

ST MICHAEL AND ALL ANGELS' CHURCH, HELENSBURGH

HEALTH & SAFETY RISK ASSESSMENT

Updated by Vestry Secretary July 2019

Notes:

1. This assessment does not cover fire hazards which are subject to a separate risk assessment document.
2. St Michael's is a Victorian church with listed building status. The design of the building inevitably incorporates features such as steps, awkward corners and low lighting which pose hazards, especially to people with mobility problems. Such hazards cannot be eliminated entirely but are mitigated by the St Michael's community taking special care to look after the more vulnerable members of our congregation.
3. An Accident Book is available in the Flower Vestry to record incidents and to ensure corrective measures are put in place. It is overseen by the Vestry Secretary.

ST MICHAEL & ALL ANGELS CHURCH, HELENSBURGH			ROOM/SPACE/LOCATION:	West Door & Porch	Date: July 2019		
ID No	What are the hazards? <i>Don't forget long term health hazards.</i>	Who might be harmed and how? <i>Say how the hazard could harm</i>	What are we already doing? <i>List what is already in place.</i>	What further action is necessary? <i>What else is reasonably practicable.</i>	Step 4 How will you put the assessment into action?		
	Action by whom?	Action by when?	Done?				
WD1	Entrance is via two steps.	Visitors and staff could trip.	Hand-rails are provided, the steps are edged with white lines and well illuminated by street lighting.	Nothing. The likelihood is assessed as low and the severity as low.			
WD2	The internal porch is extensively glazed.	Running children and those unsteady of their feet could fall against the glass and be cut.	The porch was installed in 1996. The glass is decorated and is clearly visible. The panels below waist level are protected by substantial oak uprights as part of the design.	Risk is low. No further action (NFA)			

ST MICHAEL & ALL ANGELS CHURCH, HELENSBURGH			ROOM/SPACE/LOCATION:	North Door and Porch	Date: July 2019		
ID No	What are the hazards? <i>Don't forget long term health hazards.</i>	Who might be harmed and how? <i>Say how the hazard could harm</i>	What are we already doing? <i>List what is already in place.</i>	What further action is necessary? <i>What else is reasonably practicable.</i>	Step 4 How will you put the assessment into action?		
	Action by whom?	Action by when?	Done?				
ND1	The internal porch is extensively glazed.	Running children and those unsteady of their feet could fall against the glass and be cut.	The glazing is all above waist level and in the form of leaded lights. Even if damaged the glass is unlikely to present a serious hazard.	Nothing. The likelihood is assessed as low and the severity as low.			
ND2	The north door provides the level entry from the street for wheelchairs but is very narrow.	No one will be harmed but users of larger wheelchairs could be put off by the apparent constraints of the porch.	There are doors in all three internal sides of the porch, including double doors. With care any chair that will go through the weather door can be manoeuvred into the church.	Sidesmen need to be familiarised with the options available when faced with a large wheelchair.	Head Sides-man		Sidespeople are aware

ST MICHAEL & ALL ANGELS CHURCH, HELENSBURGH			ROOM/SPACE/LOCATION	Main Aisle	Date: July 2019		
ID No	What are the hazards? <i>Don't forget long term health hazards.</i>	Who might be harmed and how? <i>Say how the hazard could harm</i>	What are we already doing? <i>List what is already in place.</i>	What further action is necessary? <i>What else is reasonably practicable.</i>	Step 4 How will you put the assessment into action?		
					Action by whom?	Action by when?	Done?
MA1	Routine lamp replacement.	Property Manager or other volunteers could fall when replacing lamps.	The chandeliers are sufficiently low that lamps can be reached from a step ladder. The church step ladder is fitted with handrails and a good working platform.	Lamp replacement is to be treated as a 2 man job. NFA.			
MA2	Other forms of working at height.	Painters and decorators could fall from ladders or staging.	As a matter of policy all work more than 5 metres above floor level will be contracted to professionals who will be responsible for their own working methods, health and safety & should be insured.	NFA.			

ST MICHAEL & ALL ANGELS CHURCH, HELENSBURGH			ROOM/SPACE/LOCATION	North Aisle	Date: July 2019		
ID No	What are the hazards? <i>Don't forget long term health hazards.</i>	Who might be harmed and how? <i>Say how the hazard could harm</i>	What are we already doing? <i>List what is already in place.</i>	What further action is necessary? <i>What else is reasonably practicable.</i>	Step 4 How will you put the assessment into action?		
					Action by whom?	Action by when?	Done?
NA1	Failure of font cover lift wire or fixings.	Person being baptised could be seriously injured. Passer-by could be injured by counter-weight falling and toppling (this risk exists whether a baptism is in progress or not).	1. Font lid lifting apparatus has been renewed and is subject to regular inspection and testing. 2. The counterweight is enclosed in a steel cage so that even if the wire or fixings fail it cannot fall on anyone's foot or topple.	1. Annual inspections of the font lid lifting apparatus and regular testing by accredited engineer.	Property Manager.	Annually.	
NA2	Risk from votive candle tree falling over.	Injury from toppling votive candle tree. Burning hazard from candles.	Votive candle tree is fixed in a stable metal base. Only tea lights are used, so fire risk is very small.	NFA			

ST MICHAEL & ALL ANGELS CHURCH, HELENSBURGH			ROOM/SPACE/LOCATION	South Aisle	Date: July 2019		
ID No	What are the hazards? <i>Don't forget long term health hazards.</i>	Who might be harmed and how? <i>Say how the hazard could harm</i>	What are we already doing? <i>List what is already in place.</i>	What further action is necessary? <i>What else is reasonably practicable.</i>	Step 4 How will you put the assessment into action?		
	None identified.				Action by whom?	Action by when?	Done?

ST MICHAEL & ALL ANGELS CHURCH, HELENSBURGH			ROOM/SPACE/LOCATION	Chancel & Sanctuary	Date: July 2019		
ID No	What are the hazards? <i>Don't forget long term health hazards.</i>	Who might be harmed and how? <i>Say how the hazard could harm</i>	What are we already doing? <i>List what is already in place.</i>	What further action is necessary? <i>What else is reasonably practicable.</i>	Step 4 How will you put the assessment into action?		
					Action by whom?	Action by when?	Done?
CS1	Routine lamp replacement.	Property Manager or other volunteers could fall when replacing lamps.	The church owns an aluminium extending ladder which is suitable for the job. Care is taken to ensure the ladder cannot slip during access to the lamps. As a matter of policy a second person should be present when the ladder is being used.	Lamp replacement to be treated as a 2 man job. NFA.			
CS2	Other forms of working at height.	Painters and decorators could fall from ladders or staging.	As a matter of policy all work more than 5 metres above floor level will be contracted to professionals who will be responsible for their own working methods, health and safety & insurance.	NFA.			
CS3	Falls from pulpit due to narrow access and steep steps.	Preachers might fall.	Safety handrail has been fitted.	NFA.			

ST MICHAEL & ALL ANGELS CHURCH, HELENSBURGH			ROOM/SPACE/LOCATION	Chapel	Date: July 2019		
ID No	What are the hazards? <i>Don't forget long term health hazards.</i>	Who might be harmed and how? <i>Say how the hazard could harm</i>	What are we already doing? <i>List what is already in place.</i>	What further action is necessary? <i>What else is reasonably practicable.</i>	Step 4 How will you put the assessment into action?		
					Action by whom?	Action by when?	Done?
Ch1	Routine lamp replacement.	Property Manager or other volunteers could fall when replacing lamps.	The chandeliers are sufficiently low that lamps can be reached from a step ladder. The church step ladder is fitted with handrails and a good working platform.	Lamp replacement is to be treated as a 2 man job. NFA.			

ST MICHAEL & ALL ANGELS CHURCH, HELENSBURGH			ROOM/SPACE/LOCATION	Flower Vestry	Date: July 2019		
ID No	What are the hazards? <i>Don't forget long term health hazards.</i>	Who might be harmed and how? <i>Say how the hazard could harm</i>	What are we already doing? <i>List what is already in place.</i>	What further action is necessary? <i>What else is reasonably practicable.</i>	Step 4 How will you put the assessment into action?		
					Action by whom?	Action by when?	Done?
FV1	Storage of cleaning chemicals in an unlocked cupboard.	Unsupervised children could play with the containers and injure or poison themselves.	The chemicals are kept on the top shelf which is out of the reach of young children. Children are supervised.	NFA.			

ST MICHAEL & ALL ANGELS CHURCH, HELENSBURGH			ROOM/SPACE/LOCATION	Tower	Date: July 2019		
ID No	What are the hazards? <i>Don't forget long term health hazards.</i>	Who might be harmed and how? <i>Say how the hazard could harm</i>	What are we already doing? <i>List what is already in place.</i>	What further action is necessary? <i>What else is reasonably practicable.</i>	Step 4 How will you put the assessment into action?		
					Action by whom?	Action by when?	Done?
T1	Access to ringing chamber is by means of a narrow and steep spiral staircase which does not have a handrail.	Bell ringers could slip and injure themselves.	The door to the tower is kept locked and is not open to the general public. Safety supports have been installed.	Maintain restricted access to the tower. NFA			
T2	Access beyond the ringing chamber is by means of steep, though not vertical ladders.	The Property Manager and other volunteers could slip or fall.	The door to the tower is kept locked and is not open to the general public.	Supervised access by authorised contractors only. Area otherwise out of bounds.	Property Manager.		

ST MICHAEL & ALL ANGELS CHURCH, HELENSBURGH			ROOM/SPACE/LOCATION	Porch to Upper Hall	Date: July 2019		
ID No	What are the hazards? <i>Don't forget long term health hazards.</i>	Who might be harmed and how? <i>Say how the hazard could harm</i>	What are we already doing? <i>List what is already in place.</i>	What further action is necessary? <i>What else is reasonably practicable.</i>	Step 4 How will you put the assessment into action?		
					Action by whom?	Action by when?	Done?
HP1	People accessing or leaving the upper hall might stumble on the steps in the dark.	Anyone entering or leaving the halls in the dark.	PIR lighting has been installed which illuminates the steps. Step treads are painted white.	NFA.	.		
HP2	Chairs stacked in the porch potentially blocking the evacuation route. Also they could topple if stacked too high.	Safe evacuation in an emergency could be impeded. Potential injury caused by toppling chair stack.	Chairs are no longer stacked in the porch.	Porch to be kept clear, not used as a storage area. NFA			yes

ST MICHAEL & ALL ANGELS CHURCH, HELENSBURGH			ROOM/SPACE/LOCATION	Upper Hall	Date: July 2019		
ID No	What are the hazards? <i>Don't forget long term health hazards.</i>	Who might be harmed and how? <i>Say how the hazard could harm</i>	What are we already doing? <i>List what is already in place.</i>	What further action is necessary? <i>What else is reasonably practicable.</i>	Step 4 How will you put the assessment into action?		
					Action by whom?	Action by when?	Done?
UH1	There is slight unevenness of the floor in way of the old trap door and the main door hold backs.	There is a very slight tripping risk to hall users, particularly dancers and badminton players.	Ad-hoc repairs are made when necessary.	NFA			yes
UH2	Risk of trapping fingers in servery doors.	People on the tea/coffee serving rota.	Clear warning notices are in place.	Regular reminders.			yes

ST MICHAEL & ALL ANGELS CHURCH, HELENSBURGH			ROOM/SPACE/LOCATION	Lower Hall	Date: July 2019		
ID No	What are the hazards? <i>Don't forget long term health hazards.</i>	Who might be harmed and how? <i>Say how the hazard could harm</i>	What are we already doing? <i>List what is already in place.</i>	What further action is necessary? <i>What else is reasonably practicable.</i>	Step 4 How will you put the assessment into action?		
					Action by whom?	Action by when?	Done?
LH1	Two windows extend below waist height and are not protected by bars or rails, nor do they appear to be of safety glass.	The lower hall is regularly used by children and there is a risk that as they run around they could fall against them, break the glass and seriously injure themselves.	One window is beyond a storage unit so the risks of injury are much lower.	NFA			
LH2	The window in the fire escape door extends below shoulder height and is not protected by bars or rails, nor does it appear to be of safety glass.	The lower hall is regularly used by children and there is a risk that as they run around they could fall against the glass, break it and seriously injure themselves.	Film is fitted for privacy reasons and this should reduce the risk of injury.	NFA			
LH3	The bookcase does not seem to be stable and is not secured to the wall.	The lower hall is regularly used by children and there is a risk that they could attempt to climb the bookcase, tip it over and injure themselves.		Secure the bookcase to the wall.	Property Manager		

ST MICHAEL & ALL ANGELS CHURCH, HELENSBURGH			ROOM/SPACE/LOCATION	Kitchen	Date: July 2019		
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					Action by whom?	Action by when?	Done?
K1	Food Safety for events where cooking or food preparation is provided.	Risk of food poisoning due to unhygienic food preparation techniques.	Food safety policy is in place and clearly displayed. Work surfaces are kept clean. Kitchen is no longer used for cooking.	NFA			

ST MICHAEL & ALL ANGELS CHURCH, HELENSBURGH			ROOM/SPACE/LOCATION	Crèche Room	Date: July 2019		
ID No	What are the hazards? <i>Don't forget long term health hazards.</i>	Who might be harmed and how? <i>Say how the hazard could harm</i>	What are we already doing? <i>List what is already in place.</i>	What further action is necessary? <i>What else is reasonably practicable.</i>	Step 4 How will you put the assessment into action?		
					Action by whom?	Action by when?	Done?
CR1	The cupboard containing the gas meter and the gas stop valve is often obstructed by chairs or toys.	This could make it difficult to turn off the gas in an emergency.	Creche room is not currently in use.	Put a notice on the cupboard door asking room users to keep the area clear.	Property Manager.		

ST MICHAEL & ALL ANGELS CHURCH, HELENSBURGH			ROOM/SPACE/LOCATION	Lobby beyond Crèche Room	Date: July 2019		
ID No	What are the hazards? <i>Don't forget long term health hazards.</i>	Who might be harmed and how? <i>Say how the hazard could harm</i>	What are we already doing? <i>List what is already in place.</i>	What further action is necessary? <i>What else is reasonably practicable.</i>	Step 4 How will you put the assessment into action?		
					Action by whom?	Action by when?	Done?
LBC1	There are numerous doors to cul de sac spaces	People escaping from a fire could be trapped.	Doors are clearly marked 'no escape', and most are kept locked. Lighting including emergency lighting is good.	NFA			
LBC2	Trips and falls while using the access passageway to the east side of the church.	People exiting the Lower Hall, especially in the dark.	Passageway is kept clear of debris. PIR lighting has been installed.	NFA			