

Kirkcaldy Congregational Church

Use of Premises

KCC003

1. Use of Premises

Introduction

Risk management is something we all do, whether managing large projects or simply crossing the road. Performing a risk assessment is a way of formalising the judgements we make day in day out.

2. Health and Safety Policy Statement

Introduction

As a church we understand that we owe a duty of care to ensure the safety of those who visit or use our church or halls.

We also know that, where we are an employer or control premises in certain circumstances, we have to meet the requirements of health and safety law.

General statement of policy

Our policy is to ensure, so far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to the health of our employees, volunteers, congregation, visitors and others who may use the church, churchyard or any other building we are responsible for. This will be in accordance with good practice and any relevant statutory provisions where they apply.

The Diaconate of Kirkcaldy Congregational Church accepts its overall responsibility for this. We will ensure that adequate resources are made available to achieve this objective. Any decisions we make will have due regard for it.

We will appoint the Property Convener to have specific responsibility for this policy and its implementation. We will keep health and safety matters under review at appropriate intervals. We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid.

It is the duty of each employee and volunteer to exercise personal responsibility for their own safety and that of others. This policy will be brought to their attention. We will try to ensure that everyone involved with the church plays his or her part in its implementation.

Further detail about our organisation and arrangements for managing health and safety is set out in this document. A copy of it will be kept in the church and made available to others on request.

Adoption

Church Secretary:	David Fairgrieve
Signed:	
Date adopted:	18 November 2018
Review due:	November 2019

Organisation and Responsibilities

1. The Property Convener is responsible for implementing this policy.

They will ensure that:

- The standards set out in this policy are implemented and maintained
- Where necessary, specialist health and safety assistance is obtained
- Any hazards reported to them are rectified immediately
- Only competent persons carry out repairs, modifications, inspections and tests
- Any accidents are investigated, recorded and reported if necessary
- Relevant health and safety documents and records are retained
- They keep up to date on health and safety matters relevant to the church
- Set an example on matters of health and safety.

2. Those involved in activities within the church premises (particularly those leading) will ensure that they:

- Read this policy and understand what is required of them
- Complete their work taking any necessary precautions to protect themselves and others
- Comply with any safety rules, operating instructions and other working procedures
- Report any hazard, defect or damage, so that this might be dealt with
- Warn any new volunteers or participants of known hazards
- Attend any training required to enable them to carry out their duties safely

- Do not undertake any repair or modification unless they are competent to do so
- Report any accident
- Do not misuse anything provided in the interests of health and safety.

Practical Arrangements

Risk Assessment

We will complete risk assessments to identify what we need to do to comply with health and safety law. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.

Information and Training

We will provide any necessary information and training for our employees and volunteers in a timely manner. We will keep a record of what is provided. We will also give relevant information to contractors and self-employed people who may need this to complete their work safely.

First Aid

We will provide adequate first aid facilities including – as a minimum – a suitably stocked first aid box and a person who will take charge of the first aid arrangements. We will also provide relevant information for employees and volunteers

Our first aid box is located in:	The Main Kitchen
Our person in charge of first aid arrangements is:	

Accident Reporting

We will keep an accident book and record details therein. We will report to the enforcing authority and keep records of certain accidents to employees, volunteers and members of the public in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

Our accident report book is located in:	The Main Kitchen
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Monitoring

We will make periodic checks to ensure that our precautions remain effective and adequate. We will also ensure that any lifting, work or electrical equipment and church utilities are inspected as necessary to ensure that they remain safe. We will keep records of the checks we make.

Contractors

If we employ contractors, we make sure that they have their own health & safety policy and Public and Employers Liability Insurance by asking to see copies of the relevant documents.

Record Keeping

Our Health and Safety Risk Assessments, records and other documents are kept in	The Church Office
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Specific Arrangements

Asbestos

We will take steps to identify the presence of asbestos in our buildings and, if so, assess any risk from it. We will then implement any plan to manage that risk. We will also provide relevant information to others who might need it (for example, building contractors). We will keep records of the checks, assessments and plans we have made.

Church Buildings

We will ensure that the fabric of our buildings is regularly inspected to make sure it is safe. Defects will be repaired as soon as is practicable bearing in mind that a faculty may be required. Where necessary, temporary measures will be taken to prevent danger until permanent repairs can be made. This will include glazing

Display Screen Equipment

Where our employees and volunteers regularly use computers daily, for continuous periods of an hour or more, we will analyse workstations to identify precautions, implementing these as necessary. We will also provide information, training, eye/eyesight tests (on request) and special spectacles if needed.

Electricity

We will ensure that any electrical system, fixed machine and portable appliances is maintained so as to prevent danger. Any defective equipment will not be used until it is repaired or replaced. We will keep records of the checks made where appropriate.

Events

Where we intend to hold large or unusual services or events, we will identify any additional precautions that are necessary and implement these.

Fire

We will complete a specific risk assessment to identify what steps are necessary to prevent, detect and take in the event of a fire. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.

Heating Systems

We will ensure that any gas heating system is suitably maintained and checked annually by a competent person. Any defects found will be corrected immediately and we will keep records of the checks made.

Hazardous Substances

We only use domestic cleaning or horticultural products. We will ensure that these are stored, used and disposed of in accordance with the manufacturers' instructions taking, any necessary precautions that are specified.

Manual Handling

We will avoid the need for lifting or carrying heavy objects as far as is possible. Where this is not practical, we will make use of lifting aids (such as, trolleys) or other precautions including team lifting.

Preparation of Food

We will ensure that on those occasions when we prepare food, we use a clean and disinfected work surface, utensils and equipment. We will store food in such a way as to avoid contamination, provide hand-washing facilities and suitable arrangements for the disposal of waste.

Slips and Trips

We will implement suitable precautions to prevent slips or trips, taking account of any difficulty the frail, elderly or disabled may have in negotiating access. We will make periodic checks to ensure that floors, coverings, steps and pathways remain in good condition, free from obstruction and that any precautions (such as, hand rails or lighting) remain adequate. We will correct any defects identified, keeping records of the checks we make. We will have arrangements in place to manage pathways in winter weather.

Working at Height

Where possible we will try and avoid the need for work at height. Where this is not practicable, we will ensure that any work is properly planned to identify suitable precautions. We will make sure that these are implemented, including the provision of any training and checks to ensure the safety of any equipment used.

Work Equipment

Any work equipment (including any hand tools) we provide will be suitable, in good condition and properly maintained. Where necessary, some equipment (such as, ladders) will be regularly checked to make sure they are safe. We will keep records of any checks we make.

Working Alone

We will identify circumstances where our employees and volunteers work alone, and implement suitable precautions to ensure their safety.

3. Risk Assessment Guidance

Introduction

Risk management is something we all do, whether managing large projects or simply crossing the road. Performing a risk assessment is a way of formalising the judgements we make day in day out.

A risk assessment is a very useful tool to help think through making activities/buildings safe for children and young people. It is not supposed to be a deterrent to doing things, but rather a proactive way to make things as safe as possible, whilst bearing in mind that a level of acceptable risk is good for children and young people to experience, and is a natural part of their development.

It is not possible to have a uniformed risk assessment as each assessment will be done by different people, who will assess risk differently. The outcome of the level of risk will largely depend on the attitude of the person performing the risk assessment to risk taking - they may be risk adverse, or they may take levels of risk that others would consider unacceptable. There is much guidance available from the Health & Safety Executive in respect of Health & Safety and risk assessments.

This document aims to assist anyone who is responsible for assessing the churches activities, occurring particularly within church premises (activities off the premises will require a separate assessment). Good practice dictates that sometimes it is important to go beyond what you have to do and do what you think is right.

What is a risk assessment?

A risk assessment is a systematic examination of a building, job or activity in order that you can:

- Identify any hazard that has the potential to cause harm
- Decide if there are already enough controls in place to make the risk at an acceptable level
- Decide what further control measures you need to implement to reduce the risk to an acceptable level
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Who should do risk assessments?

Someone who is experienced and competent to do so. Being competent does not mean that you know everything there is to know about what you are assessing, in fact it can mean knowing when you need to call in an expert, for instance where electricity is concerned. Part of your risk assessment for a building for instance could be that equipment has been tested by experts. Competence can be built up with a combination of experience, knowledge and training.

When should risk assessments be done?

Risk assessments should be completed in respect of buildings annually and in respect of activities, before they start. They should be reviewed if circumstances change, or annually. It may be that if an activity is a one off, it will not be necessary to review it. It is, however, useful to keep copies of any risk assessments done as they could be a useful guide for someone completing a similar risk assessment in future.

Non-compliance

If risk assessments are non-existent or inadequate, this could have a negative impact in terms of financial and reputational risk, and in extreme cases, could involve liability. They are therefore crucial for a number of reasons, as well as most importantly, ensuring children's safety at church activities.

STEP 1: Identify the hazards

If you are assessing a building, walk around the building to identify a potential hazard, for instance, sockets may become safer if they have socket guards on them.

If you are assessing an activity, think about it step by step so that you know what is going to happen and potential risks are identified.

STEP 2: Decide who might be harmed and how

Often in assessing events involving children and young people, it will either be the children or staff that could be harmed, and sometimes both. It could also be members of the public. Give careful thought as to how each risk could affect people. Remember that the risk of harm could be physical and/or emotional.

STEP 3: Evaluate the risk and decide what precautions need to be put in place

Think about what measures are already in place and decide whether additional ones need to be put in place. Involve staff, be they employed or volunteers, and children and young people. This is a two stage process. Firstly you need to assess the likelihood of harm and secondly the severity of harm.

Stage 1 – likelihood (a)

It has been found useful to allocate a numerical value to assist in determining levels of risk. So, in terms of likelihood, it will be as follows:

1. Remote – highly unlikely
2. Unlikely - may occur rarely
3. Possible - could occur, but is uncommon

4. Likely – probable it could occur
5. Very likely – frequently occurs, more certain than not

Stage 2 - severity of harm that could be caused (b)

When deciding on a score for the severity of the outcome, try to avoid always choosing the worst-case scenario. For example, if someone tripped on a trailing cable, they could in theory fall and bang their head, experience a blood clot and end up dying, so you might be tempted to record the severity as ‘fatal’. Indeed, you may conclude that any injury could in theory be fatal. However, taking this approach will skew your risk assessment findings, and it will be very difficult to prioritise any action needed if everything ends up as a ‘high risk’. Instead, a more realistic approach is needed.

It is useful to know something about the people who are going to be involved in an activity. For instance, a young person who has a rare blood disorder that means that any slight bump could lead to clotting and possible death would be a very relevant consideration. It may be that risk assessments should be done in respect of particular individuals with additional needs or disabilities.

A helpful guide is the following in relation to severity:

1. Trivial e.g. scratch, slight bruising
2. Minor injury e.g. small cut, abrasion – first aid needed
3. An injury that would take 3 days to heal/recover from e.g. sprain
4. Major injury e.g. amputation, fracture, hospitalisation over 24 hours
5. Fatal

You then need to multiply the likelihood of harm by the severity. So for instance, if your assessment concludes that it is **possible (3)** some harm would be caused and that the severity of harm being caused would amount to a **major (4)** injury then this would make it **3 x 4 equalling 12**. You may find the matrix below helpful in arriving at your level of risk. If you consult the table below you will see that a score of 9-12 calculates as a medium risk and you should therefore implement additional controls.

	Trivial	Minor	Moderate	Serious	Fatal
Remote					
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Very likely	5	10	15	20	25

If, however, your score was 15 or over, you should not proceed with the activity before additional controls have been implemented.

Rating Bands (a x b)		
LOW RISK (1 - 8)	MEDIUM RISK (9 - 12)	HIGH RISK (15 - 25)
Continue, but review periodically to ensure controls remain effective	Continue, but implement additional reasonably practicable controls where possible and monitor regularly	-STOP THE ACTIVITY- Identify new controls. Activity must not proceed until risks are reduced to medium or low level

STEP 4: Record your findings

This is a crucial stage as it provides proof that a risk assessment was carried out. Of equal importance, it also helps to crystallise your thoughts and is a way of ensuring accountability for tasks that have been agreed as needing doing.

STEP 5: Review risk assessment and update

It is important if you have identified action points and dates by which these should be achieved, that this is checked upon and the risk assessment amended and updated. Failure to carry out control measures by the dates specified could obviously have serious ramifications were anything to happen during the identified activity.

Appendix 1

General Risk Assessment Record

Risk assessment of:

Assessor:

Date:

Overview of activity / location / equipment / conditions being assessed:

Context of the assessment:

Hazard(s) identified	Person/s affected	Existing controls (how the risk is being mitigated)	a	b	a x b	Additional controls required
Signed:				Review date:		

Risk Assessment Record

The assessor can assign values for the 'hazard severity' and 'likelihood of occurrence' on scales of 1 – 5 to aid with rating risks:

Hazard Severity (a)	Likelihood of Occurrence (b)
1 – Trivial (e.g. discomfort, scratch, slight bruising) 2 – Minor (e.g. small cut, abrasion, basic first aid need) 3 – Moderate (e.g. strain, sprain, incapacitation > 3days) 4 – Serious (e.g. fracture, amputation, hospitalisation > 24 hrs) 5 – Fatal	1 – Remote (almost never) 2 – Unlikely (occurs rarely) 3 – Possible (could occur, but uncommon) 4 – Likely (recurrent, but not frequent) 5 – Very likely (occurs frequently)

The risk rating (high, medium or low) indicates the response to be taken for the assessed risks.

	Trivial	Minor	Moderate	Serious	Fatal
Remote	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Very likely	5	10	15	20	25

Rating Bands (a x b)		
LOW RISK	MEDIUM RISK	HIGH RISK
(1 – 8)	(9 - 12)	(15 - 25)
Continue, but review periodically to ensure controls remain effective	Continue, but implement additional reasonably practicable controls where possible and monitor regularly	-STOP THE ACTIVITY- Identify new controls. Activity must not proceed until risks are reduced to medium or low level

Risk Assessment Action Plan
Action plan in respect of:

Prepared by:

Ref no.	Action to be taken, including cost	By whom	Target date	Review date	Outcome at review date
1					
2					
3					
4					
5					
6					
7					
Signed:					
Date:					

Appendix 2

Fire Risk Assessment

Organisation Name: Kirkcaldy Congregational Church	
Assessment undertaken by:	
Date:	Review Date:
Address: 61 High Street, Kirkcaldy, Fife, KY1 1LN	
Areas assessed:	

Vestibule area

Gallery area

Main Church

Large Hall

Large Hall entrance

Toilets

Offices & Stores

Kitchen

Upstairs Hall

Upstairs entrances & stairs

External areas

Other:

Describe other:

<p>Fire Risk Details</p> <p>Under Additional controls you should note the additional measures that are needed to reduce the risk to an acceptable level and record when they have been implemented.</p>	
<p>Hazards/risks/persons (existing situation)</p>	<p>Additional controls (what needs to be done) Note here the additional measures that are needed to reduce the risk to an acceptable level and record when they have been implemented</p>
<p>1. What are the fire risks? Note details of any flammable liquids, combustible materials, ignition sources and persons at risk</p>	
<p>2. Can a fire be detected in a reasonable time and people be warned? Note details of any automatic fire detection system or other means by which fire can be detected</p>	
<p>3. Can people in the building get out safely? Note details of fire exit doors, escape routes, emergency lighting and signage</p>	

<p>4. Is there adequate firefighting equipment? Note details of existing fire extinguishers, hose reels, etc.</p>	
<p>5. Do people know what to do if there is a fire? Note details of any written evacuation procedures</p>	
<p>6. Is a regular check made that firefighting equipment is in place, are people trained in its use, is it regularly maintained? Note details of existing procedures for checking and maintaining firefighting equipment and training</p>	
<p>7. What effect would a fire have on our neighbours? Note risks of spreading fire and evacuation on neighbouring premises</p>	
<p>8. Other observations</p>	