



**St Mark's Church**

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# Risk Assessment Policy

St Mark's Church

Broomfield Road

Sheffield

S10 2SE

Churchwarden

Signed Sue Hammersley

Date: September 25th 2023

Vicar

Signed James Oliver

Review Date September 2024

## Risk Assessment

***“The eradication or minimisation of the adverse effects of risks to which an organisation is exposed.”***

In most cases we will not be able to eradicate all risk but it's our duty when dealing with employees, volunteers and members of the public to consider possible hazards and minimise risk 'so far as is reasonably practicable'.

The Health and Safety Executive (HSE) says **"A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in your organisation."**

We are already taking steps to protect people, but further risk assessment will help us decide whether we have covered all we need to.

### **'So far as is reasonably practicable'**

This term is used regularly in risk assessment guidance and involves weighing a risk against the trouble, time and money needed to control it. The law simply expects us to do what is reasonable to make people in our care as safe as possible.

### **Risk assessment is...Ongoing**

Risk assessment is not about producing a document that gets filed away and forgotten about, it is about creating a culture where organisers and leaders, after an initial assessment, keep looking out for risks and how to minimise them.

### **Risk assessment is...a matter of judgement**

Most risk assessment is carried out based on personal judgement. There is little need for expertise or lots of training but familiarity with the activity to be undertaken and the environment in which it is being undertaken are important. It may be helpful to talk to others to learn from their knowledge and experience, and to listen to their concerns and opinions.

### **There are 3 main stages of completing a risk assessment**

1. **Identify** - consider the activity you are organising from start to finish and identify all the things that could go wrong - be as pessimistic as possible! These are the potential hazards i.e., something that can cause harm.

**A risk assessment form using the appropriate template that has been agreed by the PCC should be completed if a hazard or risk of injury or ill health is identified which requires further actions to be taken to mitigate that risk.**

Anyone should be able to complete the standard risk assessment template but it may be that the organiser is helped by someone with more experience particularly if they are unfamiliar with the environment, or where specialist equipment is being used. Always use your judgement as to whether you need to seek more expert help.

Completed Risk Assessments are stored on the Shared Drive under Risk Assessments.



Parish of St Mark, Broomhill and Broomhall

**Activity risk assessment**

Activity:  
Location: Church

Date of first Risk Assessment:  
Date/Time/Frequency:

Named responsible person:

Date to be reviewed:

Signature of responsible person:

Date signed:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done

Signatures:  
Date:

Please return the completed form to: [office@stmarkssheffield.co.uk](mailto:office@stmarkssheffield.co.uk)

**2. Evaluate** – Evaluate the risk using the following **Risk assessment calculator**

You need to grade both the likelihood and severity from 1 to 3. The grades are then multiplied together to give a risk rating.

**Likelihood** - the likelihood of something happening can be graded as:

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

**Severity** - the severity of injury if something does happen can be graded as:

- 1. = **Low (minor cuts and bruises)**
- 2. = **Medium (serious injury or incapacitated for 3 days or more)**
- 3. = **High (fatality or a number of persons seriously injured).**

3	3	6	9
2	2	4	6
1	1	2	3
-	1	2	3

Likelihood

## Severity

The implementation of additional controls to minimise risk can then be prioritised as follows:

### **Risk rating:**

1 – 2 = low priority - no action at all may be required

3 – 4 = medium priority - additional control measures may be required or a different method of working adopted

6– 9 = high priority - it may be necessary to stop the particular activity, or restrict access until action has been taken

3. **Control** - what control measures already exist and what needs to take place to minimise the risk. As part of this, it is important that:
  - Appropriate action is taken following a risk assessment to minimise risk. This may include training, removing or reducing a hazard, using specialised providers.
  - Sharing of key information with other helpers or staff involved in the activity.
  - General on-going assessment of risks throughout the activity as circumstances often change.

### **Risk assessments should be...Recorded i.e., stored in an appropriate place**

Only where five or more people are employed, is there a legal requirement to **record** the significant findings of the risk assessment. We meet that criteria and we use volunteers and welcome in members of the public, so it is recommended that written risk assessments are produced irrespective of the number of employees.

- We should ask organisers or group leaders of users of our premises to complete a risk assessment using the St Mark's template or their own organisations form.
- It should not be a lengthy exercise but 'short and sweet'!
- This process probably should include users of outdoor areas for games etc.
- If activities for each group do not change from month to month, one form will be valid as a standard generic document. It should be reviewed annually.
- If external groups that hire rooms refuse to supply a risk assessment, using our form or their own, this should be clearly documented on the booking form.

Completed risk assessments should be sent to [office@stmarkssheffield.co.uk](mailto:office@stmarkssheffield.co.uk) to be stored on the shared drive of St Mark's Church Team Site under Risk Assessments.

### **Risk assessments should be... Reviewed**

It is important to learn from any incidents that occur and update the risk assessment document where appropriate.

## Further Information

- Sheffield Diocesan safeguarding Team has worked with St Peter's College to design online guidance for churches on activity risk assessment including a 90 minute learning section which can be undertaken by anyone who registers.  
[www.stpeterscollege.org.uk/risk-assessment](http://www.stpeterscollege.org.uk/risk-assessment)
- Ecclesiastical Insurance offers guidance and examples of risk assessment  
<https://www.ecclesiastical.com/documents/risk-assessment-guidance.pdf>
- Health and Safety Executive <https://www.hse.gov.uk>

Updated by Shan Rush 23.09.23