



## Procedure – Risk Assessment 2024 (to be reviewed March 2027)

### Purpose

The PCC of All Saints' Church, Preston on Tees is committed to ensuring existing or potential hazards impacting its employees and those people participating in events and activities organised by All Saints' Church are appropriately identified, assessed and mitigated.

This procedure aims to satisfy requirements set out in the Management of Health and Safety at Work Regulations 1999. In summary All Saints' are required to:

- have a written health and safety policy because they employ five or more people;
- assess risks impacting people who could be affected by their activities;
- arrange for the effective planning, organisation, control, monitoring and review of preventive and protective measures;
- ensure the organisation has access to competent health and safety advice; and
- consult those responsible for activities and events about the risks involved and associated preventive and protective measures.

**Name** Matt Levinsohn

**Position:** Chair of PCC, Vicar

**Signature**

**Date:**

16<sup>th</sup> September 2024



# Contents

1. General Outline.....	1
2. Definitions.....	1
3. Roles and Responsibilities .....	1
4. Process to Follow.....	2
4.1. Identify the hazards.....	2
4.2. Decide who might be harmed and how .....	3
4.3. Decide on precautions and evaluate residual risk .....	3
4.4. Assign actions with target completion dates.....	4
4.5. Implement actions and store completed risk assessment.....	4
5. Management Review .....	5
Appendix 1: Example Risk Assessment (Use of Ladders).....	6
Appendix 2: Example Safe System of Work (Use of Ladders).....	7

## **1. General Outline**

This procedure defines a simple process to identify and assess what could cause harm to people, so that PCC can weigh up whether we have taken enough precautions to prevent harm. The law does not expect us to eliminate all risk, but we are required to protect people 'so far as is reasonably practicable'.

The scope of this procedure covers the employees and those people participating in events and activities organised by All Saints' Church. This shall include events such as church services, internal and external activities, i.e., Christmas parties and barbeques, organised visits to other locations, i.e., Satellites camp, etc.

Existing risk assessments that were written under previous versions of this procedure do not need revision unless specifically requested by the PCC.

Contractors are considered out of scope of this procedure. They should undertake and retain risk assessments for work that they are directly responsible for in accordance with their own policies and procedures. These assessments should take account of any special requirements set out in agreed scope of work undertaken for the church. The risk assessments completed by a contractor should be reviewed as part of agreeing that they can proceed with their work.

## **2. Definitions**

A Hazard is a potential source of harm or adverse health effect on a person or persons, e.g., use of chemicals, working with electricity, working at heights or situations that could cause a slip or trip.

Risk is the measure that a person may be harmed when exposed to a hazard. It takes account of both likelihood of hazard and severity of harm.

## **3. Roles and Responsibilities**

The Churchwarden must ensure a risk assessment is conducted although they may not personally undertake risk assessments.

The person leading the event shall be responsible for completing the risk assessment, supported where the leader deems necessary by others with relevant knowledge and experience to complete this task. The risk assessment must be completed within an

appropriate time scale before the event takes place to ensure that any remedial actions required to mitigate identified risk can be implemented prior to the associated event or activity.

All those involved in conducting risk assessments shall be trained in this procedure prior to undertaking a risk assessment.

The Church Administrator will maintain a log of completed risk assessments and when needed make available a copy of a blank template for conducting risk assessments.

The diocese will be consulted for specialist Health & Safety advice where this is considered appropriate by the Churchwarden or Vicar.

## **4. Process to Follow**

New and revised risk assessments are to be conducted using the following 5-step method. Previous risk assessments should be reused or amended rather than duplicate assessments and potentially create inconsistent action plans. Blank templates and existing risk assessments are available from the Church Administrator.

### **4.1. Identify the hazards**

Fill out the header on the risk assessment template comprising of name of the person completing the template (author), the title of the activity or event being assessed, the date that the assessment was carried out, and the date when all the identified actions to mitigate risk has been completed (this final date will be added later). Then, enter a short description of the hazards identified into the template for the risk assessment.

- Think about the various uses of our church buildings including equipment (check that manufacturer's instructions are followed where appropriate);
- Think about activities led and coordinated by church representatives outside of church premises; and
- Consider both one-off and repeated events and activities.

Where practical it may be useful to walk around where an event or activity will take place, asking those who use that space what they think are potential hazards.

#### 4.2. Decide who might be harmed and how

Identify individuals and groups of people who might be harmed and how they might be harmed, ensuring your description of the hazard in the template being filled out captures this information.

- Consider church employees, church members, as well as visitors and members of the public;
- Remember that some workplaces are shared by multiple people.

#### 4.3. Decide on precautions and evaluate residual risk

Having identified the hazards we then need to decide what to do about them. Enter into the risk assessment template a list of those controls that are already in place to reduce the likelihood of harm or make any harm less serious. Determine if any other new controls are appropriate and add them into the template.

Calculate a risk rating for each hazard based on its likelihood and severity of harm after the controls you have identified are fully implemented (see below and worked example in Appendix 1). Enter this information into the risk assessment template.

##### Likelihood Rating

- 1 = Low (seldom)
- 2 = Medium (frequently)
- 3 = High (certain or near certain)

##### Severity Rating

- 1 = Low (minor cuts and bruises)
- 2 = Medium (serious injury – off 3 days)
- 3 = High (fatality or >1 person injured)

##### Risk Rating = Likelihood x Severity (see table below)

Between 1 and 2 = Low Risk (green boxes)

Between 3 and 4 = Medium Risk (amber boxes)

Between 5 and 9 = High Risk (red boxes)

Severity	High (3)	Amber	Red	Red
	Medium (2)	Green	Amber	Red
	Low (1)	Green	Green	Amber
		Low (1)	Medium (2)	High (3)
		Likelihood		

When controlling or trying to reduce risk, apply these principles in this order:

- Eliminate the hazard (consider an alternative approach that avoids the hazard existing in the first place);
- Organise work/activities to reduce exposure to the hazard and hence its likelihood of occurring (e.g., prevent access to the hazard);
- Reduce the severity of harm from the hazard (e.g., issue personal protective equipment); and
- Provide readily accessible welfare facilities to help treat harm should it occur (e.g., first-aid kit).

An example of adding an extra control measure for safe use of ladders is shown in Appendix 2. Review and revise existing safe systems of work before creating any new ones to avoid unnecessary duplication and potential inconsistencies. A list of existing safe systems of work is available from the Church Administrator.

Ideally, there should be no residual red risks once all controls are implemented. If there are remaining red risks, then review the risk assessment with the person PCC have designated to provide further advice on this procedure (at the time of writing this procedure the point of contact is Paul Wheeldon). They may be able to help identify additional steps to mitigate the risks identified or advise the event or activity not proceed.

#### **4.4. Assign actions with target completion dates**

Identified hazards identified as requiring controls to mitigate their risk must have an owner assigned to their respective actions and a note of the completion of the action. On the risk assessment template, make sure to insert an 'Action by whom' name (i.e., the Responsible Person for ensuring the action is completed) and an 'Action by when' date (completion date); they cannot be left blank.

Required controls with highest priority should be implemented first, and within an appropriate time scale. It may be necessary for safety reasons to stop the particular activity or restrict access to an area until control has been implemented. Any such restrictions should be decided upon by those completing the risk assessment.

#### **4.5. Implement actions and store completed risk assessment**

All actions must be completed prior to the activity/event being held. Enter the date of completing each action on the risk assessment template. The header in the template should

be marked with the overall completion date of the risk assessment when all the actions have been completed.

Any risks that remain high even after controls have been added must be reviewed by the Churchwarden and Vicar who will decide whether or not to give permission to proceed with the activity or event. The expectation is that events and activities cannot proceed if a risk remains high even after controls have been implemented. Specialist advice must be sought where the Churchwardens or Vicar is not competent to make such decisions.

The people leading an activity or conducting work should receive a copy of the risk assessment and be briefed on the identified risks and controls prior to event or activity taking place.

Completed risk assessments should be given to the Church Administrator to file. Risk assessments do not need to be retained where the activity or event is not authorised to take place. The Church Administrator will give each risk assessment a unique reference number and include it in a master log of risk assessments. The log of risk assessments is held on the Church G-drive.

## **5. Management Review**

Every year the risk assessments and places of work must be formally reviewed in August/September by the Churchwardens or other named individual nominated/approved by PCC to ensure they remain up to date, and prompt revisions as appropriate in the spirit of continuous improvement. Specialist advice from the diocese should be sought in undertaking such reviews.

The Churchwardens are also responsible for ensuring the master log of risk assessments will be presented to PCC at least annually (typically September) at which point PCC should consider whether this policy is effective. The risk log must adequately cover both one-off and repeated events and activities undertaken.



## Appendix 1: Example Risk Assessment (Use of Ladders)

Event of Activity being risk assessed: <i>Use of Ladder</i>		Date Completed (risk assessment and actions): <i>{Insert date when every action below has been completed}</i>																
Log Reference No: <i>{Provided by Church Administrator}</i>	Risk Assessment Author: <i>{Name of Person}</i>	Severity Rating 1 = Low (minor cuts and bruises) 2 = Medium (serious injury – off 3 days) 3 = High (fatality or >1 person injured)	Likelihood Rating 1 = Low (seldom) 2 = Medium (frequently) 3 = High (certain or near certain)															
<p>Risk Rating = Likelihood x Severity (see table below)</p> <p>Between 1 and 2 = Low Risk (green boxes)</p> <p>Between 3 and 4 = Medium Risk (amber boxes)</p> <p>Between 5 and 9 = High Risk (red boxes)</p>		<table border="1"> <tr> <td>High (3)</td> <td>High (3)</td> <td>High (3)</td> </tr> <tr> <td>Medium (2)</td> <td>Medium (2)</td> <td>Medium (2)</td> </tr> <tr> <td>Low (1)</td> <td>Low (1)</td> <td>Low (1)</td> </tr> <tr> <td></td> <td>Medium (2)</td> <td>High (3)</td> </tr> <tr> <td></td> <td colspan="2">Likelihood</td> </tr> </table>		High (3)	High (3)	High (3)	Medium (2)	Medium (2)	Medium (2)	Low (1)	Low (1)	Low (1)		Medium (2)	High (3)		Likelihood	
High (3)	High (3)	High (3)																
Medium (2)	Medium (2)	Medium (2)																
Low (1)	Low (1)	Low (1)																
	Medium (2)	High (3)																
	Likelihood																	
Hazard Description <i>(may be multiple hazards)</i>	Controls (delete or add rows as appropriate)	Risk Rating after controls in place	Action by whom and by when?															
Movement/toppling of ladder when in use because not secured in place or overreaching by user, resulting in personal injury or property damage.	<p>Prior to using ladder as a work platform, an assessment must be carried out to ensure that a safer method of access cannot be used.</p> <p>Ensure ladders are secured at the top and bottom. Use weighted or secure footed to prevent slipping. Height of ladders to rise 1m above landing place.</p> <p>PPE to be used. Inspect ladder for soundness before use.</p> <p>Describe controls required in safe system of work.</p>	<p>Likelihood low, Severity high.</p> <p>Risk rating is <u>medium</u></p> <p>(1 x 3 = 3)</p>	<p><i>{Name of Responsible Person and target date to complete action}</i></p> <p><i>{Name of Responsible Person and target date to complete action}</i></p> <p><i>{Name of Responsible Person and target date to complete action}</i></p> <p><i>{Name of Responsible Person and target date to complete action}</i></p>															
			<p><i>{Insert date}</i></p> <p><i>{Insert date}</i></p> <p><i>{Insert date}</i></p> <p><i>{Insert date}</i></p>															

This is provided as an illustrative example only and not as a completed risk assessment. Additional rows would be added as appropriate to describe other hazards and their respective controls.

## Appendix 2: Example Safe System of Work (Use of Ladders)

<b>Work system:</b> Use of ladders	<b>Risk Assessment ref No:</b> 1
<p>Can ladders be 'designed out' of the job? (use scaffolding or other access equipment). Are ladders the right means of access for the job?</p> <ol style="list-style-type: none"><li>1. Ladders are best used as a means of getting to a workplace and should only be used as a work platform for short-term work and only if no other more appropriate equipment is available</li><li>2. Where possible fall prevention equipment should be used</li><li>3. Operatives must ensure that ladders are in good condition prior to starting work, if they are not they must be returned to the company office and new equipment issued. (Look for cracked welds at rung/stile connections on metallic equipment; missing rungs; lack of integrity and play between rungs and stiles; missing anti-slip devices, bent stiles)</li><li>4. Ensure that ladders are secured to prevent them slipping sideways or outwards</li><li>5. Ensure that ladders rise a sufficient height above the landing place, if this is not possible, are there other hand-holds available? It is preferable that ladders rise 1m above their landing place</li><li>6. Ensure that the ladders are positioned so that users don't have to over-stretch or climb over obstacles to work</li><li>7. Ensure that the ladder rests against a solid surface and not on fragile or insecure materials</li><li>8. Ensure that ladders do not touch overhead lines.</li><li>9. The ladder should be angled to minimise the risk of slipping outwards and as a rule of thumb needs to be 'one out for every four up'</li><li>10. Make sure: a good handhold is available; that one hand remains on the ladder; the work only requires one hand to be used; the work can be reached without stretching; and the ladder can be fixed to prevent slipping.</li></ol> <p>Metal ladders may conduct electricity; therefore, safeguards should be employed. This could involve rubber insulation, top and bottom. If insulation is adopted, it must be maintained in good condition to be effective. Or ensure that any local electrical sources which may come into contact with the ladder are isolated.</p>	
<b>System of Work Author:</b> Name: A. N. Other                                      Signature: <i>A N Other</i>	
<b>Date of first issue:</b> 18 January 2005	<b>Date of this revision:</b> 10 January 2021
<b>Copy submitted to:</b> Site file, employees using ladders	

This is provided as an illustrative example only and not as a final authorised copy of a safe system of work for use of ladders.

Page left blank