

Risk



# St Mark's Church

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Living   Thinking   Loving   Faith

## Assessment Policy

St Mark's Church

Broomfield Road

Sheffield

S10 2SE

Signed

Vicar: In vacancy

Churchwarden: James Oliver

Date: 16 September 2024

Review Date September 2025

## Risk Assessment

As an employer of five or more people, St Mark's is required by law to protect our employees, and others, from harm whilst working, worshipping or hiring the buildings or the green.

Much of our risk assessment is based on informed judgement and reference to appropriate guidance however we have a legal requirement to **record** the significant findings of all risk assessments.

We are a large church with more than 5 employees, volunteers and we welcome in members of the public who undertake diverse activities.

Our aim is to minimise the chances of anybody getting hurt or causing damage to property or equipment.

A church warden will complete an annual risk assessment of the building and green, noting:

- anything that might cause harm.
- how accidents might happen and how serious they might be
- existing precautions in place and any additional ones we could take
- ways in which we could potentially eliminate the risk completely

(use Ecclesiastical risk assessment for a large church at [ecclesiastical.com](http://ecclesiastical.com))

For any areas they are unable to complete, they will seek specialist assistance from other members of the team (i.e caretaker, cleaner, clergy, operations co-ordinator) or external advisors i.e fire safety officer.

Hazards presented by specific activities such as worship, baptisms, weddings, funerals, children's activities, school visits, lunch club, coffee morning, festivals, concerts and fetes will be assessed by the person responsible for co-ordinating the activity by asking organisers or group leaders using our premises to complete a risk assessment using the St Mark's template, their own organisations form or by writing down their assessment.

Once completed, assessments will be shared with relevant employees and volunteers, including new people who join teams.

Actions identified to reduce risk will be actioned and the risk assessment updated to reflect changes.

Request for a risk assessment will be sent out by the Operations co-ordinator with the booking form to members of the public and members of the congregation requesting to book the building or the outdoor space.

- See attached document "Risk assessment and public liability insurance"

- The risk assessment should not be a lengthy exercise but 'short and sweet'!
- 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.

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.

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.

### **Accident recording**

Incidents or accidents occurring on St Mark's property or land should be recorded in the accident / incident book which can be found in the pocket below the notice board just before the doors to enter church.

Details of the accident or incident should include:

- Name and contact details of the person(s) or equipment involved
- Date, time and location of the accident
- Any injuries suffered
- Details of any medical or other intervention required

Any incidents received by e-mail or letter should be included in the accident book.

Incidents will be reviewed as they are reported to determine if immediate action is required to reduce risk of recurrence.

The book will be reviewed annually to identify any recurring incidents so steps can be taken in future to eliminate or reduce the risk.

**Shan Rush 05/09/24**

## **RISK ASSESSMENT AND PUBLIC LIABILITY INSURANCE**

Dear

Thank you for booking St Mark's. In order to comply with health and safety regulations, we are asking for a simple risk assessment to be undertaken for all events booked using our building and land. You can do this using your own organisations risk assessment, the template attached or by writing down your assessment.

Please keep it simple and answer the following questions which will help you and us to identify sensible precautions that can be taken to reduce risk.

- When and what is the event you are booking for?
- Who is co-ordinating the event?
- What are the potential hazards at the event?
- How likely is it that someone could come to harm during the event?
- What measures are already in place so that harm is unlikely?
- Where the risk of harm is significant, what actions or steps need to be taken to reduce the risk?

As a minimum, you should consider

- Safety of children or vulnerable adults
- Fire risk
- Evacuation of the building in the event of fire or threat
- Food preparation and allergies if refreshments are being served
- Arrangements for first aid and dealing with an accident

Your assessment should be returned to the Church Office with your booking form.

If you are a regular user of the church, your risk assessment should be reviewed annually and updated considering any incidents or new hazards identified.

### **Reporting accidents or incidents**

If an incident occurs whilst you are on St Mark's premises or land, please complete the accident / incident book or e-mail our office [office@stmarkssheffield.co.uk](mailto:office@stmarkssheffield.co.uk) with details of the date, time and location of the incident, who was involved and their contact details, what happened and whether the person suffered any injury or if damage to the property occurred, details of any medical attention needed. This will help us to identify recurring incidents and take steps in future to keep risks down.

### **Public liability Insurance**

St Mark's insurance does not cover groups from outside the church for public liability insurance. Please check your organisations insurance or your household insurance extends to covering the event you are planning. Events organised through the church should seek the approval of the PCC.

***Shan Rush 05/09/24***

## **Risk Assessment – supporting information for training**

***“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: \_\_\_\_\_ Date of first Risk Assessment: \_\_\_\_\_  
 Location: Church \_\_\_\_\_ 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

Severity

Likelihood

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. This is done through accident and incident reporting.

## 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 05.09.24