



The Church of Scotland

Church Buildings COVID-19 Integrated Risk Assessment (V3)

It is the responsibility of every Kirk Session to ensure that there are suitable and sufficient arrangements in place to comply with health and safety legislation. Full guidance on the roles and responsibilities of Kirk Sessions towards health and safety can be found in the [Health and Safety Toolkit](#).

As the state of the pandemic alters, so does the process for Risk Assessing. Congregations will now move from a Covid-19 specific risk management approach to an integrated risk management approach. This means that Kirk Sessions must consider the risks of Covid-19 within their church buildings as part of their wider risk management and governance arrangements. Kirk Sessions should consider the online guidance, *Moving forward as a congregation*, on the Church of Scotland website. Care should be taken to select those areas most relevant to your buildings to ensure that health and safety risks are managed effectively.

Congregation	West of Nowhere
Presbytery	Scotland
Which building(s) does this risk assessment relate to?	Church and Church Hall
Name of assessor(s)	IM Jolly & G Grainger
Date	1 May 2022
Date of review	30 April 2023 (or sooner in the event of a major change in circumstance)

Hazard	Who might be harmed and how?	What Control measures already in place?	What further action do you need to take to control the risk?	Who is responsible for taking action?	When is the action needed by	Done
Infections – Covid-19	Employees, office bearers, volunteers, members of the public and contractors may contract/transmit Covid-19 when attending the church building	<ul style="list-style-type: none"> All enclosed spaces are adequately ventilated before, during and after use Cleaning and disinfection of common hand touch sites Everyone who enters the building must demonstrate good hand hygiene and use hand sanitiser provided Face covering not legally required but those attending the building will be encourage to wear one Ensure CoS Covid-19 guidance is fully implemented and complied with 	<ul style="list-style-type: none"> Review Covid-19 arrangements regularly and at least monthly Separate seating areas to allow for physical distancing may be implemented at the request of building users 	Health and Safety Administrator Health and Safety Administrator	Monthly 10/04/2022	
Asbestos	Employees, office bearers, volunteers, members of the public and contractors carrying out maintenance work. Asbestos only a risk if fibres are released into the air and inhaled	<ul style="list-style-type: none"> Asbestos management plan and systems in place to inform contractors and others who might disturb the asbestos, where it is and to ensure safe working. Partition walls in good condition and asbestos unlikely to be disturbed during normal activities. 'Danger, asbestos, do not disturb' signs posted at partition walls. Employees/office/ building bearers users told to report any accidental damage immediately. Condition of partition walls checked periodically. 	<ul style="list-style-type: none"> Record sheet to be developed to record periodic inspections and condition of areas where asbestos may be or is known to be present Asbestos register to be reviewed as part of the annual attestation of records 	Health and Safety Administrator Fabric Convener	21/06/2022 01/05/2023	
Electrical Safety	Employees, office bearers, volunteers, members of the public and contractors may get	<ul style="list-style-type: none"> All electrical installations fully inspected by appropriately 	<ul style="list-style-type: none"> Advice provided to all Hall let/Building let users 	Fabric Convener/ Hall Lets manager	01/04/2022	

	an electrical shock or burns by using faulty electrical installations or appliances	<ul style="list-style-type: none"> qualified contractor every 5 years All C1 and C2 faults fully remedied All portable electrical appliances subject to PAT Test (next tests due June 2023). Advice provided to all staff, office bearers, volunteers and building users on how to identify and report defective plugs, sockets, damaged cables etc. Defective equipment taken out of use See separate Fire Safety Risk Assessment 	<ul style="list-style-type: none"> on the safe use of electrical equipment. Personal portable electrical equipment may be used at owners own risk but this must be included in the let agreement. All C3 defects to be remedied Next fixed wire inspection due in March 2025. 	Hall Lets manager	01/04/2022
Fire Safety	Employees, office bearers, volunteers, members of the public and contractors may become trapped, may suffer effects of inhalation of smoke or burns		<ul style="list-style-type: none"> See separate Fire Safety Risk Assessment 	n/a	01/09/2022 01/02/2025 n/a
Manual Handling relating to stacking/ moving chairs	Employees, office bearers, volunteers, members of the public – back injuries from handling heavy/bulky or overly stacked chairs	<ul style="list-style-type: none"> Maximum of 6 chairs stacked at any one time Trolley used to move chairs into position 	<ul style="list-style-type: none"> Advice to be provided on the correct method of manual handling Regular spot checks to ensure that chairs are not over stacked 	Health and Safety Administrator	01/06/2022 From 01/06/2022
Spillages and inappropriately stored objects	Employees, office bearers, volunteers, members of the public may slip, trip or fall as a result of spillages or items being left on the floor/ blocking walkways	<ul style="list-style-type: none"> General good housekeeping observed at all times All areas well lit, including stairs No trailing leads or cables All work areas and communal areas to be kept clear at all times 	<ul style="list-style-type: none"> Purchase 3 new wet floor signs for use by the cleaner and let users who have responsibility for cleaning floors. 	Treasurer	10/04/2022