

**The Methodist Church
Liverpool North Circuit
Maghull Methodist Church**

Risk Assessments

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Assessment Number 1 Fire Safety

The fire risk assessment is recorded in a separate document.

Assessment Number 2 Electrical Safety

Date of Assessment 10/12/2018

Person Undertaking Assessment P H Brown Review Date December 2020

Details of Area or Activity Assessed

Electrical safety to include consideration for the safety of electrical installations and portable electrical equipment.

Details of Hazards, Persons Affected

Hazards associated with risk of electrical shock from use of equipment and installations.

Persons affected include presbyter, volunteers, visitors, contractors & members of the congregation.

Risk level before control measures – Med Risk level after control measures applied Low/Med

Existing Control Measures

Presbyter and volunteers trained to advise Maghull Methodist Church Property Steward of defective equipment and arrangements are in place to ensure that items are removed from service. Work is undertaken by competent electricians in accordance with IEE requirements.

There is a programme for both portable appliance inspections and fixed installation inspections in accordance with HSE Maintaining portable electrical equipment HSG107 (Third edition) and BS 7671: 2018 [Requirements for Electrical Installations. IET Wiring...](#)

Additional Control Measures Identified

None

Implementation of Improvements

N/A

Version 1

Issue date: December 2018

Assessment Number 3 Access, Slips, Trips & Falls

Date of Assessment 10/12/2018

Person Undertaking Assessment P H Brown Review Date December 2020

Details of Area or Activity Assessed

Flooring, walkways and car park within all locations to take account of presbyter and volunteers, contractors, visitors and members of the public.

Details of Hazards, Persons Affected

Hazards associated with slippery and uneven surfaces and walkways throughout the premises and the area outside. Hazards associated with poor access and egress to and from buildings and slippery surfaces during cleaning operations. Persons affected include presbyter, volunteers, visitors, contractors & members of the congregation.

Risk level before control measures – Low/Med

Risk level after control measures applied Low

Existing Control Measures

Housekeeping standards are maintained to a good standard to ensure walkways are kept clear and means of escape are maintained during operational times. Cleaning is generally undertaken outside of main use times to minimise risks to presbyter and volunteers from wet floors. Presbyter and volunteers are trained to ensure slippery floor signs are used and to clear spillages promptly. Presbyter and volunteers encouraged to dry wet floor surfaces after cleaning, wherever possible. Adequate levels of external lighting for the car park

Status of above is reported to the property and finance committee

Additional Control Measures Identified

A section of the car park is in need of resurfacing. This has been noted by the property steward and work approved by Church Council when funds are available

Implementation of Improvements

Resurface affected car park surface

Version 1

Issue date: December 2018

Assessment Number 4 Hazardous Substances

Date of Assessment 10/12/2018

Person Undertaking Assessment P H Brown Review Date December 2020

Details of Area or Activity Assessed

Chemicals used on the Church premises are limited to those used as part of the cleaning activities and limited maintenance activities. Substances selected for safety reasons as safe for use in favour of hazardous substances, wherever possible.

Details of Hazards, Persons Affected

Hazards associated with exposure to substances that can cause illness or injury, such as corrosive, irritant, toxic or sensitising agents. Hazards associated with ingestion, inhalation, and contact from absorption through skin or injection.

Asbestos containing materials (ACMs) within the building structure as per the asbestos survey results.

Persons affected include presbyter, volunteers, visitors, contractors & members of the congregation.

Risk level before control measures – Low/Med

Risk level after control measures applied Low

Existing Control Measures

Basic training given to relevant presbyter and volunteers as part of their induction. Chemicals in use are selected on the basis of selecting the least hazardous products. Commonsense measures in relation to use of chemicals and use of personal protective equipment, such as gloves and eye protection. Chemicals to be kept labelled and to be stored in designated cupboards and not left out.

A survey has been performed to confirm presence, or otherwise, of ACMs and areas are confirmed where the material is. Contractors are advised of the location of ACMs relevant to their work activity.

Additional Control Measures Identified

An inventory of hazardous substances to be prepared. Material Safety Data Sheets to be checked to ensure that they are comprehensive and the assessment form to be applied in order to consider chemical use and application of control measures.

Provision of PPE to be checked in the light of assessments undertaken to confirm that it is suitable.

Implementation of Improvements

By end of March 2019 – complete April 2019

Version 1

Issue date: December 2018

Assessment Number 5 Machinery & Equipment Safety

Date of Assessment 10/12/2018

Person Undertaking Assessment P H Brown Review Date December 2020

Details of Area or Activity Assessed

Plant and equipment includes such items as ovens, cookers, water heaters and lawn mower.

Gas boilers for premises heating.

Details of Hazards, Persons Affected

Hazards associated with electrical safety, access to moving parts of machinery, gas safety risk associated with fire, explosion and carbon monoxide due to incomplete combustion for gas boilers. Persons affected include presbyter, volunteers, members of the congregation, and contractors.

Risk level before control measures – Med

Risk level after control measures applied Low/Med

Existing Control Measures

Gas boiler is serviced annually by a Gas Safe Register engineer. Other equipment is routinely checked and repaired, as required and use is restricted to authorised personnel. Clear directions is given to ensure that presbyter and volunteers do not use equipment unless they suitably qualified and experienced personnel (SQEP) and authorised and arrangements for removing and reporting of defective equipment. Appropriate PPE is to be worn as advised

Additional Control Measures Identified

None

Version 1

Issue date: December 2018

Assessment Number 6 Manual Handling

Date of Assessment 10/12/2018

Person Undertaking Assessment P H Brown Review Date December 2020

Details of Area or Activity Assessed

Routine work undertaken by all presbyter and volunteers include a requirement to undertake manual handling on a routine basis. This will include moving furniture, chairs and other equipment.

Details of Hazards, Persons Affected

Hazards associated with risk of injury (back, fingers, feet and trunk) associated with extreme manual handling, or use of unsafe methods. Persons affected include presbyter, volunteers, congregation and contractors.

Risk level before control measures – Low/Med

Risk level after control measures applied Low

Existing Control Measures

For handling chairs, to not stack chairs more than seven high. To not carry more than two at a time. To make sure rows have sufficient space between them. To not obstruct exits with chairs. Do not carry chairs long distances without taking rests. In the hall always use the 'chair wheels' to move chairs around, chairs are not to be 'dragged'

For furniture, staging and tables to always use two people to carry heavy items and take rests. Ensure route and location is clear of obstructions.

Additional Control Measures Identified

None

Version 1

Issue date: December 2018

Assessment Number 7 Visitors, Contractors & Vulnerable Persons

Date of Assessment 10/12/2018

Person Undertaking Assessment P H Brown Review Date December 2020

Details of Area or Activity Assessed

Visitors and members of the congregation will include vulnerable groups such as children, the elderly and those with disabilities. Maghull Methodist Church need to ensure that contractors providing services to the organisation work in a safe manner and are aware of and adhere to the Maghull Methodist Church established policy and procedures.

There are currently no young persons who routinely work. Consideration will also be needed for new and expectant mothers, when the church is advised of relevant presbyter and volunteers status.

Details of Hazards, Persons Affected

Hazards associated with visitors, and contractors are likely to be similar to those associated with presbyter and volunteers working in the premises. Particular issues relate to possible injury resulting from slips and falls and emergency escape from the buildings.

Contractors need to be made aware of and follow procedures to ensure that they do not put presbyter and volunteers and members of the public at risk and also ensure that they are aware of emergency arrangements. Other than work experience students, it is unlikely that children and young persons will be involved in the Church operation, other than as members of the congregation. New and expectant mothers could potentially be employed. Persons affected include presbyter, volunteers, members of the congregation and contractors.

Risk level before control measures – Low/Med

Risk level after control measures applied Low

Existing Control Measures

Presbyter and volunteers are aware of the need for safe working practices and arrangements to ensure that visitors and contractors are not put at risk. Any children visiting as members of the public will be closely supervised and restricted from areas where there are potential dangers (i.e. where there is machinery, cooking and hot surfaces). The Property Steward ensures that competent contractors are used. The Property Steward is also responsible for supervising work undertaken by contractors, supported as appropriate by the health and safety officer

Additional Control Measures Identified

For significant contract work, the contractor must be made aware of their responsibilities to follow Maghull Methodist Church Health and Safety Policy & Risk Assessments.

Implementation of Improvements

For significant contract work, the contractor must be made aware of their responsibilities to follow Maghull Methodist Church Health and Safety Policy & Risk Assessments

Version 1

Issue date: December 2018

Assessment Number 8 Working at Height

Date of Assessment 10/12/2018

Person Undertaking Assessment P H Brown Review Date December 2020

Details of Area or Activity Assessed

Ladders and stepladders are provided to be used for access to high levels on a very occasional basis. Prolonged working at height or work that requires hazardous activities will be contracted to specialist organisations. There is a need to access upper areas for cleaning and maintenance on an occasional basis.

Details of Hazards, Persons Affected

Falls from height are a common workplace accident and any working on steps and ladders can expose presbyter and volunteers to potential hazards. Items can also be dropped onto persons circulating in the area below. Persons affected include presbyter, volunteers, visitors, contractors & members of the congregation.

Risk level before control measures – Med

Risk level after control measures applied Low/Med

Existing Control Measures

Ladders and stepladders supplied are to a modern standard. Check angle of rest and security of base (1 out for 4 up). Check ladders for damage, wear & tear as part of the quarterly inspections undertaken by the Property Steward. Use ladders for short periods only.

Never work alone -always accompanied. Do not over-reach. To use ladders safely, always maintain three points of contact. That means two hands and one foot or two feet and one hand on the ladder at all times Only perform activities that can be carried out single handedly. Make sure nobody is below / around working area. Carry all items, e.g. light bulbs, securely.

Existing ladders are to be checked before use to ensure that they meet the relevant standards as BS EN 131 (Non-professional).

Additional Control Measures Identified

None

Implementation of Improvements

N/A

Version 1

Issue date: December 2018

Assessment Number 9 High Attendance Services

Date of Assessment 10/12/2018

Person Undertaking Assessment P H Brown Review Date December 2020

Details of Area or Activity Assessed

Christmas, Easter, Remembrance, Funeral services and other times will give rise to high numbers in attendance and potential incidents, notably should there be an emergency where evacuation is required.

Details of Hazards, Persons Affected

Challenges to ensure evacuation for high numbers in the event of emergency. Hazards associated with slips, trips and falls. Persons affected include presbyter, volunteers, visitors, contractors & members of the congregation.

Risk level before control measures – Low/Med

Risk level after control measures applied Low

Existing Control Measures

Ensure exits are open and unblocked. Ensure aisles are not blocked. Do not allow people to stand near and block exits. Ensure sufficient space between rows for easy access. Do not block aisles chair ends with additional seating. Ensure enough stewards are on duty for high attendance events.

Additional Control Measures Identified

None

Implementation of Improvements

N/A

Version 1

Issue date: December 2018

Assessment Number 10 User Groups

Date of Assessment 10/12/2018

Person Undertaking Assessment P H Brown Review Date December 2020

Details of Area or Activity Assessed

The Food Bank and other groups hire and use the facilities for purposes that the user group will have responsibility for.

Details of Hazards, Persons Affected

Hazards associated with activities of this type will be similar to general hazards such as fire, slips and falls etc. normally associated with Church use of the facilities. Persons affected include those hiring the facilities and visitors.

Risk level before control measures – Low/Med

Risk level after control measures applied Low

Existing Control Measures

Make sure those using the facilities are aware of H & S provisions in church. In particular their awareness of actions in the event of fire and emergencies. User groups to ensure that they have appropriate cover for first-aid. Ensure nominated person is in charge of the activity.

Additional Control Measures Identified

None

Implementation of Improvements

N/A

Version 1

Issue date: December 2018

Assessment Number 11 Kitchen

Date of Assessment 10/12/2018

Person Undertaking Assessment P H Brown Review Date December 2020

Details of Area or Activity Assessed

Activities are limited and modern equipment is provided to the kitchen area to include a gas hob and cooker, hot water boiler, dishwasher and microwave

Details of Hazards, Persons Affected

Burns, scalds and cuts are the most common hazards with potential for slips and falls. Persons affected include presbyter, volunteers, visitors, contractors & members of the congregation.

Risk level before control measures – Low/Med

Risk level after control measures applied Low

Existing Control Measures

Hot water boilers only to be used by trained users. Cups not to be filled directly from dispenser, use a large jug/flask. Switch off hot water boiler when not in use.

Avoidance of trailing leads for electrical equipment. Unplug when not in use. Do not allow children in kitchen when in use.

For cleaning, provision of rubber gloves. Use food safe products. Do not decant products.

Do not use bleach or caustics in the kitchen. Use Antibac (fragrance free) to clean all surfaces

The Kitchen is deep cleaned at least four times a year. The Sefton local authority do not require the kitchen to be registered under the Food Hygiene Act

Appropriate PPE to be worn when replacing the dishwasher detergent and rinse aid

Additional Control Measures Identified

None

Implementation of Improvements

N/A

Version 1

Issue date: December 2018