

Health & Safety Risk Assessment Record

Location:	Church Sheet 1	Activity:	All activities	Assessors:	Mike Smith/ Rob King/ David Robertson	Date:	15/05/2026
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Hazards	a Severity (1-5)	b likelihood (1-5)	a x b	Controls required	a Severity (1-5)	b likelihood (1-5)	a x b
Tripping on step from aisle to pew	3	2	6		3	2	6
Tripping on ridge in carpet by East Door	3	2	6		3	2	6
Falling objects – loose blocks supporting pew seat at west wall	3	1	3	Fix blocks	0	0	0
Poisoning from Lead pipe in corner in south-east corner	5	1	5	Remove or encase	0	0	0
Display boards in fire escape lobby	5	1	5	Remove	0	0	0
Burns from hot radiators and pipes	4	2	8		4	2	8
Electric Fire at south-west corner	5	1	5	Remove	0	0	0
Fire: South-east door locked	5	1	5	Door unlocked when building occupied by congregation. Provide key on hook.	0	0	0
Fire: South-east inner door dropped	5	1	5	Repair door	0	0	0

Hazard severity

1. Trivial (e.g. discomfort, scratch, slight bruising)
2. Minor (e.g. small cut, abrasion, basic first aid needed)
3. Moderate (e.g. strain, sprain, incapacity more than 3 days)
4. Serious (e.g. fracture, amputation, hospitalised more than 24 hrs)
5. Fatal

Rating bands (a x b):

- Low risk (1-8): Continue activity but review periodically to ensure controls remain effective
- Medium Risk (9-12): Continue activity, but implement additional reasonably practicable controls where possible and monitor regularly
- High Risk (15-25): STOP THE ACTIVITY. Identify new controls to reduce risks to medium or low

Likelihood of occurrence

1. Remote (almost never)
2. Unlikely (occurs rarely)
3. Possible (could occur, but uncommon)
4. Likely (recurrent but not frequent)
5. Very likely (occurs frequently)



Risk Assessment Record

Location:	Church Sheet 2 & Gallery	Activity:	All activities			Assessors:	Mike Smith/ Rob King/ David Robertson	Date:	15/05/2026
Hazards	a Severity (1-5)	b likelihood (1-5)	a x b	Controls required			a Severity (1-5)	b likelihood (1-5)	a x b
Tripping on coir matting set low in fire escape passage from door	3	2	6	Replace matting			0	0	0
Falling from loose ladder in organ loft	4	2	4	Fix ladder			4	1	0
Fire: Flammable pew cushions and chairs	5	1	5	Replace with fire retarded equivalents			0	0	0
Falling over balustrade	5	1	5	Consider barriers at foot of steps in side aisles. Check secure fixing of metal tracery and replace missing sections.			5	1	5
Obstruction of fire escape down east and west stairs by cupboard and coir matting	5	1	5	Remove cupboard and coir matting			0	0	0
Infection from remains of pigeon droppings	4	1	4	Clean and disinfect walls, floor and steps			0	0	0
Falling from non-compliant step ladder repaired with string in store	5	3	15	Dispose of ladder and replace if required			0	0	0
Poisoning from lead pipes to header tank in southeast corner of gallery	4	1	4	Replace lead pipes with plastic or copper			0	0	0

Risk Assessment Record

Location:	Langston Hall-Toilets etc.	Activity:	All activities			Assessors:	Mike Smith/ Rob King/ David Robertson	Date:	15/05/2026
Hazards	a Severity (1-5)	b likelihood (1-5)	a x b	Controls required			a Severity (1-5)	b likelihood (1-5)	a x b
Fire: Check that curtains in Langston Hall are fire retardant	5	1	6	If not replace curtains			0	0	0
Burns from hot radiators and pipes	4	2	8				4	2	8

Poisoning from cleaning products in kitchen or toilets	5	1	5	Store in locked area or cupboard	0	0	0
Illness due to poor ventilation caused by block extract fans	3	1	4	Blow out dust from extract fans	0	0	0
Poisoning from lead pipe in corner	5	1	5	Replace or encase	0	0	0
Roof over vestry/office – falling objects due to loose bracket on rainwater pipe	5	1	5	Replace bracket	0	0	0
Falling from height from roof unprotected perimeter	5	1	5	Door locked and key placed in cabinet in office	0	0	0
Fire: Chairs in hall and choir room not fire-retarded	5	1	5	Replace with fire-retarded	0	0	0
Asbestos poisoning from panel in vestry	5	1	5	Add asbestos warning label and then inspect regularly for damage	5	1	5

Risk Assessment Record

Location:	School Rooms	Activity:	All activities			Assessors:	Mike Smith/ Rob King/ David Robertson		Date:	15/05/2026	
Hazards		a Severity (1-5)	b likelihood (1-5)	a x b	Controls required			a Severity (1-5)	b likelihood (1-5)	a x b	
Injury to fingers from closing doors to all toilets and halls		3	2	6	Fit finger protection			3	1	4	
Injury from stored chemicals in cleaner’s cupboard off Lounge		2	2	4	Keep cupboard locked			2	1	3	
Fire door from Christ Church Hall obstructed by bush		5	1	5	Prune bush			0	0	0	
Falling when operating high level window catches in Turret room and Crown Room		4	3	12	Replace catches with type that can be operated from floor level.			0	0	0	
Falling through rooflight over back stair to CC Hall		4	1	4	Provide warning signs on roof			4	1	4	
Fire: Fire door to Claydon Room binds at threshold.		5	2	10	Ease door			0	0	0	

Falling materials: loose plaster in top lobby to main stairway.	2	2	4	Repair plaster	0	0	0
Injury from falling tables on trolley in Tacket Room	3	2	6	Keep restraining strap in place	3	1	3
Injury from low steel beam on stairs outside Crown Room	3	3	9	Provide warning notice on beam	3	1	3
Illness from mould on ceiling panel in former canteen off Tuddenham Room	3	2	6	Clean mould away	0	0	0
Injury from door binding on floor from Creche Store to Turret Room	3	1	3	Ease bottom of door	0	0	0
Injury from hanging control cords to Velux windows in Christ Church Hall	5	1	5	Ensure cords are kept hooked up	0	0	0
Fire: gardening equipment stored in fire escape lobby from Christ Church Hall	5	1	5	Remove equipment	0	0	0
Fire: extinguisher at top of back stairs not maintained	5	1	5	Ensure extinguisher is included in next inspection	0	0	0
Poisoning from lead pipes in First Floor toilets	4	1	4	Inspect regularly for damage or replace with copper or plastic	0	0	0

Risk Assessment Record

Location:	External & Boiler Room	Activity:	All activities			Assessors:	Mike Smith/ Rob King/ David Robertson		Date:	15/05/2026		
Hazards		a Severity (1-5)	b likelihood (1-5)	a x b	Controls required			a Severity (1-5)	b likelihood (1-5)	a x b		
Falling through cast iron grid due to corrosion		5	2	10	Monitor condition of grid			5	1	5		
Tripping due to settlement of block paving		3	2	6	Monitor and relay when significant			3	1	3		
Tripping on edging kerbs around tree and grass		3	2	6	Relay kerbs			3	1	3		
Falling materials: Collapse of high wall to west side of car park		5	1	5	Inspect regularly for cracking or damage			0	0	0		

Injury due to collapse of brick piers either side of entrance to forecourt	4	1	4	Inspect regularly	4	1	4
Tripping: voids under grave slab close to path	2	2	4	Fill or cover voids	2	1	2
Falling through asbestos cement roof to camp stores	4	2	8	Provide warning signs. Replace roof with corrugated galvanised steel	0	0	0
Fire escape route from kitchen passes unprotected windows	5	2	10	Review with fire risk assessment.	5	2	10
Tripping on asphalt slab near schoolroom door due to settled paving blocks	3	2	6	Relay blocks flush with slab	0	0	0
Injury from falling material from spalling filler panels in boiler room ceiling	5	1	5	Inspect regularly	5	1	5
Injury from collapse of cracked flying buttress closest to car park	5	1	5	Crack currently 10mm wide. Inspect regularly	5	1	5
Tripping: block paving settled around manhole near entrance to Schoolrooms	3	2	6	Relay paving	3	1	3

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