

**St Ursula's Church, Berne**  
**Risk Assessment - Buildings**  
**(for a general area that applies to many activities)**

**Full Assessment / Review Carried Out:**

**Small Change Made:**

On:	By:	Approved On:
2018-06-09	Hector Davie & Tricia Carrick	
2019-10-27	Martin Browne	
2022-12-05	Martin Browne & Susan Higson	2023-02-07

On:	By:	Description of Change
2023-06-05	Tricia Carrick	Use new template (no content changes)

<b>Assessment to be reviewed:</b>	December 2025
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**Summary**

*Currently free-format – add lines and columns as necessary  
 (Can identify areas of concern, actions to be taken, or anything else that needs to be highlighted)*

**Notes:**

1. This assessment will be (partly) revised whenever a topic is identified.  
 In addition, a full review will be undertaken every 3 years.

## 1. Church

What could cause harm?	Existing precautions in place	Additional precautions required	Responsible
<b>Trip Points</b>			
Between entrance porch and sidesperson's cubicle	Marked with black and yellow tape		Churchwarden
Worn or unfixed carpet edges, rugs and doormats	Carpets are in good condition and well fixed	Inspect periodically	Churchwarden
Heating grilles	Two are provided with carpeted covers and the covers are level with the floor		Churchwarden
Trailing wires, cables or leads	Microphone cables are run vertically from floor sockets Power cables are short, high up or covered	For special events, care needs to be taken and reported. Brightly coloured tape should be available.	TCom
Poor lighting	The lighting in the church has been reviewed and new lights fitted		TCom
Missing or defective handrails	Two handrails for the sanctuary		
Variation in the level of floors (entrance)	Yellow marking	Inspect and review periodically	Churchwarden
Variation in the level of floors (step to vestry)	Users know about it	No actions possible	
<b>Slips</b>			
Smooth floor surfaces	None! Carpet in aisle and sanctuary		
Walk-in contaminant from adverse weather (for example, mud, rainwater, etc.)	Matting provided in entrance porch	Sidesperson, or person in charge at an event, to ensure the entrance is not slippery	Sidesperson, Event coordinator

What could cause harm?	Existing precautions in place	Additional precautions required	Responsible
<b>Knocks</b>			
Open windows	None	Tell people who open windows to push them back against the wall. Possibly attach cushioned corners	
Falling chandeliers	Occasional (ad hoc) inspections	Install a regular inspection mechanism – TCom to recommend	
Book shelves at back of church (at "head" height)		The risk is low, but the shelves must not be overloaded	
Possibility of pole for lowering projector screen falling	Secured on hook	Low risk. No additional precautions needed	
<b>Falls from Height</b>			
When changing lightbulbs	"Chandeliers" can be lowered; Stepladder available for qualified users	1. Make periodic checks of stepladder. 2. Nobody can use the ladder without a second person present	
When putting up decorations or displays	Stepladder available for qualified users. Appropriate equipment provided for reaching high places	1. Make periodic checks of stepladder. 2. Nobody can use the ladder without a second person present	
When using trapdoor in vestry	Only authorised and trained people are allowed access (vestry locked)		
From roof space	Only authorised and trained people are allowed access (vestry locked)	Install guardrail	TCom
<b>Fire</b>			
Access to Fire exits	Chairs are fastened together	Fire risk assessment by the local fire service. Then take appropriate action. Check number of chairs allowed to be fastened	TCom, SH

What could cause harm?	Existing precautions in place	Additional precautions required	Responsible
Signs for Fire Exits	Signs have been mounted		
No emergency lighting	None	To be considered	Council
Portable heater used by organist	Only plugged in during services and practices. Always unplugged when not in use		
Ignorance of location of fire extinguishers	None	Instruction of relevant people – council, sidespersons etc. And those using the church – add to information sheet.	Council
Candles in porch - Could cause a building fire - Could ignite clothing	Place candles in corners or on ledges. Only lit during services and extinguished afterwards.	Only use tea-lights and no other combustible materials present. Instruct sidesperson.	
Candles in sanctuary	Only lit during services when people are present. Those wearing vestments are warned to take care.	special care to be taken if children present	Clergy and sidesperson
<b>Electricity</b>			
Church wiring	All has been replaced in 2017. Regular inspections are compulsory every 10 years	Ensure regular inspections take place	TCom
Faulty extension cables	Inspected before use	Check periodically and remove faulty cables, as they are accessible to all	TCom
Faulty appliances - organ - sound system - projection system - vacuum cleaner		Implement formal checks of equipment to be carried by a competent person. Records of inspections to be kept. To be included in TCom reports	TCom
<b>Glazing</b>			

What could cause harm?	Existing precautions in place	Additional precautions required	Responsible
Non-safety glass in doors in vestibule		Consider replacement	TCom
Non-safety glass in windows	Windows are high up so unlikely to cause harm.	any broken windows can be replaced with safety glass on an ongoing basis	
<b>Manual Handling</b>			
Moving the piano	It has castors	2 people to move it	
Moving altar, ambo, flower stands etc	They're not heavy. Appropriate number of people to do this		
Stacking chairs	Only done by experienced people	Supervision needed if inexperienced people involved	

## 2. Church Halls (Upper Hall, Lower Hall and Outer Office)

What could cause harm?	Existing precautions in place	Additional precautions required	Responsible
<b>Trips</b>			
Worn or unfixed carpet edges, rugs and doormats	No carpets		
Trailing wires, cables or leads	Always supervised – only put out during events	1. More power sockets would reduce the need for extension cables. However, this is unlikely. 2. TCom to put in the extension cables and assess electrical requirements at events. They tape down the cables	
Poor lighting – lighting switches not easily found	Lighting switches labelled in upper hall.		TCom
Unguarded stairs	Plexiglas sides mounted in most places. Plastic chain to discourage people from going upstairs.	Complete the Plexiglas sides. ?? Fill in the riser spaces ?? ?? Fit child-safe stair gates ?? But stair gates would only cause further hazards	TCom
Missing or defective handrails	All handrails are in good condition		
Variations in the level of floors	No significant variations		
Access to attic has steps	None – assume common sense	Could provide a handrail. But attics are not particularly unsafe	
Access to downstairs storage room (former coal cellar) has steps	None – assume common sense	Could provide a handrail.	
<b>Slips</b>			

What could cause harm?	Existing precautions in place	Additional precautions required	Responsible
Smooth floor surface	None. Floors are parquet or tiles		
Walk-in contaminant from adverse weather (for example, mud, rainwater, etc.)	Matting provided in entrance porch	Events person in charge to ensure that the hall is not slippery. Excess water or leaves to be swept away	Event coordinator
<b>Knocks</b>			
Open windows	None	Tell people who open windows to push them back. Possibly attach cushioned corners.	
Walking into furniture	None. Rely on normal human common sense	do not place furniture too close together	
Book table shelves at child head height	These are no longer used		
Overbalancing stacked chairs	None. Rely on common sense	Put up a notice defining the maximum number of chairs to be stacked.	Churchwarden
<b>Falls from Height</b>			
When changing lightbulbs	Stepladder available for qualified users	Make periodic checks of stepladder. Nobody can use the ladder without a second person present	TCom
When putting up decorations or displays	Stepladder available for qualified users	Make periodic checks of stepladder. Nobody can use the ladder without a second person present	TCom
Fall from window of upper hall	Bars installed outside the windows. Parents and teachers discourage children from climbing over the bars.		

What could cause harm?	Existing precautions in place	Additional precautions required	Responsible
Bookcases for booksales - children climbing on them - could break.	Notices prominently displayed to warn people. Many now locked in house cellar. They are under observation at sales	Improve stability of the bookcases	TCom
Falls when opening windows in outer office. Windows are high.	None. Very unlikely risk		
<b>Fire</b>			
GVB allow only 50 people per hall, this is a risk by events with more than 50 people	None	Tcom are looking with GVB to see what we can do to increase the permitted number. Consider extra exits	TCom
Signs for Fire Exits	None	Signs for Fire Exits	Council
Emergency lighting	None	To be considered – wait for recommendations from GVB	Council
Ignorance of location of fire extinguishers	None	Instruction of relevant people – council etc. And those using the halls – add to information sheet.	Council
<b>Electricity</b>			
Wiring	All has been inspected in 2017. Regular inspections are compulsory every 10 years.	Periodic inspections. Keep a note (where?) of the dates of the inspections. TCom to include the inspections in their reports to council	TCom and Council
Faulty appliances - Projector - Vacuum Cleaner		Implement formal checks of equipment to be carried out by a competent person. Records of inspections to be kept. TCom to	TCom and Council



What could cause harm?	Existing precautions in place	Additional precautions required	Responsible
		include the inspections in their reports to council	
<b>Glazing</b>			
Non-safety glass in hall door		To be checked – is it safety glass?	TCom
Non-safety glass in windows		To be checked – is it safety glass?	TCom
<b>Manual Handling</b>			
Moving tables	2 people per table	in long term, replace with klappische with wheels	
Stacking chairs		require instruction regarding max number of chairs per stack	
Carrying things up and down stairs		only people capable of doing this safely should do it. How to monitor?	
<b>Other</b>			
Ignorance about location of first aid materials	Trained first-aiders know where they are.	Put sign in hall indicating where it is	Office
Attics and “previous coal cellar” are basically unsafe	They are locked and keys only accessible to certain people.		
Office Equipment e.g. guillotine, stapler	Door to outer office is locked – key is too high for children to reach. Children and young people only allowed in under supervision.		

### 3. Garage and Storage Room

What could cause harm?	Existing precautions in place	Additional precautions required	Responsible
<b>Trips</b>			
Uneven floors / steps. Getting from the hall to / from the garage has high thresholds.	None		
Poor lighting	Lighting is adequate, but it is difficult to find the switch	Consider moving the light switches to a more convenient place. Or Install a motion detected lamp	
<b>Slips</b>			
<b>Knocks</b>			
Garage door opening outwards		Consider an acoustic alarm	TCom
Something falling		Reconsider storage concept	
<b>Work Equipment</b>			
Dangerous tools	Restricted access. Most tools now kept in TCom locked room	Lock them away!	
<b>Electricity</b>			
Freezer			
<b>Fire</b>			
No fire exits		Fire exit is out of the garage	
Flammable materials stored		regular clean up days to ensure only store what we need, and safely	
In general children should be kept out of the garage. Access only by TCom and responsible adults			

#### 4. Outside

What could cause harm?	Existing precautions in place	Additional precautions required	Responsible
<b>Trips</b>			
Uneven footpaths / damaged stones or slabs	Periodically checked and replaced if needed	See garden assessment	
Damaged steps	Periodically checked and replaced if needed	See garden assessment	
Defective handrails	The only handrail is by the entrance from car parking – currently in good condition.	See garden assessment	
Poor lighting	Is all OK – checked regularly	See garden assessment	
<b>Slips</b>			
Snow and ice	Shovels and brushes and salt easily available.	Need to make sure someone is responsible for keeping the equipment (and salt!) available. See garden assessment	G
Accumulations of wet leaves	Clear with besom.	See garden assessment	CW & All
Slope from church to hall is potentially hazardous to children on wheeled toys	None	Warn their parents to supervise them! See garden assessment	Chaplain. CW
<b>Knocks</b>			
Walking into something	None. Assume common sense	See garden assessment	
<b>Falls from Height</b>			
Access requiring the use of ladders (e.g. clearing gutters)	Good ladder available. Only used by experienced people.	See garden assessment	
Well in front of lower hall windows (east side)	Railed off with effective railing Planting (briars etc) designed to	See garden assessment	

	discourage children from misusing railings.		
Steep access to garage	Garage not used by motor vehicles	Handrail (and possibly steps) for pedestrians Nothing has happened to now. Cars only park at the top. Low risk and limited options	
<b>Car Park</b>			
Access to/Exit from Parking is awkward		Replace the reflective markers. Better lighting or markers would be good	
Poor lighting		Check periodically Consider installing more lighting.	
<b>Work Equipment</b>			
Defective or poorly maintained power tools (lawnmowers, hedge trimmers, etc.).	Periodically checked	Records of checks to be kept. Tools locked in shed, but not maintained as far as we know. Need to review this in more detail	G, CW
Hazardous, defective or poorly maintained gardening hand tools.	Helpers only allowed to use tools they can handle safely	See garden assessment	
<b>Trees</b>			
Damaged or diseased trees	Regular inspections	Next inspection to be recorded in the church calendar	Administrator
Falling branches	Regular inspections	Next inspection to be recorded in the church calendar	Administrator
<b>Electricity</b>			

Defect in outside floodlights	Floodlights enclosed. Circuit breaker installed	None	
Power sockets	One socket by vestry		
<b>Other</b>			
Children running on to street	Gate on main road is permanently locked. The grounds are fenced with only 2 gates.	Parental supervision when children are outside. Parents should be informed. See garden assessment	CW and/or Chaplain