| **Hazards** | **Person(s) at risk/type of risk** | **Risk Control Measures** | **Risk scores before control**  **measures introduced** | | | **Risk scores after control**  **measures introduced** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| L | S | DR | L | S | DR |
| Working/praying alone | Priest, any member of the congregation | Priest reads understand and adopt the *Safety Tips for Working Alone* these tips to be publicised to the congregation and displayed at the church entrance for people to read if praying alone. | 2 | 4 | 8 | 1 | 4 | 4 |
| Slips trips and falls | Priest, MC’s and servers: sprains, cuts, broken bones from tripping on vestments/albs | Vestments/albs are the right size with supervisors making sure children do not wear albs that are too long; supervisors show children how to safely stand after kneeling. | 3 | 3 | 9 | 1 | 3 | 3 |
| Electrocution from electrical equipment | All church users: anyone could potentially receive fatal shocks or burns | Get all portable equipment regularly tested every year and maintain all fixed equipment in a suitable standard and inspected by a qualified electrician every 5 years. | 3 | 5 | 15 | 1 | 5 | 5 |
| Use of portable appliances with a trailing electrical lead | All church users: trips and falls | Keep any electrical leads away from areas that users regularly walk over. In times when this is not possible, cover the lead with tape or a purpose made cable protector | 3 | 2 | 6 | 2 | 2 | 4 |
| Fire from use of candles, thurible, oil for candles or electrical fault | All church users: | Priests, Deacons and MC’s are instructed what to do in the event of a fire with a record kept of when this was done and by whom, this to be repeated as a refresher annually; young servers are supervised closely when using candles and thurible, making sure anyone with long hair has this tied back; annual fire drill carried out; store all tools, equipment and materials away safely especially candle oil, matches and igniters; ensure the thurible is placed in a safe location to cool down after use; dispose of all waste in the appropriate bin; keep all walkways clear of debris that could be a trip hazard on a escape routes. | 3 | 5 | 15 | 1 | 5 | 5 |
| Ice | All church users: trips and falls | Rock salt used on entrance paths when frost forecast before church services | 3 | 3 | 9 | 1 | 3 | 3 |

Any accidents to be recorded in the accident book

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| --- |
| **Details of person(s) completing document:** |
| **Name and Signature(s):** | Paul Harper |  |  |
| **Position(s):** | H&S assistant |  |  |
| **Time and date completed:** | 14.15. 16 May 2023 |  |  |
| **Date for revision:**  NB: The revision date may besooner if significant changes are made to the work area or processes | | | |

**LIKELIHOOD** (L) = Frequent (5) - Probable (4) - Possible (3) – Possible (under unfortunate circumstances) (2) - Remote (1)

**SEVERITY** (S) = Fatal or catastrophic (5) - Major Injury (4) – Injury likely to require hospital or doctors visit (3) – Minor injury (First aid required) (2) – Minor injury (no first aid required) (1)

Degree of Risk (DR) = LIKELIHOOD (L) x SEVERITY (S)

DR Scores: 1-4 Acceptable; 5-9 Adequate; 10-16 Tolerable but must be reviewed in a timely manner to reduce risks further where possible; 17-25 Unacceptable – the activity must not go ahead without extra remedial measures