| **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 | |
| Slips, trips and falls | Volunteers: cuts, sprains concussion and broken bones | Ensure floors are kept dry and well maintained; warning signs used when washing floors to alert people there is a skid risk; keep surfaces clear and tidy of debris and moveable objects; ensure anyone using portable electrical appliances with trailing electric cables give a verbal warning to anyone else in church to avoid the trailing cables; make sure volunteers know where the first aid kits are and know how to use them. | 3 | | 3 | | 9 | | 2 | | 3 | | 6 | |
| Working at a height | Volunteers: cuts, sprains concussion and broken bones | Use purpose made foot support between benches when decorating windowsills. Use purpose made steps if working elsewhere above hand height when stood on the ground. | 2 | | 3 | | 6 | | 1 | | 3 | | 3 | |
| Use of secateurs, scissors and knives and working with thorny plants | Volunteers: cuts, allergic reaction to contact with plants | Take extra care and use gloves when necessary when working with thorny plants or if any history of allergic reactions; make sure knives are sharp; know where the first aid kits are and know how to use them. | 3 | | 2 | | 6 | | 2 | | 2 | | 4 | |
| Broken glass and pottery | Volunteers: cuts | Any broken or chipped glass or crockery to be disposed of in the non-recyclable waste bin in the utility room after first wrapping carefully in newspaper or other paper. | 3 | | 3 | | 9 | | 1 | | 3 | | 3 | |
| Lifting heavy objects e.g. wet Oasis | Volunteers: musculoskeletal injury | Reduce the load by removing part of the load; slide the container instead of lifting; share the task with others or get help; lift by bending at the knee and keeping a straight back if necessary. | 2 | | 3 | | 6 | | 1 | | 3 | | 3 | |
| Working alone | Volunteers: physical attack from strangers | Volunteers read understand and adopt the *Safety Tips for Working Alone.* | 2 | | 4 | | 8 | | 1 | | 4 | | 4 | |
| Fire | Volunteers | Volunteers 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; annual fire drill carried out to include training on use of extinguisher with records kept; store all tools, equipment and materials away safely; dispose of all waste in the appropriate bin; keep all walkways clear of debris that could be a trip hazard on an escape route. | | 2 | | 5 | | 10 | | 1 | | 5 | | 5 | |
| Electrocution from electrical equipment e.g. kettle, uplighters, microphones | Volunteers: 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 | |

Any accidents or incidents 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:** | 14.10. 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