ST MARY'S CHURCH ORLINGBURY

RISK ASSESSMENT: WORKING ALONE INSIDE THE CHURCH

Those at risk: Cleaners, Flower-arrangers, Contractors, Consultants, Clergy, Church Wardens

Hazards/Risk	Existing Controls	Likelihood	Severity	Risk rating	Additional Controls
Tripping over whilst walking round the Church	Monthly maintenance check to ensure there are no hazards	1	1	1	
Falling off pews/ furniture if climbing to reach shelves etc		1	2	2	
Being locked in by a Keyholder at the end of the day	Keyholders check in Church before locking door	1	2	2	Keyholders should be reminded of risk Lights being put on or young chapel bell be rung would alert someone
Cutting, injuring oneself whilst using scissors, tools etc		1	2	2	First Aid box to be placed close to door
Threatening approach by another person with theft, damage or harm in mind		1	2	2	
Electrical shock from appliances	Regular PAT testing Quinquennial maintenance review	1	2	2	Review sockets and add child covers

Comment: The risks appear to be low. Contractors would have their own arrangements, but potential hazards must be checked regularly. People visiting on their own should be encouraged to carry a mobile telephone and to tell someone else where they are.

Date agreed by PCC: 22/11/11
Review date: November 2012

ST MARY'S CHURCH ORLINGBURY

RISK ASSESSMENT RATING

1 Likelihood

The likelihood of something happening
can be graded as:

1 = Low (seldom)
2= Medium (frequently)
3 = High (certain or near certain)

2 Severity

The severity of injury if something does
happen can be graded as:

1 = Low (minor cuts and bruises)
2 = Medium (serious injury or incapacity for 3 days or more
3 = High (fatality or number of persons injured)

3 Risk rating matrix

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            3  3  6  9

Likelihood  2  2  4  6

            1  1  2  3

               1  2  3

            Severity
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4 Risk rating

Multiply likelihood x severity to give a risk rating

1 – 2 = low priority – no action may be required
3 – 4 = medium priority – additional controls may be necessary
6 – 9 = high priority – may need to stop activity until action taken