The Church of Scotland, Church Buildings Covid-19 Integrated Risk Assessment

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| This document is based on The Church of Scotland, Church Buildings Covid-19 Integrated Risk Assessment V3, introduced in May 2022 as a guide to churches to create an integrated risk management approach. Kirk Sessions must now consider the risks of COVID-19 within their church buildings as part of their wider risk management and governance arrangements. The Risk Assessment pro forma has been designed to help congregations identify the appropriate control measures that should be in place to protect members of the congregation, volunteers and visitors from risks associated with using the Church Buildings. It is the responsibility of xxxx Kirk Session to ensure that there are suitable and sufficient arrangements in place to comply with health and safety legislation (Health and Safety at Work Act 1974). Further guidance on the roles and responsibility of Kirk Sessions towards health and safety can be found in the Church of Scotland Health and Safety Toolkit.  |
| Congregation |  |  |
| Presbytery |  |  |
| Which building(s) does this risk assessment relate to?  | Sanctuary, Offices, including Vestry, Main Hall, Small Hall, Meeting Rooms, Linking Corridors and ancillary facilities |  |
| Name of assessor(s) |  |  |
| Date | 7 June 2022 |  |
| Date of review | 7 June 2023 (or sooner in the event of a major change in circumstance |  |
| Signature |  |  |

| **Hazard** | **Who might be harmed and how?** | **What Control measures already in place?** | **What further actions required to control risk?** | **Who is responsible for taking action** | **When is the action needed by?** | **Done** |
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| **A:** **Infections – COVID-19** | Employees, office bearers, volunteers, members of the public and contractors may contract/transmit COVID-19 when attending the Church building | 1. All enclosed spaces adequately ventilated before, during and after use.
2. Cleaning and disinfection of common hand touch sites.
3. Everyone who enters the buildings must be offered hand sanitiser to help with hand hygiene.
4. Face coverings not legally required but permitted for those who wish to wear one.
5. Ensure CoS COVID-19 guidance is fully implemented and complied with.
 | 1. Review COVID-19 arrangements and ensure compliance with CoS and Government guidelines.
2. Separate seating area in the East Transept for physical distancing at the request of building users.
 | 1. Health & Safety Administrator
2. Church Officer
 | OngoingOngoing |  |
| **B: 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. | 1. Asbestos management plan and systems in place to inform contractors and others who might disturb asbestos, where it is and to ensure safe working.
 | 1. Record sheet to be developed to record periodic inspections and condition of areas where asbestos is known to be present.
2. Asbestos register to be reviewed as part of the annual attestation of records.
 | 1. Health & Safety Administrator
2. Property Convener
 | TBC |  |
| **C: Electrical Safety** | Employees, office bearers, volunteers, members of the public and contractors may get an electrical shock or burns by using faulty electrical installations or appliances. | 1. All electrical installations fully inspected by appropriately qualified contractor every 5 years.
2. All C1 and C2 faults fully remedied.
3. All portable electrical applicates subject to PAT Test.
4. Advice provided to all staff, office bearers, volunteers and building users on how to identify and report defective plugs, sockets, damaged cables, etc
5. Defective equipment taken out of use.
 | 1. Advice provided to all Hall let/building let users on the safe use of electrical equipment.
2. Personal portable electrical equipment may be used at owners own risk but this must be included in the let agreement.
3. Next fixed wire inspection due in 24/5/2023
 | 1. Property Convener, Hall Lets Manager
2. Hall Lets Manager
3. Property Convener and Health & Safety Administrator
 | 1. Ongoing
2. Ongoing
3. Next fixed wire inspection to be arranged May 2023
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| **D: Gas Safety** | Employees, office bearers, volunteers, members of the public and contractors may be in danger from faulty gas equipment | 1. Gas appliances and pipework (ovens, hobs, boilers) inspected every 12 months by an approved a Gas Safe engineer. Safety certificate to be obtained centred on safety of supply, installed pipework, gas pressures and general safety of connected appliances.
2. Annual service conducted on boiler
3. Carbon Monoxide detectors installed within 1-2 metres of any gas fired combustion appliance such as a boiler.
 | 1&2: None - Safety inspection certificate and service report delivered by RBS Engineers – 23/11/211. Carbon Monoxide TBC
 | 1, 2 & 3: Property Convener ad Health & Safety Administrator | 1. Next safety check scheduled for November 2022
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| **E: Fire Safety** | Employees, office bearers, volunteers, members of the public and contractors may become trapped, may suffer effects of inhalation of smoke or burns | See separate Fire Safety Risk Assessment1. Annual Fire safety certificate from ASCO (last certified 6/1/22).
 | See separate Fire Safety Risk Assessment | Property Convener and Health & Safety Administrator | See separate Fire Safety Risk Assessment1. Next ASCO safety check for January 2023.
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| **F: Manual Handling relating to stacking and moving chairs** | Employees, office bearers, volunteers, members of the public and contractors – back injuries from handling heaving/bulky or overly stacked chairs or tables | 1. Maximum of 6 chairs stacked at any one time.
2. Trolley to be used to move chairs into position; chairs stacked on trolley should not exceed the height of the person who is moving the trolley and chairs.
 | 1. Advice to be provided on the correct method of manual handling.
2. Regular spot checks to ensure chairs are not over stacked.
 | 1&2: Health and Safety Administrator | Ongoing |  |
| **G: Spillages and inappropriately stored objects** | Employees, office bearers, volunteers, members of the public and contractors may slip, trip or fall as a result of spillages or items being left on the floor or blocking walkways | 1. General good housekeeping observed at all times.
2. All areas well lit, including stairs.
3. No trailing leads or cables.
4. All work areas and communal areas to be kept clear at all times.
5. Hazardous substances: suitable, safe storage of cleaning materials at all times, safe storage of any hazardous materials
 | 1, 2, 3 & 4: ongoing | 1, 2, 3 & 4: Health and Safety Administrator | Ongoing |  |
| **H: Working at height** | Employees, office bearers, volunteers, members of the public and contractors who are working at height either externally or internally. | 1. Criteria met for anyone working at height with appropriate work equipment both indoor and outdoors, especially on fragile surfaces, eg organised, carried out by a competent person, collective measures to prevent falls (ladders or platforms)
2. All equipment for working at height must be properly inspected and maintained.
 | 1&2: reviewed as required. | 1&2: Health & Safety Administrator | n/a | n/a |
| **I: Food Safety** | Employees, office bearers, volunteers, members of the public and contractors who may be impacted by food poisoning through consuming contaminated food or beverages.  | 1. Buy food from reputable suppliers.
2. Protect food from risk of contamination and preventing multiplication of bacteria which might be present in food through appropriate food storage (off the ground for dry food/beverage and refrigeration for chilled produce.
3. Ensure correct bins are in place for waste disposal.
4. Regular cleaning of kitchen.
5. Home bakers have to complete the REHIS Introduction to Food Hygiene course and a register will be kept of those individuals who have completed the trainingon behalf of the Kirk Session.
6. Restrict the use of the kitchen to no more than three designated users at any one time.
 | 1. External caterers to be responsible for their own food safety – this should be highlighted to all organisations using the Church kitchen.
 | Hall Lets Manager | Ongoing  |  |

# Any additional notes: