adverse weather (for example, mud, rainwater, etc.) ▪ Other. 		There are no floors which become wet. Other than stone steps there are no smooth floors. Care needs to be taken on the spiral staircase.					
Falls from Height: <ul style="list-style-type: none"> ▪ Trap doors in bell ringing chambers ▪ Damaged ladders, stepladders or other access equipment ▪ Other. 		Policy being drafted.		Admin-IWG	July 2024		
Fire: <ul style="list-style-type: none"> ▪ Faulty or damaged fixed wiring ▪ Faulty, damaged or unauthorised 		No sources of combustion present.	Monitor				

portable electrical equipment ▪ Faulty or damaged extension cables or adaptors ▪ Other.		Fire policy in place					
Electricity: ▪ Faulty or damaged fixed wiring ▪ Faulty, damaged or unauthorised portable electrical equipment ▪ Faulty or damaged extension cables or adaptors ▪ Other.		No faulty wiring - all checked.	Monitor	Tower captain and ringers	ongoing		
Bell Frames, Mechanisms and Ropes: ▪ Defective or poorly maintained ▪ Other.		Day to day maintenance of the bells undertaken by the local ringers. Periodic servicing by professionals. Policy in place to ensure that only competent ringers or those being trained ring the bells. Doors locked to prevent access to the ropes and bells when the bells are left up with the key under the control of one of the ringers.	Monitor	Tower captain and ringers	ongoing		
Other:							

4.	Area assessed:	N/A – the public are not allowed access to the tower – if an “open tower” were to be arranged a full risk assessment would be undertaken.	Parts sometimes accessed by the public (for example, towers, tower roofs and other high levels, etc.).
	Who might be harmed:		Volunteers, employees, members of the public and guides, etc.

5.	Area assessed:	Churchyard	Outbuildings, churchyard and car park.
	Who might be harmed:	Anyone	Members of the congregation, employees, volunteers, visitors, clergy, in fact anyone visiting the church.

What could cause harm?	Risk or N/A	Existing precautions in place	Additional precautions required	Who needs to take action	By when does this need to be completed?	Tick when completed	Completion date
Trips: <ul style="list-style-type: none"> ▪ Uneven footpaths ▪ Damaged paving stones and slabs ▪ Worn, damaged or uneven steps ▪ Potholes ▪ Gravestones, kerbs, ledger stones causing obstruction ▪ Protruding tree roots and undergrowth ▪ Poor lighting ▪ Missing or defective handrails ▪ Other 		slightly uneven paving from west door and in parts of new churchyard. New paths proposed.					
Slips: <ul style="list-style-type: none"> ▪ Poor drainage of footpaths ▪ Growth of algae or moss ▪ Accumulations of wet leaves or loose materials ▪ Inadequate precautions for adverse weather (for example snow, ice, etc.) ▪ Walk-in contaminant from adverse weather (for example mud, rainwater, etc.) ▪ Other. 		<p>Only issue is main path in icy conditions. Grit applied when icy.</p> <p>Steps to boiler room wet moss, only access by MR occasionally.</p>					
Headstones, Tombs and Monuments: <ul style="list-style-type: none"> ▪ Damaged monuments ▪ Displaced headstones ▪ Other. 		Regular inspections.					
Trees: <ul style="list-style-type: none"> ▪ Damaged or displaced trees ▪ Protruding tree roots 		Policy					

<ul style="list-style-type: none"> ▪ Diseased trees ▪ Other. 							
<p>Car Park:</p> <ul style="list-style-type: none"> ▪ Entrance and exits not clearly marked ▪ Poor lighting ▪ Other. 		No car park. Parking is on the road outside.					
<p>Electricity:</p> <ul style="list-style-type: none"> ▪ Faulty or damaged fixed wiring ▪ Faulty, damaged or unauthorised portable electrical equipment ▪ Faulty or damaged extension cables or adaptors ▪ Other. 							
<p>Gas:</p> <ul style="list-style-type: none"> ▪ Liquefied petroleum gas (LPG) bottles incorrectly sited ▪ Pipework damaged ▪ Other. 							
<p>Work Equipment:</p> <ul style="list-style-type: none"> ▪ Defective or poorly maintained power tools (for example, lawnmowers, strimmers, etc.) ▪ Defective or poorly maintained hand tools (for example, garden shears, hammers, etc.) ▪ Other. 							
<p>Hazard Substances:</p> <ul style="list-style-type: none"> ▪ Maintenance products (for example, petrol, liquefied petroleum gas, etc.) ▪ Horticultural products (for example, pesticides, weedkillers, fertilisers, etc.) ▪ Other 							
<p>Other:</p>							