Our Church Risk Assessment

Name of church:	Date(s) assessment carried out:
St Chads Church	02/03/2026
Address:	**Date review of assessment required:**
Patshull Rd, Pattingham, Wolverhampton WV6 7BQ Risk Assement carried out by Peter Nicholls and Clive Pendrell	02/03/2027
	Signed*:
	Peter Nicholls Digitally signed by Peter Nicholls Date: 2026.03.06 13:11:47 Z

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 grounds 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 fetes. 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 communicated the findings to all our employees and volunteers, including anyone new who joins us.
8. We have put 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 We will review and update our risk assessments where we suspect they are no longer valid.

*Designated member of the PCC with responsibility for health and safety.

Area assessed:

1. Kitchen, choir vestry, loft and Vicars vestry

Internal areas of the church normally open to the public (for example, nave, aisles, porches, balconies, etc.).

Who might be harmed?

Employees, voluntees, members of the public

Members of the congregation, employees, volunteers, visitors, clergy, in fact anyone visiting the church.

What could cause harm?	Tick here if risk or N/A	Existing precautions in place	Additional precautions required	Who needs to take action?	When does this need to be completed by?	Tick when completed	Completion date
Trips: • 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 ✔ N/A	Carpets all look OK, grating and tiles maintained regularly. No trailing wires Stairs in good order. Lighting adequate, handrails in place to loft and tower. Access and egress adequate.	No additional precautions required	NA	NA	✔	NA
Slips: • 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 ✔ N/A	Mat in place at main entrace for wiping feet Wet floor sign to be put in place if floors get wet. Floors adequate	Wet floor sign to be put in place if floors get wet.	Wardens, sidespeople, cleaners	As and when required	✔	Ongoing

What could cause harm?	Tick here if risk or N/A	Existing precautions in place	Additional precautions required	Who needs to take action?	When does this need to be completed by?	Tick when completed	Completion date
Falls From Height: • When changing lightbulbs • When cleaning or decorating • When putting up decorations or displays • 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.	Risk ✔ N/A	Working at height policy in place dated 29 June 2025 Any available ladders have been inspected by competent person	No additional precautions required	NA	NA	✔	NA
Fire: • Accumulations of combustible waste • Accumulations of flammable materials • Blocked or obstructed exit routes • Locked escape doors • Portable heaters • Votive candles • Matches • Other.	Risk ✔ N/A	Fire Risk Assessment in place due for review. Fire policy in place date 29 June 2025 Fire Procedure in place dated July 2025	No additional precautions required	NA	NA	✔	NA
Electricity: • Faulty or damaged fixed wiring • Faulty, damaged or unauthorised portable electrical equipment • Faulty or damaged extension cables or adaptors • Other.	Risk ✔ N/A	Fixed wiring checked 22/06/2021, this should be done every five years so will be due this year Portable Appliance tested 04/04/2024.	Arrange for Fixed wiring electrical inspection in June 2026. Establish when the next PAT is planned for	PCC	June 2026		

What could cause harm?	Tick here if risk or N/A	Existing precautions in place	Additional precautions required	Who needs to take action?	When does this need to be completed by?	Tick when completed	Completion date
Gas: • Defective or poorly maintained gas boilers or pipework • Other.	Risk ✔ N/A	Gas applianced maintainted under service contract by Gas safe registered engineers last visit 13/03/2025	This is due for annual service	PCC	March 2026		
Work Equipment: • 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.	Risk ✔ N/A	Power tools are the responsibility of the hired contractor	No additional precautions required	NA	NA	✔	NA
Asbestos: • In insulation, lagging or fire protection • In wall and roof linings • In organ blowers • In motor housings • Other.	Risk ✔ N/A	Asbestos survey completed	No additional precautions required as long as any asbestos remains undisturbed	NA	NA	✔	NA

What could cause harm?	Tick here if risk or N/A	Existing precautions in place	Additional precautions required	Who needs to take action?	When does this need to be completed by?	Tick when completed	Completion date
Glazing: • Non-safety glass in doors, partitions or floors • Other.	Risk ✔ N/A	Porch doors and glass panels in safety doors are safety glass	No additional precautions required	NA	NA	✔	NA
Hazardous Substances: • Cleaning products (for example polish, drain cleaner, etc.) • Other.	Risk ✔ N/A	Substances used are household cleaning products, follow instructions on the labels	No additional precautions required	NA	NA	✔	NA
Manual Handling (lifting or carrying): • Bulky or unwieldy furniture • Heavy audio visual or computer equipment • General rubbish that may include breakages (for example, glass) • Other.	Risk ✔ N/A	No heavy or unwieldy items need to be moved in the normal course of events. For speacial tasks Manual handing policy in place dated June 2025	No additional precautions required	Na	NA	✔	NA

What could cause harm?	Tick here if risk or N/A	Existing precautions in place	Additional precautions required	Who needs to take action?	When does this need to be completed by?	Tick when completed	Completion date
Other:	Risk ✔ N/A	Food Preparation - Adequate washing and washing up facilities warm and hot water available. Food preparation policy in place dated 29 June 2025	No additional precautions required	NA	NA	✔	NA
Other:	Risk N/A ✔						
Other:	Risk N/A ✔						

Area assessed:

2. Churchyard

Outside areas of our church (for example, towers, tower roofs and other high levels, other outbuildings, churchyard, car park, etc.).

Who might be harmed?

Members of the congregation, employees, volunteers, visitors, clergy, visitors

Members of the congregation, employees, volunteers, visitors, clergy, in fact anyone visiting the church.

What could cause harm?	Tick here if risk or N/A	Existing precautions in place	Additional precautions required	Who needs to take action?	When does this need to be completed by?	Tick when completed	Completion date
Trips: • Uneven footpaths • Damaged paving stones and slabs • Worn, damaged or uneven steps • Gravestones, kerbs or ledger stones causing obstruction • Protruding tree roots and undergrowth • Poor lighting • Missing or defective handrails • Other.	Risk ✔ N/A	Slightly uneven paving from west door and in parts of the new churchyard.	New paths proposed	PCC committee	6 months		NA
Slips: • 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.	Risk ✔ N/A	Grit applied in icy conditions Steps to boiler room wet moss	Only people who need access are the maintenance people who need to do their own risk assessment	NA	NA	✔	NA

What could cause harm?	Tick here if risk or N/A	Existing precautions in place	Additional precautions required	Who needs to take action?	When does this need to be completed by?	Tick when completed	Completion date
Headstones, Tombs and Monuments: • Damaged monuments • Displaced headstones • Other.	Risk ✔ N/A	Regular inspections carried out	No additional precautions required	NA	NA	✔	NA
Falls from Height: • Access requiring the use of ladders, hatches, sloping roofs, etc. • Restricted access widths around spires • Inadequate protection afforded by parapets • Unprotected roof lights or other fragile roofing material • Low parapeting or castellations along the tops of external walls • Damaged ladders, stepladders or other access equipment • Inadequate temporary edge protection (such as guard rails and toe boards) • Other.	Risk ✔ N/A	Only heights are the trees and roof areas. Anti Climbing Devises (ACDs) in place. Working at height policy in place dated 29 June 2025	No additional precautions required	NA	NA	✔	NA

What could cause harm?	Tick here if risk or N/A	Existing precautions in place	Additional precautions required	Who needs to take action?	When does this need to be completed by?	Tick when completed	Completion date
Tower Tours: • Overcrowded tours • Inadequate numbers of stewards • Inadequate emergency evacuation procedures • Unauthorised access to areas not on the tour (for example, roofs) • No means of communication between stewards • Inadequate safety briefing for those on the tour • Restricted access (such as, doorway widths, height restrictions or other projections) • Other.	Risk N/A ✔						
Trees: • Damaged or displaced trees • Protruding tree roots • Diseased trees • Other.	Risk ✔ N/A	Maintenance of trees is planned as and when required and will be contracted to garden maintenance contractor.	Contractor to have their own Risk Assessment	NA	NA	✔	NA
Car Park: • Entrance and exits not clearly marked • Poor lighting • Potholes • Other.	Risk N/A ✔						

What could cause harm?	Tick here if risk or N/A	Existing precautions in place	Additional precautions required	Who needs to take action?	When does this need to be completed by?	Tick when completed	Completion date
Electricity: • Faulty or damaged fixed wiring • Faulty, damaged or unauthorised portable electrical equipment • Faulty or damaged extension cables or adaptors • Other.	Risk N/A ✔						
Gas: • Liquefied petroleum gas (LPG) bottles incorrectly sited • Pipework damaged • Other.	Risk N/A ✔						
Work Equipment: • Defective or poorly maintained power tools (for example, lawnmowers, strimmers, etc.) • Defective or poorly maintained hand tools (for example, garden shears, hammers, etc.) • Other.	Risk N/A ✔						

What could cause harm?	Tick here if risk or N/A	Existing precautions in place	Additional precautions required	Who needs to take action?	When does this need to be completed by?	Tick when completed	Completion date
Hazardous Substances: • Maintenance products (for example, petrol, liquefied petroleum gas, etc.) • Horticultural products (for example, pesticides, weedkillers, fertilisers, etc.) • Other.	Risk ☐ N/A ✔						
Other:	Risk ☐ N/A ✔						
Other:	Risk ☐ N/A ✔						

Area assessed:

3. Main Church Area

Church hall.

Who might be harmed?

Members of the congregation, volunteers, employees, visitors, clergy

Members of the congregation, volunteers, employees, visitors, clergy, in fact anyone visiting the church hall. This will include groups who rent or use the hall for their own activities such as mother and toddler groups, cubs and brownies, keep fit classes, etc.

What could cause harm?	Tick here if risk or N/A	Existing precautions in place	Additional precautions required	Who needs to take action?	When does this need to be completed by?	Tick when completed	Completion date
Trips: • 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 (for example, ramps) • Other.	Risk ✔ N/A	Carpets all OK. No trailing wires. Stairs in good order. Lighting adequate handrails in place to loft. Access and egress adequate.	No additional precautions required	NA	NA	✔	NA
Slips: • 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 ✔ N/A	Mats in place at main entrance for wiping feet Floors adequate	Wet floor sign to be put in place if floors get wet.	Wardens, sidespeople, cleaners	As and when required	✔	Ongoing

What could cause harm?	Tick here if risk or N/A	Existing precautions in place	Additional precautions required	Who needs to take action?	When does this need to be completed by?	Tick when completed	Completion date
Falls from Height: • When changing lightbulbs • When cleaning or decorating • When putting up decorations or displays • From balconies or other areas at height • Fragile ceiling material where work or access is required • Damaged ladders, stepladders or other access equipment • Other.	Risk ✔ N/A	Working at height policy in place dated 29 June 2025	No additional precautions required	NA	NA	✔	NA
Fire: • Accumulations of combustible waste • Accumulations of flammable materials • Blocked or obstructed exit routes • Locked escape doors • Portable heaters • Votive candles • Other.	Risk ✔ N/A	Fire Risk Assessment in place due for review. Fire policy in place date 29 June 2025 Fire Procedure in place dated July 2025	No additional precautions required	NA	NA	✔	NA
Electricity: • Faulty or damaged fixed wiring • Faulty, damaged or unauthorised portable electrical equipment • Faulty or damaged extension cables or adaptors • Other.	Risk ✔ N/A	ixed wiring checked 22/06/2021, this should be done every five years so will be due this year Portable Appliance tested 04/04/2024.	Arrange for Fixed wiring electrical inspection in June 2026 Establish when the next PAT is planned for	PCC	June 2026		

What could cause harm?	Tick here if risk or N/A	Existing precautions in place	Additional precautions required	Who needs to take action?	When does this need to be completed by?	Tick when completed	Completion date
Gas: • Defective or poorly maintained gas boilers • Faulty portable gas heaters • Other.	Risk ☐ N/A ✔						
Food Preparation: • Defective cooking equipment • Unsecured or poorly positioned hot water boilers • Unclean food preparation areas • Inadequate washing facilities • Other.	Risk ☐ N/A ✔						
Asbestos: • In insulation, lagging or fire protection • In wall and roof linings • In organ blowers • In motor housings • Other.	Risk ☐ N/A ✔						

What could cause harm?	Tick here if risk or N/A	Existing precautions in place	Additional precautions required	Who needs to take action?	When does this need to be completed by?	Tick when completed	Completion date
Glazing: • Non-safety glass in doors, partitions or floors • Other.	Risk ✔ N/A	Porch doors and glass panels in safety doors are safety glass	No additional precautions required	NA	NA	✔	NA
Hazardous Substances: • Cleaning products (for example, polish, drain cleaner, etc.) • Other.	Risk N/A ✔						
Manual Handling (lifting or carrying): • Bulky or unwieldy furniture (for example tables, chairs, etc.) • Heavy audiovisual computer equipment • General rubbish that may include breakages (for example, glass) • Other.	Risk ✔ N/A	No heavy or unwieldy items need to be moved in the normal course of events. For speacial tasks Manual handing policy in place dated June 2025	No additional precautions required	NA	NA	✔	NA

What could cause harm?	Tick here if risk or N/A	Existing precautions in place	Additional precautions required	Who needs to take action?	When does this need to be completed by?	Tick when completed	Completion date
Other: During communion their could be congestion if there are musicians playing	Risk ✔ N/A	People taking communion are guided by sides persons.	Acess and egress to and from altar has been changed to ensure everyone walks from main aisle.	None	NA	✔	NA
Other:	Risk ✔ N/A	Wheelchair access	Wheelchair ramp obtained for chancel step and Lady Chappel access	None	NA	✔	NA
Other:	Risk N/A ✔						

Want to know more?

Other useful health and safety information is available at

www.ecclesiastical.com/healthandsafety

Note: if you are in Ireland, Northern Ireland, Jersey, Guernsey or the Isle of Man, then regional variations might apply. In this instance, you should check the guidance provided by the Enforcing Agency for your region. This will be freely available on their website.

Policy cover queries

For queries about your policy cover, call our specialist church team on **0345 777 3322** (Monday to Friday 8am – 6pm, excluding bank holidays) or email us at **churches@ecclesiastical.com**.

Alternatively, please visit **www.ecclesiastical.com/church**.

This guidance is provided for information purposes and is general and educational in nature. It should not be used as a substitute for taking professional advice on specific issues and should not be taken as providing legal advice on any of the topics addressed.

ecclesiastical

Proudly part of the BENEFACT GROUP

Ecclesiastical Insurance Office plc (EIO) Reg. No. 24869. Registered in England at Benefact House, 2000 Pioneer Avenue, Gloucester Business Park, Brockworth, Gloucester, GL3 4AW, United Kingdom. EIO is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Firm Reference Number 113848.

©Ecclesiastical Insurance Office plc 2024