

HEALTH AND SAFETY POLICY

Name of Church: St John the Evangelist

Address: Church Way
Hurst Green
Oxted
Surrey RH8 9EA

Date: November 2025

Review Date: November 2026

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1. Introduction

This document has been prepared in accordance with the provisions of the Health and Safety at Work Act 1974 and the regulations made under it. It applies to employees, members of the congregation, visitors, contractors and members of the public in the church of St John the Evangelist, its associated rooms (St John's Room and the York Rooms) and St Agatha's Hall.

2. General Statement of Policy

Our policy, so far as is reasonably practicable, is to provide and maintain a safe and healthy environment, working conditions, equipment and systems of work for all our employees and voluntary workers, and to provide such information, training and supervision as they need for this purpose.

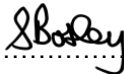
We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation, contractors, visitors and others who may visit the church, churchyard, hall and any associated buildings.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

The policy will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made.

To ensure that health and safety matters are kept constantly under review, any new health and safety matters will be reported at all meetings of the Parochial Church Council, and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

Signed:
Sue Bosley, Team Vicar



Date: 12 November 2025.....

3. Organisation and Responsibilities

The Vicar has overall responsibility for health and safety.

The Churchwardens, the Parochial Church Council and the St Agatha's Hall sub-committee have a general responsibility to ensure that the health and safety policy is observed.

The Health and Safety Officer is responsible for:

- Being familiar with health and safety regulations as far as they concern church premises and activities
- Ensuring that this health and safety policy and arrangements are implemented
- Ensuring that this health and safety policy is kept up to date and reviewed regularly

- Co-ordinating risk assessments and the implementation and monitoring of any controls which are imposed as a result of the risk assessments
- Ensuring, as far as is reasonably practicable, that safe systems of work are in place
- Investigating all accidents and ensuring reportable accidents are notified to the enforcing authority
- Ensuring regular inspections of the church, hall and grounds are undertaken
- Communicating and consulting with the Parochial Church Council, employees and voluntary workers in respect of health and safety matters

The Churchwardens (for the church and its associated rooms) and St Agatha's Hall sub-committee (for the hall) are responsible for:

- Ensuring that adequate access and egress is maintained
- Ensuring the church grounds are maintained
- Ensuring that safety equipment and clothing is provided and used when appropriate
- Ensuring that all plant, equipment and tools are properly maintained and in good condition and that users have received appropriate training in its use, where necessary
- Ensuring adequate fire-fighting equipment is available and maintained
- Ensuring required inspections (e.g. gas, electrical) are carried out by competent contractors at the required intervals
- Ensuring the first aid box is stocked and equipped
- Carrying out regular inspections of the buildings and grounds

All employees and voluntary helpers have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on church business or premises.

Employees and voluntary workers must therefore:

- Comply with safety rules, operating instructions and working procedures
- Use protective clothing and equipment when it is required
- Report any fault or defect in equipment immediately to the appropriate person
- Report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
- Not misuse anything provided in the interests of health and safety

All persons who hire the hall, the York Rooms / St John's Room and / or the church have a responsibility to co-operate in the implementation of this health and safety policy.

4. Arrangements

This section sets out the arrangements to minimise, as far as is reasonably practicable, risks to the health and safety of employees, voluntary workers, members of the congregation, visitors and contractors.

4.1 Accidents

The accident books are located in the kitchen (St John's Room), the kitchen (York Rooms) and St Agatha's Hall.

All accidents and near misses must be entered in the accident book. Major accidents are to be reported to the Enforcing Authority quickly by phone or email. These and other specified injuries or incidents must also be reported by submitting a completed F2508 report form to the Authority within 10 days of the incident. (Full details of what constitutes a major accident and the detailed process can be found at the front of the Accident Book).

The Health and Safety Officer is responsible for reporting accidents and dangerous occurrences to the enforcing authority. The Health and Safety Officer is also responsible for investigating any incidents and putting into place any measures to minimise the risk of an incident recurring.

4.2 First Aid

First Aid Boxes are located in the cupboard at the back of church, the kitchen adjacent to St John's Room, the kitchen adjacent to the York Rooms and in the kitchen at St Agatha's Hall. A burns kit is also located at the back of church in one of the wall cupboards.

A Churchwarden is responsible for ensuring the first aid boxes within the church are kept fully stocked and equipped while the St Agatha's Hall sub-committee will assume this responsibility for the hall.

4.3 Fire

An assessment of the fire risks in the church and associated buildings is carried out by a competent fire and safety consultant. This is done by the St Agatha's Hall sub-committee for the hall. In addition, checks are made that:

- A fire can be detected in a reasonable time and that people can be warned
- Reasonable fire-fighting equipment is provided
- Fire-fighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.

The Churchwardens are responsible at annual intervals for ensuring fire extinguishers have been serviced and the testing of fire alarms within the church while the St Agatha's Hall sub-committee will assume this responsibility for the hall. Access and egress to escape routes is checked on an ongoing basis.

If a fire is discovered (no matter how small)

- Immediately raise the alarm
- Telephone the emergency services
- Check the building for occupants
- Attack the fire, if possible, using the appropriate appliance provided, but without taking personal risk

- If not possible to attack the fire or if unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you. The rule is 'people before property'.
- Ensure clear access for emergency vehicles

The churchwardens are responsible for ensuring a weekly test of the fire alarm is carried out along with a monthly test of the emergency lighting system. The emergency lighting will also be tested annually by a competent contractor.

Emergency evacuations instructions are displayed in St John's room, the York Rooms, the kitchens, the rooms in the tower, the back of the church, the notice board in the porch and in St Agatha's Hall.

4.4 Electrical Safety

Plugs, cables and sockets will be inspected regularly to ensure that there are no loose connections, worn flexes or trailing leads. Minor repairs (replacement of fuses etc.) will be undertaken by a competent employee or voluntary worker but more significant repairs will be carried out by a competent electrician.

The fixed electrical system within the church will be inspected and tested by a competent contractor who is a member of the National Inspection Council for Electrical Installation Contracting (NICEIC), Electrical Contractors Association (ECA) or other approved body at intervals of not more than 5 years. Any necessary remedial work will be carried out. The interval for inspecting and testing at St Agatha's Hall is annual.

The lightning conductor system will be examined and tested by a competent contractor every four years.

Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees and voluntary workers shall:

- Visually check all electrical equipment before use
- Report all faults immediately to the Churchwardens or St Agatha's Hall sub-committee
- Not attempt to use faulty equipment
- Switch off and disconnect electrical equipment when not in use for long periods
- Position and so protect flexible cables so that they do not constitute a tripping hazard and are not subject to mechanical damage

Churchwardens are responsible for ensuring that the portable appliance inspections are carried out by competent contractors at the required intervals for the church (currently this is every two years). The St Agatha's Hall sub-committee will assume this responsibility for the hall.

4.5 Gas Safety

Gas boilers and any other gas equipment are maintained and checked annually by a competent contractor who is a registered under the new Gas Safe Register. Any necessary work required for safety is implemented immediately.

The Churchwardens will ensure this check is done for the church and the St Agatha's Hall sub-committee will assume this responsibility for the hall.

4.6 Hazardous Substances

Where possible, the use of hazardous substances is eliminated. Where this is not possible, hazardous substances are locked away and only used by persons with the appropriate experience. Minimum quantities of these substances shall be stored. Personal protective equipment is used where appropriate. No-one shall:

- Mix chemicals
- Store chemicals in unmarked containers

The St Agatha's Hall Health sub-committee will ensure that the cleaning contractors for St Agatha's Hall remove all hazardous substances from the hall after cleaning.

4.7 Safe Plant and Machinery

Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use.

Employees and voluntary workers must not ride on any parts of machinery not intended for that use.

Machinery must be switched off before any adjustments are made.

After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.

Before using any item of plant or machinery, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no loose bolts or other defects.

The appropriate personal protective equipment must be worn when operating any item of plant or machinery.

Persons under the age of 18 may use hand tools only and are not permitted to operate any power-driven item of plant or machinery.

Any defect and damage found to any item of plant or machinery must be reported to the Churchwardens or St Agatha's Hall sub-committee.

All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements.

The Churchwardens are responsible for identifying all equipment / plant needing maintenance, ensuring identified maintenance is carried out and that records are maintained for the church. They will also check that new plant and equipment meets health and safety standards and that employees and voluntary workers are given adequate information, instruction and training in relation to the use of plant / equipment. The St Agatha's Hall sub-committee will assume this responsibility for the hall.

4.8 Slips, Trips and Falls (condition of floors, steps and paths)

To reduce as far as is reasonably practicable the risk of slips, trips and falls, regular inspections will be made of all floors and stairs in the church and hall, and all paths and steps in the churchyard. Note will be made of moss, algae and leaves on paths. Any defects will be reported and repairs carried out.

Salt will be made available for distribution in icy weather.

The Health and Safety Officer, in conjunction with the Churchwardens for St John's, and the St Agatha's Hall sub-committee are responsible for regular inspections.

4.9 Lighting

To ensure that the church and hall are adequately lit, regular inspections will be carried out to ensure that all lights in the church, hall and churchyard are working and are replaced as necessary.

The Health and Safety Officer, in conjunction with the Churchwardens for St John's, and the St Agatha's Hall sub-committee are responsible for regular inspections.

4.10 Working at Height

Only approved contractors or competent authorised volunteers may work at height subject to the necessary safety provisions being in place. This includes a minimum of 2 people being present when ladders and the tower scaffold are in use. Guidance in the use of ladders is attached to the ladders and instructions are available and are to be used when erecting/dismantling the tower scaffold.

4.11 Preparation of Food

The appropriate regulations governing the preparation and storage of foodstuffs shall be followed.

Any food for events which are run in either the church or hall is prepared off site and is brought to the venue for serving and eating.

All surfaces which could come into contact with food must be washed down and disinfected before use.

When the church or hall is hired, it is the responsibility of the hirer to ensure appropriate food regulations are followed.

4.12 Manual Handling

Where possible, the need for manual handling is eliminated.

Where it is not possible to avoid the need to move loads, a risk assessment will be carried out and use made of lifting aids, including trolleys, lifts and hoists as far as possible.

The necessary training will be given to those employees and voluntary workers who are required to undertake manual handling.

At least 2 people shall be required to lift heavy items.

4.13 Buildings

We ensure that our buildings are safe and without risks to the health, safety and welfare of all who work in and use them. To achieve this, the buildings are regularly inspected and any defects noted are immediately reported and arrangements put in hand for repairs.

Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.

A check is made of all glazing in the buildings to ensure that any glass in windows below waist height and in doors and beside doors below shoulder height is of a safety material or is protected against breakage.

The Health and Safety Officer, in conjunction with the Churchwardens, and the St Agatha's Hall sub-committee are responsible for regular checks of the buildings.

4.14 Contractors

Anyone entering church premises or St Agatha's Hall for the purposes of carrying out work, other than an employee or voluntary worker of the church, will be regarded as a contractor. All contractors, including the self-employed, must:

- Have their own health and safety policy (where required by law) and be able to provide a copy of the same
- Produce evidence that they have appropriate public and employer's liability insurance in place. A record of this evidence will be maintained.
- Comply with all the requirements of this health and safety policy and co-operate with the church officials (i.e. Churchwardens) in providing a safe place of work and a safe system of operation.
- Where plant and machinery is brought onto the church premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation
- Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the church officials. However, responsibility will remain with the contractors.

4.15 Use of Church for Public Performances

The terms of hire spell out the responsibilities of the hirer for first aid and fire evacuation while they are using the church and its associated rooms.

These terms are issued to the Organisation responsible for the public performance.

4.16 Lone Working

Employees or voluntary workers who are working by themselves on church or hall premises should make sure that someone knows where they are going and when they will be back.

A mobile phone should be with the person, when possible.

4.17 Child Protection and Vulnerable Adults

A Safeguarding Policy which complies with diocesan requirements is in place and the Safeguarding Officers are responsible for ensuring all appropriate checks are taken in the selection of persons wishing to work with children and vulnerable adults.

4.18 Trees

A check will be made at regular intervals by the Churchwardens to ensure that trees and large shrubs within the grounds of the church and hall are safe. If there are any concerns, an expert is to be consulted for advice.

5. Risk Assessment

Rating of severity of hazard

| | | |
|---|---------------|----------------------------------------------------------------------------------------|
| A | Insignificant | Does not result in injury / illness or damage |
| B | Minor | May cause injury / illness or damage (local first aid treatment) |
| C | Moderate | May result in injury / illness or damage (hospital visit / up to three days lost time) |
| D | Serious | May result in major injury / illness or damage (over three days lost time) |
| E | Catastrophic | Will result in major injury / illness or damage and / or fatality |

Rating of likelihood of harm

| | | |
|---|---------------|---------------------------|
| 1 | Very unlikely | Extremely rare occurrence |
| 2 | Unlikely | Unlikely to occur |
| 3 | Likely | Likely to occur |
| 4 | Very likely | Very likely to occur |
| 5 | Certain | Will definitely occur |

The risk matrix

| | | | | | | |
|--------------------------|---|----|----|----|----|----|
| Likelihood of occurrence | 5 | 5A | 5B | 5C | 5D | 5E |
| | 4 | 4A | 4B | 4C | 4D | 4E |
| | 3 | 3A | 3B | 3C | 3D | 3E |
| | 2 | 2A | 2B | 2C | 2D | 2E |
| | 1 | 1A | 1B | 1C | 1D | 1E |
| | | A | B | C | D | E |
| Severity | | | | | | |

The table below shows the actions to be taken once the risk has been evaluated.

| | |
|-----------|--------------------------------------------------------------------------------------------------------------------------|
| Very low | Acceptable - proceed |
| Low | Monitor to ensure controls are being implemented and maintained |
| Moderate | Monitor to ensure controls are being implemented and maintained; consider additional controls to reduce the risk further |
| High | Implement additional controls which should include a Permit to Work or similar |
| Very high | Unacceptable - stop work / work cannot proceed until risk reduced |

6. Risk Register

Persons exposed: members of the congregation, employees, voluntary workers, contractors, visitors and others who may visit the church, its associated rooms, churchyard and hall.

Separate risk assessments are carried out for one-off events and activities.

| No | Hazard | Risk level before controls | Risk control methods | Risk level after controls |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| 1 | Fire and explosion <ul style="list-style-type: none"> Burns Hit by flying objects Smoke inhalation | 2E high | <ul style="list-style-type: none"> Fire detection, warning and fighting equipment Emergency evacuation arrangements Emergency lighting Signage Office inspections Good housekeeping No smoking policy Statutory inspections Portable appliance testing Designated area for bonfires Bucket of water or hose to be available when bonfire is lit Buckets of water to be situated around the church when there is a service when members of the congregation are given candles to hold Burns first aid kit | 2B low |
| 2 | Contact with electricity <ul style="list-style-type: none"> Electric shocks or burns Exposure to static charge Electrical fires and explosions Poorly maintained portable | 4D very high | <ul style="list-style-type: none"> Inspection of fixed installation Portable appliance testing Cable and equipment management | 2B low |

| No | Hazard | Risk level before controls | Risk control methods | Risk level after controls |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| | electrical equipment | | | |
| 3 | Contact with gas <ul style="list-style-type: none"> Explosion and fire Hit by flying objects Burns | 2E high | <ul style="list-style-type: none"> Inspection and maintenance of boilers by competent contractors | 2B low |
| 4 | Hazardous substances <ul style="list-style-type: none"> Inhalation, absorption, ingestion, injection and other forms of contact resulting in acute or chronic illness | 2E high | <ul style="list-style-type: none"> Use of domestic (not industrial strength) cleaning products Review of labels Correct storage Minimum quantities stored (chemicals – garden use and petrol – lawnmower) | 3B moderate |
| 5 | Contact with moving machinery <ul style="list-style-type: none"> Trapping, impact etc. | 2D moderate | <ul style="list-style-type: none"> Maintenance of equipment Inspections before use Removal of loose clothes, jewellery, hair tied back | 1B very low |
| 6 | Uneven / slippery floor / ground surface <ul style="list-style-type: none"> Slips, trips and falls | 4C high | <ul style="list-style-type: none"> Use of handrails Inspections Good housekeeping | 3B moderate |
| 7 | Inadequate illumination <ul style="list-style-type: none"> Slips, trips and falls Contact with fixed objects | 3D high | <ul style="list-style-type: none"> Adequate illumination Inspections | 2B low |
| 8 | Working at height <ul style="list-style-type: none"> Falls | 4D very high | <ul style="list-style-type: none"> Competent persons only to work at height Ladders to be used when they can safely be secured Two people to be present when ladders and the tower scaffold are in use Hard hats worn when erecting / using / dismantling the tower scaffold | 3B moderate |
| 9 | Food poisoning | 2C moderate | <ul style="list-style-type: none"> Guidance issued to all involved in the preparation of food | 1B very low |

| No | Hazard | Risk level before controls | Risk control methods | Risk level after controls |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| | <ul style="list-style-type: none"> Illness | | | |
| 10 | Manual handling <ul style="list-style-type: none"> Muscle strains and sprains Back injuries Cuts and bruises | 3C high | <ul style="list-style-type: none"> Eliminate if possible Dynamic risk assessment Engineering controls – lifting equipment Medical fitness Two people to lift heavy items | 2B low |
| 11 | Building related hazards <ul style="list-style-type: none"> Poor working environment Collapse of structure Flooding Lack of security Poor ventilation Lack of space Poor housekeeping | 4C high | <ul style="list-style-type: none"> Inspections Statutory inspections | 2B low |
| 12 | Management of contractors <ul style="list-style-type: none"> Incompetent contractors Exposure to contractor hazards Failure to manage safety performance | 3C high | <ul style="list-style-type: none"> Procurement, monitoring and review of contractors Emergency plan Communications plan Safety planning and risk assessment Safe systems of work | 2A very low |
| 13 | Lone working <ul style="list-style-type: none"> Inability to raise alarm Not having contact with another person | 4D very high | <ul style="list-style-type: none"> Reducing frequency and length of time Scheduling work Communications plan Emergency arrangements | 3B Moderate |
| 14 | Young children and vulnerable adults <ul style="list-style-type: none"> Lack of appropriate supervision Inappropriate behaviour | 4C high | <ul style="list-style-type: none"> Safeguarding policy DBS checks Appropriate adult / children ratios | 1C low |

| No | Hazard | Risk level before controls | Risk control methods | Risk level after controls |
|----|----------------------------------------------------------------------------------|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| 15 | Pandemic Severe illness, including death Possible long term health effects | 5E very high | <ul style="list-style-type: none"> • Social distancing • Wearing of masks • Increased hand washing / sanitisation • Increased cleaning regime • Track and Trace • Removal of soft toys, furnishings, books, leaflets • Restrict frequency and duration of visits to church • Communion in bread form only | 2D Moderate |

7. Fire Risk Assessment

NB this only applies to St John's. St Agatha's Hall have a separate fire risk assessment.

Persons exposed: members of the congregation, employees, voluntary workers, contractors, visitors and others who may visit the church and its associated rooms.

| No | Emergency factor | Hazard | Risk level before controls | Risk control methods | Risk level after controls |
|-----|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| 1. | People at Risk | | | | |
| 1.1 | Congregation | <ul style="list-style-type: none"> Large numbers hindering escape Children and babies New or expectant mothers People with disabilities The elderly | 4D very high | <ul style="list-style-type: none"> Sidespersons to act as fire wardens during services which includes: <ul style="list-style-type: none"> Ensuring exits are not blocked during a service Ensuring members of the congregation leave by the nearest available exit Ensuring assistance is provided to the very young, old and people with disabilities Ensuring buckets of water are strategically placed when services involve large numbers of the congregation holding lit candles | 2B low |
| 1.2 | Contractors | <ul style="list-style-type: none"> Uncontrolled hot work Hazardous activities at source of ignition | 3C high | <ul style="list-style-type: none"> Appointment of competent contractors | 1C low |
| 1.3 | Volunteers Public and visitors | <ul style="list-style-type: none"> Lone workers Not being aware of evacuation procedures | 4C high | <ul style="list-style-type: none"> Access to mobile phone Display of emergency evacuation arrangements throughout building | 2C moderate |

| No | Emergency factor | Hazard | Risk level before controls | Risk control methods | Risk level after controls |
|-----|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| | (when church is used by other organisations) | | | <ul style="list-style-type: none"> Fire safety arrangements to be stated in the terms of hire and stewards appointed at each event | |
| 2. | Sources of Ignition | | | | |
| 2.1 | Heat sources | <ul style="list-style-type: none"> Unidentified heat sources providing ignition Heaters Candles Lightning | 4C high | <ul style="list-style-type: none"> Regular inspections of the building Candles not left unattended while burning Votive candles placed in bowl of sand Lightning conductor tested every four years | 1D moderate |
| 2.2 | Smoking | <ul style="list-style-type: none"> Unextinguished cigarettes Inadequate smoking arrangements | 3B moderate | <ul style="list-style-type: none"> No smoking policy Containers for used cigarettes outside the church | 1C low |
| 2.3 | Gas | <ul style="list-style-type: none"> Boiler | 3C high | <ul style="list-style-type: none"> Maintenance and servicing of boiler | 1C low |
| 2.4 | Plant and machinery | <ul style="list-style-type: none"> Engines running at high temperatures Poorly maintained plant and machinery | 3B moderate | <ul style="list-style-type: none"> Maintenance and servicing of plant and machinery | 1C low |
| 2.5 | Human factors | <ul style="list-style-type: none"> Attempted arson Negligence | 3B moderate | <ul style="list-style-type: none"> Regular inspections of the building CCTV | 1C low |
| 2.6 | Electricity and electrical equipment | <ul style="list-style-type: none"> Unsafe equipment Untested equipment Unsuitable equipment (without earth) Inadequate cable and wiring management | 4C high | <ul style="list-style-type: none"> Inspection and test of the fixed electrical system PAT testing Visual inspections of plugs, cables and sockets before use | 2B low |
| 3. | Source of Fuel | | | | |

| No | Emergency factor | Hazard | Risk level before controls | Risk control methods | Risk level after controls |
|-----|--------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| 3.1 | Flammable substances (Solvents, paints, adhesives, petrol etc.) | <ul style="list-style-type: none"> Poor handling and storage of hazardous substances Storing too much or mixing incompatible substances Not disposing of hazardous substances safely | 4C high | <ul style="list-style-type: none"> Minimum quantities to be stored No more than one can of petrol in store at any time Warning labels to be read to ensure correct storage and disposal | 2B low |
| 3.2 | Combustible material and / or waste | <ul style="list-style-type: none"> Allowing materials such as paper, wood, dust, foam, plastics etc. to accumulate Not disposing of waste material | 2D moderate | <ul style="list-style-type: none"> Regular cleaning and inspections | 1C low |
| 3.2 | Floors, walls, ceiling finishes and furnishings | <ul style="list-style-type: none"> Use of hazardous material in soft furnishings and building materials Poor fire retardance in old materials Not meeting building requirements | 2C moderate | <ul style="list-style-type: none"> All building work and repairs carried out in accordance with current building regulations Soft furnishings to meet current fire regulations | 1C low |
| 3.3 | Housekeeping | <ul style="list-style-type: none"> Poor housekeeping leading to collecting of hazardous substances and materials Not disposing of waste Absence of safety inspection and not recognising hazards | 2D moderate | <ul style="list-style-type: none"> Regular inspections Cleaning regimes | 1C low |
| 4. | Means of Escape | | | | |
| 4.1 | Emergency exits | <ul style="list-style-type: none"> Inappropriate locations leading to slow exit Doors that do not function correctly (automatic, locks, direction of opening) | 3E very high | <ul style="list-style-type: none"> Exits established in accordance with advice from fire safety officer | 2D moderate |
| 4.2 | Escape routes | <ul style="list-style-type: none"> Indirect routes that hinder escape Obstructions that prevent escape Route not clearly marked | 3C high | <ul style="list-style-type: none"> Routes regularly inspected and clearly identified | 2C moderate |

| No | Emergency factor | Hazard | Risk level before controls | Risk control methods | Risk level after controls |
|-----|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| 4.3 | Safety signs | <ul style="list-style-type: none"> Inappropriate signs in poor locations Pictogram not present (running man) Signs not at changes in direction | 3C high | <ul style="list-style-type: none"> Signs installed based on advice from fire safety officer | 1C low |
| 4.4 | Illumination | <ul style="list-style-type: none"> Backup lighting not present for power failure Escape routes not illuminated | 3C high | <ul style="list-style-type: none"> Testing of emergency lighting system | 1C low |
| 4.5 | Escape drills | <ul style="list-style-type: none"> Fire drills and alarm tests not undertaken leading to confusion | 3C high | <ul style="list-style-type: none"> Alarm tests carried out regularly Not practical to carry out fire drills | 2C moderate |
| 5. | Fire Detection and Warning | | | | |
| 5.1 | Detection systems | <ul style="list-style-type: none"> No or inappropriate fire detection system for risk Detection system not serviced | 4C high | <ul style="list-style-type: none"> Sensor system tested at regular intervals | 2C moderate |
| 5.2 | Warning systems | <ul style="list-style-type: none"> Warning system not heard from all locations (rooms within rooms) Systems not serviced | 4C high | <ul style="list-style-type: none"> Alarm system tested at regular intervals | 2C moderate |
| 6. | Fire Fighting Equipment | | | | |
| 6.1 | Fire extinguishers | <ul style="list-style-type: none"> Inappropriate extinguishers for hazard i.e. do not have water for electrical items Not enough extinguishers and / or poor location | 4C high | <ul style="list-style-type: none"> Sufficient numbers and types of fire extinguishers (based on advice from fire safety officer) Fire extinguishers tested annually | 2C moderate |
| 6.2 | Fire blankets | <ul style="list-style-type: none"> Not present in high-risk areas (kitchens) | 4C high | <ul style="list-style-type: none"> Fire blankets provided in kitchens and at back of church | 1C low |
| 7. | Information and Training | | | | |
| 7.1 | Provision of information | <ul style="list-style-type: none"> Information not provided Non-availability of information for | 3C high | <ul style="list-style-type: none"> Emergency evacuation arrangements displayed throughout the building | 1C low |

| No | Emergency factor | Hazard | Risk level before controls | Risk control methods | Risk level after controls |
|-----|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| | | visitors <ul style="list-style-type: none"> Unclear and confusing instruction leading to incorrect action | | | |
| 7.2 | Training and competency | <ul style="list-style-type: none"> Emergency information not provided Key appointments not aware of responsibilities | 3C high | <ul style="list-style-type: none"> Sidespersons trained in the emergency evacuation arrangements Burns first aid kit available at back of church | 1C low |