

APPENDIX 1 – example page of Risk Assessment Form

Church:
Risk assessment carried out by:
Date:

1. Area	2. Hazards	3. People at risk	4. Risk			5. Controls
			L	M	H	
Vestry	Candles – fire risk, burns risk	All, especially children and young people		X		Monitor candles; ensure children not left unsupervised; place candles securely and safely; snuff candles out at end of day.
Progress/Date completed: Training given to volunteers and staff July 2011, annual refresher day diaried. Responsibility – PCC.						
	Filing cabinet with papers – fire risk, loss/theft of important documents	n/a	X			Check status of documents; lock or move the cabinet; remove any papers of worth/value
Progress/Date completed: Documents checked and sorted. Cabinet now kept locked. July 2011. Responsibility of Churchwardens.						
	Flammable material (papers) – risk of fire, loss of (valuable?) documents	All	X			Ensure all highly valuable docs are copied/backed up
Progress/Date completed: Loose papers removed. July 2011. Responsibility of Churchwardens.						
	Steps – trip and slip hazard	Vestry users – clergy etc	X			Take care when navigating Vestry wherever possible
Progress/Date completed: Cracked step repaired and visibility strips applied August 2011.						