

Torrington Methodist Church Risk Register

29/01/2023

Severity	
Minor	Bruising Cuts and abrasions Minor burn Allergies Minor ill health
Major	Fractures Unconsciousness Major burn Any injury requiring a Casualty visit
Severe	Loss of limb or eye Any injury requiring a Hospital stay Fatality

Frequency	
Frequent	< 1 per month
Possible	< 1 per year
Unlikely	< 1 per 10 years
Improbable	< 1 per 50 years

	Frequent	Possible	Unlikely	Improbable
Severe	High	High	Medium	Low
Major	High	Medium	Low	Low
Minor	Medium	Low	Low	Low

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Area	Hazard	Severity	Frequency	Risk	Mitigation
Fire	Electrical Fault starts fire	Severe	Unlikely	Medium	Tested Nov 2021. PAT test portable appliances every other year. Hire agreement to cover equipment brought in. Full electrical inspection every 5 years. Due May 2024
	Candles / naked flames start fire	Minor	Possible	Low	Fire training – Risk assess special events individually – Keep greenery damp.
	Smoking starts fire	Minor	Unlikely	Low	Smoking now illegal inside.
	Inadequate warning of fire	Severe	Unlikely	Medium	Smoke detector and alarm installed throughout building. Services have stewards on duty.
	Fire system does not work	Severe	Unlikely	Medium	Call point tested most weeks. External company (M&E) to do 3 monthly check.
	Escape route not clear or blocked, impeding evacuation	Severe	Possible	High	Escape routes checked for obstructions. Check signage annually.
	Inadequate evacuation capacity	Severe	Unlikely	Medium	Report available assessing evacuation capacity. Evacuation plan in place.
	Blocked heaters starting fire	Severe	Unlikely	Medium	Fire training.
	Disabilities (Sight, hearing or mobility) impeding evacuation	Severe	Unlikely	Medium	Building has disabled access. Evacuation plan in place. Training for stewards etc.
	Use of wrong Extinguisher putting user at risk	Major	Unlikely	Low	Fire training
	Fire extinguisher faulty	Major	Possible	Medium	Annual check by external Fire company
	Smoke inhalation	Severe	Unlikely	Medium	Chairs comply with fire safety regs.
	Correct extinguisher not available	Minor	Possible	Low	Extinguisher availability in accordance with Fire Officer recommendations.
	Failure of emergency lights	Severe	Unlikely	Medium	Check every month and 1 hour test every year.

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Area	Risk	Severity	Frequency	Risk	Mitigation
Fire	Inadequate emergency lights	Severe	Improbable	Low	Checked to be adequate.
	Gas fire or explosion	Severe	Unlikely	Medium	Boiler checked annually. No gas hob or oven.
	Highly combustible materials spread fire rapidly	Severe	Possible	High	Chairs comply with fire safety regs. Paint & other non regular use items to be kept in shed. Cleaning materials to be kept in cupboard.

Trip & Fall	Trailing cables	Major	Unlikely	Low	Avoid running across flat floor. Follow walls, steps, etc where possible. Tape cables to floor or cover with cable mat.
	Loose carpet/lino	Major	Unlikely	Low	Check every year during Schedule A inspection.
	Ramps	Major	Unlikely	Low	Check every year during Schedule A inspection.
	Steps	Major	Unlikely	Low	Erect warning signs, Check every year during Schedule A inspection.
	Chairs (Narrow gaps)	Major	Unlikely	Low	Also a fire evacuation risk. Include in fire training.
	Working alone	Major	Unlikely	Low	Prepare work instructions as required
	Poor storage	Major	Unlikely	Low	Check every year during Schedule A inspection.
	External Paths	Major	Unlikely	Low	Check every year during Schedule A inspection.

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Area	Risk	Severity	Frequency	Risk	Mitigation
Lifting	Storage difficult to access (eg. too high) resulting in injury	Minor	Possible	Low	Provide step ladder where appropriate and display working at height poster.
	Heavy items cause injury	Minor	Unlikely	Low	Prepare work instruction if required
	Bulky items cause injury	Minor	Unlikely	Low	Prepare work instruction if required

Maintenance	Ladders, fall from height	Severe	Unlikely	Medium	Signage by ladders. Training
	Ladders, drop items	Severe	Unlikely	Medium	Signage by ladders. Training
	Electrical, risk of shock	Severe	Unlikely	Medium	Only qualified electricians to undertake electrical work on infrastructure. Inspect for damage.
	Contractors	Severe	Unlikely	Medium	Always to be accompanied by a responsible person.
	Cleaning, COSHH	Major	Unlikely	Low	Report available. Typically household items
	Cleaning/condensation, slip hazards	Major	Unlikely	Low	Mainly carpet or non slip lino. Wet floor signage is available
	Power tools	Major	Unlikely	Low	Create Work instruction if required
	Walls and fences	Severe	Improbable	Low	Check every year during Schedule A inspection.
	Asbestos	Major	Unlikely	Low	Refurb work should have removed any asbestos. Low risk.

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General	First Aider not available	Severe	Possible	High	Train more first aiders ?
	Adequate first aid kit not available	Minor	Possible	Low	First Aid kits available.
	Children at risk	Major	Possible	Medium	Anthea Sussex is our Safeguarding Officer. Key people are trained. Safeguarding information available.
	Special events (eg. Christmas, easter, panto, concerts)	To be assessed on a case by case basis			Specific risk assessment to be carried out if required.
	Pandemic	Severe	Possible	High	Specific risk assessment to be carried out as required.
	Use of computer	Minor	Possible	Low	Generally not used for long periods
	Hirers unaware of building risks	Major	Unlikely	Low	H&S covered in hire agreement
Off Church premises	Visiting people alone who may be a risk to health and safety	Major	Unlikely	Low	Produce Guidance leaflet.
	Evening (Dark) visits	Major	Unlikely	Low	Produce Guidance leaflet.
	Visiting vulnerable people	Minor	Unlikely	Low	Issue not injury, but potential false allegations.

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Area	Risk	Severity	Frequency	Risk Level	Mitigation
Food Preparation	Storage, fridge temperature	Severe	Unlikely	Medium	Fridge & Freezer have thermometers. To be checked and recorded each time kitchen is used for food.
	Storage, labelling missing or incorrect	Severe	Unlikely	Medium	To be checked as a minimum during Schedule A inspection.
	Cleanliness & Hygiene	Severe	Unlikely	Medium	“Safer Food, Better Business” folder in ground floor kitchen. Training certificates up to date Local authority to be notified if more than once a month.
	Fire	Major	Unlikely	Low	Fire training to be organised.
	Burns	Minor	Possible	Low	First aid training – Kitchen first aid kit.
	Allergies	Severe	Unlikely	Medium	First aider present ? Notice displayed asking people to notify if they have any allergies
	Scolding	Minor	Possible	Low	Heated by central boiler.