



Area Risk Assessment Policy

All Saints' Church, Walsoken

Please refer to Church document H&S_Doc_001 for all General Health & Safety requirements

Specific Policy

This Health & Safety (H&S) sub-policy controls location safety for all the areas at church.

The area risk assessment is a process where areas of the church are assessed for hazards and/or dangerous objects. This ensures the church is generally safe for the congregation and visitors.

The area risk assessments should take place annually and is expected to take about 15 minutes to complete. The assessment must be completed one year after the last area risk assessment. The kitchen and toilet are done every 6 months. It is expected that the PCC will demonstrate commitment by participation in the area risk assessments rotating around to different areas as best can be achieved.

The area risk assessment should be redone should there be significant changes to the layout of areas.

The areas that will be included are.

- 1) The Tom Walters meeting room.
- 2) The choir & the area behind the organ.
- 3) The clergy & choir vestry.
- 4) The north & south aisle & nave.
- 5) The kitchen, toilet and corridor.
- 6) The bell ringing platform.
- 7) Boiler House.

Reference Documents

Health and Safety at Work etc Act 1974

The Management of Health & Safety at Work Regulations 1992

Procedure

The Church H&S Officer is responsible for organising and arranging the area risk assessments.

To carry out an area risk assessment

- 1) Print off form H&S_Doc_003F the Area Risk Assessment Form (Checklist).
- 2) Go to the area of the church to be assessed.
- 3) Systematically read down the list of questions and respond by answering the questions.

If any points on the area risk assessments form are reported as a 'no', then, if they can't be immediately & safety rectified, they will be reviewed by the Church H&S Officer. Any rectification work will be proposed for authorisation by the PCC or standing committee. Issues awaiting rectification works will be logged on the Church H&S management system.

Forms

Form 1: Area risk Assessment Checklist

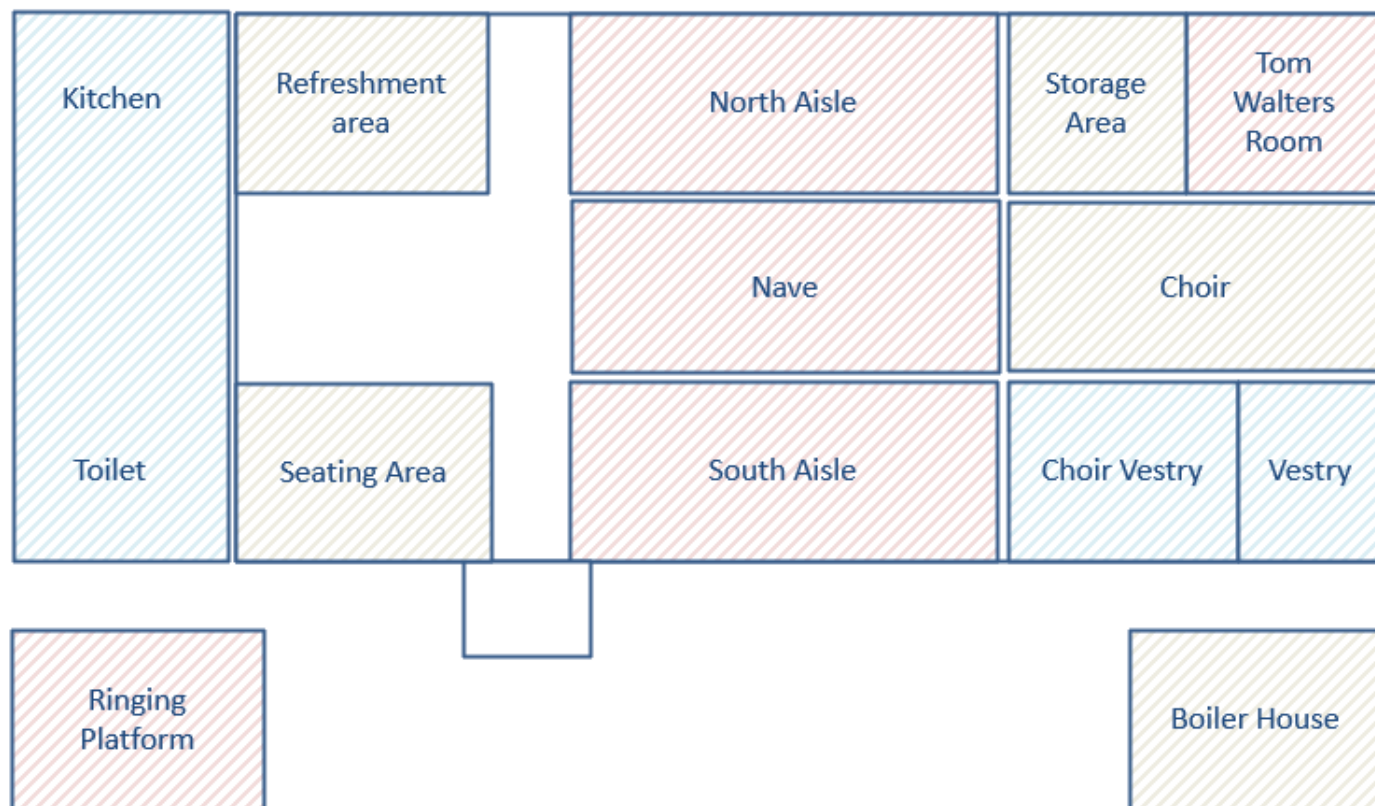
AREA RISK ASSESSMENT CHECKLIST				
AREA				
<i>Please answer the entire checklist - Include comments for any negative responses</i>				
		Yes	No	N/A
1	Are gangways clear of obstructions to prevent trips, slips & falls?			
2	Is all electrical equipment clear of combustible material?			
3	Is electrical equipment displaying in date PAT testing stickers?			
4	Does all equipment appear in good repair?			

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Diagrams

Diagram 1: Church Layout



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Appendices

Appendix 1: Example Area Risk Assessment Checklist

AREA RISK ASSESSMENT CHECKLIST			
AREA	The Tea room		
<i>Please answer the entire checklist - Include comments for any negative responses</i>			
		Yes	No
1	Are gangways clear of obstructions to prevent trips, slips & falls?	✓	
2	Is all electrical equipment clear of combustible material?		✓
3	Is electrical equipment displaying in date PAT testing stickers?	✓	
4	Does all equipment appear in good repair?	✓	
5	Are appropriate safety signs and notices displayed clearly?		✓
6	Are fire exit doors being kept clear & do they open 'freely'?	✓	
7	Have the fire extinguishers been checked within one year?	✓	
8	Are any chemicals locked safely - away from misuse (children)?	✓	
9	Is the area clear of rubbish?	✓	
10	Are articles stored /stacked safely?		✓
11	Is general housekeeping in order? (no trailing cables etc.)	✓	
12	Do electrical plugs & leads look in good repair?	✓	
13	Are chemicals (except domestic type cleaning materials) needed?	✓	
14	Are any electrical 'block-adaptors' only plugged into one other adaptor?	✓	
15	Are any liquids, oils, powders etc. confined so they are unlikely to be spilt?	✓	
16	Does all lighting work?	✓	
17	Can all electrical equipment be turned off when not in use?	✓	
18	Are all steps, stairs & surfaces in good repair to prevent slips, trips & falls?	✓	
19	Is all glass in doors and windows, that could be a hazard, in good repair?	✓	
20	Are all mats, rugs & carpets fixed down to prevent trips, slips & falls?	✓	
21	Do any cold taps run cold (less than 20 centigrade) within 1 minute?		✓
22	Do any hot taps run hot (more than 50 centigrade) within 1 minute?		✓
23	Do ladder/steps look in good repair and fixed to be secure/safe?	✓	
24	Is the area clear of any other dangerous items?	✓	
GENERAL COMMENTS OR OTHER SAFETY CONCERNS <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">Item 2: There were Hymn books stacked on a fan heater. They have been removed</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">Item 5: The Safety notice is faded and needs replacing</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">Item 10: Some chairs in the area were stacked on their sides. They have been stacked correctly</div> <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div>			
Inspected by Charles Wilson			
Date: 25/08/2025			
Signed Charles Wilson			
		Yes	No
Are all risks controlled?		✓	
Are all risks tolerable?		✓	

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