



St John the Divine, Horninglow

Risk Assessment Policy

Risk Assessment is the backbone of the Health & Safety process, it is one way of showing what reasonable steps have been taken to ensure health, safety and welfare.

A risk assessment assesses the risks and implements measures to reduce the risk to an acceptable level. There's no prescriptive way of formatting a risk assessment, but giving values to the risk, is a useful tool.

A risk assessment should be carried out by a key worker who has a knowledge of facilities and the groups using them. The chief responsibility for the buildings rests with the PCC. There may be a need to cancel activities or groups until an issue is resolved.

Risk Assessments must be compiled for:

- ❖ All regular activities that take place under the responsibility of the PCC. These can be reviewed annually, or as circumstances change.
- ❖ All one-off events that take place under the responsibility of the PCC

Risk Assessments must be shared with users and copies given to the Health and Safety Lead Officer. For activities involving children and young people copies of the Risk Assessments must be also be given to the Safeguarding Officer.

If the Risk Assessment demonstrates a high or unusual risk then the Insurance company must be informed before the event.

In the event of an accident or incident, an Accident and Witness report form should be completed as soon as possible.

This policy needs to be read in conjunction with St John's:

The Health and Safety Policy

Safeguarding Policy and Procedures

Agreed by PCC, St John the Divine

Date January 2025

Review Date January 2027

Signed 

Appendix 1

The Health and Safety Executive's Five steps to risk assessment.

- Step 1: Identify the hazards.
- Step 2: Decide who might be harmed and how.
- Step 3: Evaluate the risks and decide on precautions.
- Step 4: Record your findings and implement them.
- Step 5: Review your risk assessment and update if necessary.

1) Identify The Hazard

Hazards will vary based upon the activities you do, where your programs are run, etc. Here are some possible hazards to look out for:

- **Electrical hazards** – faulty wiring, overloaded plug sockets, electrical appliances next to a water source
- **Mobility hazards** – poor lighting, items left in walkways, uneven walking surfaces, upturned carpeting, wires or cables.
- **Emergency hazards** – blocked fire exits, lack of fire extinguishers
- **Substances hazardous to health** - are there any chemicals stored in the building? Who can access these and do they use protective clothing?
- **Equipment and machinery** - is equipment regularly checked? Are all young people allowed to access the kitchen area (scalds, burns) unsupervised?
- **Hygiene** - are there adequate toilet and hand washing facilities, including a disabled toilet? Is food being prepared? Is anyone trained?
- **Transport** - is the premises on a busy main road
- **Stress** - Is training and support available for volunteers?
- **Fire safety** – is there an adequate fire escape from the building? Does everyone know what to do in the event of a fire? Registration procedures
- **Other hazards** – badly stacked items

2) Identify Who Might Be Harmed

Some hazards will affect everyone, such as electricity, bonfires or lack of seatbelts. Some people may be more susceptible to hazards than others though.

Therefore, take extra care when considering whether people have particular needs:

- poor eyesight,
- be on crutches
- be in a wheelchair.
- be pregnant,
- not have English as their first language.
- have asthma or some other intolerance or allergy

Factors like these will affect their susceptibility to hazards.

3) Evaluate Risks

The likelihood of an incident occurring will depend on a variety of factors, whether that be weather, location, activities, age etc.

Once a hazard is identified an evaluation needs to be done to either eliminate the hazard completely or to reduce the risk of it happening. Here are some examples of how this can be done:

- **Prevent access** – if there's a room or cupboard that has hazardous materials in it, make sure it's always locked
- **Provide protective equipment** – make sure all transportation has seatbelts
- **Knowledge** – make sure everyone is aware of fire exits
- **First aid** – always have a first aid kit on hand, along with someone trained in first aid
- **Communicate** – make sure you have a fully-charged cell phone.

Risk can be measured by:

Consideration of the likelihood of the incidence:

1 = *Improbable*. 2 = *Possible*. 3 = *Likely*. 4 = *Very Likely*. 5 = *Certain*

Severity of the incidence:

1 = Trivial grazing, soreness.

2 = Minor small cuts, bruising.

3 = Serious broken bones

4 = Major life threatening

5 = Fatal

By multiplying the likelihood by the severity, the risk can be quantified.

Example

A loose carpet could cause tripping (4) causing grazing (1) risk = 4

A loose carpet could in the elderly cause tripping (4) causing broken bones (3) risk = 12

A loose carpet at the top of stairs could cause tripping (4) causing major injury or fatality (5) risk = 20

4) Record Hazards And Risks And Implement Precautions

After identifying all the potential hazards and risks, write down the results of what you've found so that you have a record. This will serve as a good reference point when organizing activities and will prove that safety was considered in the event of an accident actually happening.

One way of recording hazards and risks is to rate them on a scale of likelihood and severity. The likelihood scale ranges from Improbable (1) to Certain (5) and the severity scale ranges from Trivial (1) to Fatal (5).

If a hazard has an overall risk rating of 19+, it should be avoided completely, unless anything can be done to lessen the potential harm or likelihood of it happening.

While identifying hazards and risk levels are important, **setting out a plan to address hazards and lower the level of risk is the most critical part of the risk assessment process.**

5) Review The Risk Assessment

Regular review of a Risk assessment is essential to check whether any of the hazards have changed or if there are any new hazards.

6) Communication

It is important to share the Risk Assessment with co-workers.

ST JOHN THE DIVINE, HORNINGLOW RISK ASSESSMENT

Event

Venue

- adults young people volunteers people with disabilities
 general public Other

What are the Hazards? (Note 1)	Existing Measures (Note 2)	Likelihood x Severity = Risk	Actions required (Notes 2& 3)	Action by who & when?
Likelihood/severity guide	1-2 low	3-4 medium	5 high	
Overall risk guide	1-10 low	11-18 medium	19+ high	

Note 1:

Examples include:

Steps at porch, entrance, font, chancel. Tower stairs; Uneven paths or floors, loose carpet; Heavy doors;

Items stored at height; Faulty electrical equipment; asbestos; vehicle movement; movement between venues.

Note 2:

Examples include:

Signage; information; training; procedures; ratios; accurate registration including adults; monitoring by volunteers; inspection of electrical equipment by qualified personnel; protective equipment; fire drill procedures.

Note 3:

First Aid Box; information about nearest hospital; accident forms