

GENERAL RISK ASSESSMENT

Site:	St Paul's Church	St Paul's Church, Hamble Rd, Oadby, LE2 4NX	Date:	28/04/2026
Area:	Church and Barnabas Centre			

Process / Item	Associated Hazards	Hazardous Events	Likelihood L/M/H	Consequence L/M/H	Risk Ranking	Action to Control Risk
Electrical and gas equipment and fire hazards.	Faulty equipment, dangerous practices using equipment. Use of barbeques, candles.	Fire, explosion, smoke, burns.	L	H	2	See specific fire risk assessment, reviewed annually. Specific safety checks, maintenance and procedures as detailed. Buckets of water or fire extinguishers put close to barbeques and burning candles. Smoking banned on premises.
Use of church buildings and Barnabas Centre by congregation and other users.	Lack of knowledge of the building and its layout, potential hazards, first aid and safety regulations.	Unsafe practices.	M	M	2	Leaders and leaders of groups using the church buildings and Barnabas Centre to be made aware of the health and safety policy, fire safety, lettings policy and procedures, risk assessments and their obligations for safe usage of the premises. Provision of maintained first aid kits.
Use of the carpark.	Moving cars.	Injury to pedestrians.	L	M	3	Parents responsible for supervising their children in this area. Cars not to be parked in carpark or allowed to move while the carpark area is used for an activity like barbeques.
Maintenance of the church buildings and Barnabas Centre.	Leaking roof, uneven surfaces, obstructions to exits, defective doors & windows and other parts of building.	Slips, trips, falls, injuries.	L	M	3	Repairs and maintenance work carried out as soon as issue has been identified. Defective equipment removed and replaced. Exits kept clear of furniture and debris. Regular checks on building for signs of a problem. Floors and paths checked for trip hazards.

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Contractors working.	Lack of knowledge of the building and its layout and potential hazards.	Disturb asbestos. Improper use of equipment. Dust and dirt created by work. Ladders & trip hazards.	L	M	2	Contractors to be warned of risks where relevant e.g., of low-risk asbestos in chimney flue and roof tiles, and reminded of their obligations for safe working practices, and Employers Liability insurance. Arrange work when premises empty where possible.
Volunteers working on church maintenance.	Use of ladders. Use of tools & equipment.	Falling from ladders. Accident involving tools or equipment.	M	H	1	Volunteers reminded to take responsibility for their own safety, and take precautionary measures to reduce risks Only use equipment they are familiar with and competent using. Use PPE as needed.
Accidents and injuries on church premises.	Uneven surfaces, electrical & gas appliances, broken equipment.	Trips and falls, cuts, bruises, burns, and other injuries.	L	M	3	First aid boxes and accident record books in both buildings, serious accident book and recording. Monitoring of incidents. Regular safety checks and maintenance. Remove or repair faulty / broken equipment
Heating and water systems.	Gas leaks, water & sewage leaks & legionella.	Explosion, hazardous waste, water, legionellosis.	L	H	3	Regularly serviced and maintained heating systems, Regular water systems checks to prevent legionella build up, and remedial works. Regular maintenance and repair work. Carbon Monoxide alarms
Electrical equipment and cables.	Electrical faults and hazards. Damaged equipment.	Electrical shock, fire, tripping hazards.	M	M	2	Electrical equipment is kept clean and in good repair, and regularly PAT tested. All cables are out of the way next to walls/behind chairs/music stands. Wires across pathways in regular use are taped down or covered with a mat to prevent tripping. All cables are uncoiled when in use and checked regularly for heat/damage. Users to check equipment before use.

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Accessible toilets.	Storage of equipment. Alarms not working.	Obstruction to wheelchair and disabled users. Falls or difficulties by users.	L	H	3	No equipment to be stored in accessible toilets. Regular checks and testing of distress alarms. Designated persons to respond to alarms.
Safeguarding & child protection.	Children and vulnerable adults harmed by others.	Physical, emotional, sexual abuse, neglect, financial, domestic, organisational and discriminatory abuse, and self-neglect.	M	H	2	Safeguarding policy and procedures in place. Leaders and leaders of groups from the church made aware of contact persons and procedures. Regular DBS checks and safeguarding training for leaders and volunteer helpers working with children and vulnerable adults. Other volunteers not left alone with a child unless a family or well-known family friend. Parents or carers requested to assist with toileting needs of young children wherever possible. Permission to be obtained from adults and guardians of children under 18 before taking photographs, and before using photographs for publicity or on websites or social media, and for trips and when left with groups unsupervised by guardians.
Manual handling and lifting.	Injuries from stacking or moving chairs and tables, carrying heavy equipment.	Back injuries, slipping, falling, hand & foot injuries.	M	L	3	Use of trolley for heavy equipment e.g., Stacks of chairs. Stacks of chairs maximum of 6 chairs high. 2 or more persons to carry heavy items, and individuals reminded to only carry what they feel comfortable doing so.

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Cleaning of church premises.	Storage of cleaning substances. Wet floors and surfaces, trailing cables, reaching heights.	Harm by cleaning substances, slipping, tripping, falling.	M	L	3	Cleaning substances are to be kept in high level cupboards when not in use. Main cleaning to take place when buildings are not in use. Warnings to be given for wet surfaces, especially floors, and for trailing cables. Protective gloves & clothing to be worn when cleaning. Use only domestic products. Avoid working from heights where possible.
Storage of equipment.	Obstructions in boiler room cupboards.	Air filter of church boiler obstructed. Lack of access to electric meters.	M	H	2	No equipment to be stored leaning against the rear of the church boiler room cupboard. No easily combustible items to be stored near the boilers. Access must be easily gained to the electric meters.
Food and drink preparation.	Lack of food hygiene awareness. Unsafe use of urn, kettles, hot water. Allergies.	Burns from hot liquids, unsafe food handling, contaminated foods, allergic reactions. Cuts from knives.	L	M	3	Users of the kitchens reminded to clean and disinfect work surfaces. Follow safety procedures for use of urn, coffee machine, kettles and hot water. Hot drinks served from the hatches, and less able older people assisted with carrying drinks to a seat where possible. Wrap and store food safely according to manufactures instructions or according to the item requirements. Fridges regularly cleaned and temperature checked. Food hygiene regulations should be adhered to when preparing food. Users of the premises are responsible for their own diets. If food is available, labels to be on any that are suitable for special diets or contain allergens. Gluten free bread or wafers available for those who need them. Where served by intinction, gluten free administered first. Store sharp utensils safely.

Process / Item	Associated Hazards	Hazardous Events	Likelihood L/M/H	Consequence L/M/H	Risk Ranking	Action to Control Risk
Elderly people's groups	Health and care needs	Person becomes ill or has an accident	M	M/H	3	Elderly people attending groups are encouraged to have next of kin contact details and medical information needed by emergency services with them in case it is needed.
Working at height	Injury and accident	Falls from heights and ladders. Ladders and stepladders falling in use. Dropping things on those below	M	H	1	Check ladders and stepladders for damage before use. Use appropriate equipment. Ladders, towers etc Avoid use of ladders if possible. Use extendable tools if appropriate. Check ladders sited correctly and safely. Avoid overstretching from ladders. No lone working. Fence off areas where work taking place as appropriate. Separate working at heights policy.
Accessing inappropriate content on church Wi-Fi	Mental distress	Mental distress	L	L	3	Wi-Fi is password protected. Internet use policy. Under 18's have to have parental consent.

CHILDREN & YOUTH ACTIVITIES

Process / Item	Associated Hazards	Hazardous Events	Likelihood L/M/H	Consequence L/M/H	Risk Ranking	Action to Control Risk
Supervision and behaviour management of children and youth.	Injuries and assaults.	Inappropriate behaviour and use of equipment.	M	L	3	Team members to supervise children & youth at all times and challenge any behaviour that the rules prohibit. Adhere to minimum staffing requirements for their age. At least 2 staff in each area if they are split between 2 places. Any children & youth behaving inappropriately will be warned and asked to leave if the behaviour continues.
Medical, physical or emotional problems or learning difficulties.	Lack of appropriate support given.	Various according to difficulties.	L	M	3	Every child & youth fills in a simple form on arrival that requests any info on allergies or medical conditions and what medication they may require. Any new activities involving potential allergies should be planned in accordance with those allergies. When a specific need is identified, appropriate support is put in place e.g., for those on autistic spectrum. Training to be offered to helpers on how to support.
Stacked Chairs	Falling off chairs Stacked chairs falling over.	Young people falling off stacks of chairs. Falling chairs injuring people.	L	M	3	Encourage children & youth to sit on single chairs. Youth told to sit on single chairs and not climb or jump off stacks. Team members keep an eye on this and challenge where needed. Chairs stacked no more than 6 high.

ST PAUL'S CHURCH, OADBY

Process / Item	Associated Hazards	Hazardous Events	Likelihood L/M/H	Consequence L/M/H	Risk Ranking	Action to Control Risk
Use of car park and field for games.	Moving vehicles, behaviour management, slipping, tripping, falling.	Injuries caused by games or moving vehicles.	M	M	2	Cone off car park before use of it for games. At least 2 persons supervising games on field and car park. Do not use field in slippery conditions after rain. Direct children & youth towards playing games safely.
Active games.	Over enthusiastic youth. Dangerous practices.	Slipping, tripping, falling, breakages causing injury.	M	M	2	Supervision & direction of children & youth towards safe game play. Removal of game equipment if safe practices are not adhered to after direction.
Craft activities.	Sharp tools, potentially harmful substances, slipping on messy floor.	Cuts, damaged clothing & equipment, injuries from falls.	M	M	3	Supervision and direction to safe use of equipment and materials, and behaviour management. Clear up any messy floors and materials as needed during activities.
Food and drink prepared and served to children and young people.	Lack of food hygiene awareness. Unsafe use of urn, kettles, hot water. Allergies.	Spilt drinks, burns from hot liquids, unsafe food handling, contaminated foods, allergic reactions.	M	M	3	As above section in main risk assessment. Parents requested to fill in form to disclose potential allergy risks. Leaders to make sure they know who has allergies and make sure products are suitable for the young people attending.

Review Date:	Due by end April 2027
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Risk Rankings	1 = High 2 = Medium 3 = Low
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