

**PARISH OF .....**  
**RISK ASSESSMENT CHECKLIST**

	<b>Area of Risk</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Action</b>
	<b><i>Outside areas</i></b>						
1.1	Footpaths and walkways in good condition						
1.2	Steps, ramps and access to buildings in good condition and clear of obstructions						
1.3	Boundary walls, fencing and gateways in good condition						
1.4	Grounds, lawns and beds free from debris and in safe condition						
1.5	Gravestones, kerbs and ornaments in a safe condition (Visual and physical check)						
1.6	Memorials, notice boards and other structures in safe condition (Visual and physical check)						
1.7	External lighting working and adequate						
1.8	Emergency exit routes clear of obstructions						
1.9	Outside areas free from vandalism or signs of vandalism						
1.10	Visual check of building undertaken for loose masonry, guttering etc						

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	<b>Inside of Church</b>						
2.1	South Porch way clear of obstructions, any floor coverings in good condition						
2.2	Escape routes free from obstruction and clearly signed						
2.3	Loose chairs in safe positions						
2.4	Fire extinguishers in place and in date						
2.5	Pews and seating in safe condition						
2.6	Access for wheelchairs possible; hearing loop notice displayed; large type services available						
2.7	Carpeting in church areas securely fitted						
2.8	Steps and entranceway to vestries in safe condition						
2.9	Choir area and Sanctuary is clean and tidy and seating and floor coverings are in safe condition						
2.10	Organ 'loft' area clean and tidy. Organ blower clear of any obstructions						
2.11	Loose tables in good condition and stored safely						
2.12	Piano and piano stool in safe condition						

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2.13	Display boards and other similar objects in good and safe condition						
2.14	Choir vestry clean, tidy and safe. (Cupboards, flooring, robe cupboards)						
2.15	West door key available and in door during services and events.						
2.16	Steps to belfry and general access in safe condition						
2.17	Tower room clean, tidy and in safe condition (Tables, chairs, flooring etc)						
2.18	Bells, ropes and mechanisms in good condition						
2.19	North exit clear of obstructions and in safe condition						
2.20	Toilets in clean and safe condition						
2.20	Caretaker cupboard and storage in safe condition. Chemicals stored away in locked area						
2.21	Lower vestry clean, tidy and in safe condition						
2.22	Upper vestry clean, tidy and in safe condition						
2.23	Chapel, clean tidy and in safe condition						

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2.24	Electrical lighting working throughout the building						
2.25	Small portable electrical appliances in church have been examined for safety and marked						
2.26	Main electrical circuits have current test certificate. (Tested every five years)						
2.27	Boiler house access clean, tidy and safe						
2.28	Inside boiler house clean, tidy and safe. Service contract in place and in date						
2.29	Access ladder to clock tower in safe condition. Surrounding area clear of obstructions and tidy						
<b>Emergency procedures</b>							
2.30	Sides persons are trained in emergency and evacuation procedures						
2.31	Provision is made for emergency doors and exits to be unlocked when building in use						
2.32	A maximum number of people to be in the church is specified and known to sides persons						
2.33	A first-aid box is available, stocked and its whereabouts known to sides persons						
2.34	Risk assessment is carried out prior to a public event and safety checklist available for stewards						

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2.35	People working alone in the church have been made aware of the need for personal safety precautions						
<b>Parish Office</b>							
3.1	Fire extinguishers in place and in date						
3.2	Exits clearly marked						
3.3	Panic alarm in place and working						
3.4	Electrical leads safely positioned; lighting working						
3.5	Entranceway, step, flooring clean and in safe condition						
3.6	Accident book in place and up to date. Recent accidents checked out?						
3.7	Buildings log book in place and up to date Any outstanding works?						
3.8	First aid kit available and complete						
3.9	Health and Safety poster in place; employers liability certificate in place and current						
3.10	Heating system working and thermometer in view						

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3.11	Storage areas clean tidy and safe						
3.12	Youth leader office clean tidy and safe						
3.12	Photocopy area clean tidy and safe						
3.13	Small electrical appliances tested and marked						
3.14	Parish Hall electrical system certificate up to date. (renewed every five years)						
<b>Parish Rooms</b>							
4.1	Entranceway steps and flooring clean and safe						
4.2	Fire extinguishers in place and up to date						
4.3	Small meeting room clean, tidy and safe; chairs safely stacked; tables safely stacked						
4.4	Stairwell lighting working; external lighting working						
4.5	Stairway clean tidy and safe; handrails safe; flooring safe						
4.6	Main meeting room lighting working						

4.7	Fire extinguishers in place and in date						
4.8	Stacking tables and chairs safely stowed away. (max 4 high)						
4.9	Folding partitions working and in safe condition						
4.10	Emergency exit door working; staircase illuminated automatically						
4.11	Emergency exits signed (and lit where appropriate)						
4.12	Emergency exit staircase lighting working; emergency lower doors working, no obstructions						
4.13	Exit doors signage in place						
4.14	Table storage cupboard tidy, tables stacked securely						
4.15	Kitchen area clean tidy and safe (Food Safety Act regs)						
4.16	Supply of hot water, soap and paper towels in place						
4.17	Fire blanket and extinguisher in place and current						
4.18	Kitchen lighting working and clean						

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4.20	Ladies toilet clean and tidy, hot water, soap and towels in place; lighting works						
4.21	Gents toilet clean and tidy, hot water, soap and towels in place; lighting works						
<b>Asbestos on premises</b>							
5.1	Asbestos assessment carried out by competent person <i>The Control of Asbestos at Work Regulations 2002 (Regulation 4)</i>						
<b>Personal safety</b>							
6.1	Adequate protective systems in place for people working alone in church buildings						
6.2	Adequate protective systems in place for people working alone in Parish offices or rooms						
<b>Oil Storage tanks</b>							
7.1	Oil storage tanks and supply pipes inspected for leaks						
7.2	Protective bunds examined for signs of damage and/or leakage						

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**Name of Church assessed:** .....

**This Risk Assessment was carried out on** ..... (date)

**By**..... **Position**.....

**By**..... **Position**.....

**Areas needing attention:**

<b>Ref No:</b>	<b>Action to be taken</b>		<b>Date</b>

Record action in box, tick when complete with date; review list monthly

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