

*PENTREF
BAPTIST
CHAPEL*



The Chapel at the Heart of Newbridge

RISK ASSESSMENT AND RISK MANAGEMENT PLAN

August 2020

RISK MANAGEMENT

The Managing Trustees (Deacons) shall appoint a Health and Safety Officer, who will be responsible for conducting an annual Risk Assessment of the buildings and graveyard.

When carrying out the inspection the Health and Safety Officer will complete the template at annex 1.

The results of the inspection will be reported to the Deacons at their next meeting.

It is the responsibility of all those using the chapel or its grounds to report any Health and Safety concerns to one of the Deacons as soon as possible.

Any hazards identified should be dealt with as soon as reasonably practical.

The Risk Management policy will be made available on the Chapel web-site and the Managing Trustees will ensure that all employees and volunteers and all new employees and volunteers are made aware of it.

The Managing Trustees will address the findings of the annual risk assessment and ensure that the actions identified are progressed, noting the date when each one is completed on the template.

The risk assessments will be reviewed annually or when it is suspected that they are no longer valid.

A separate Risk Assessment will need to be completed for other activities, such as festivals, concerts or other events and added as an addendum to this general Risk Assessment.

Common hazards as identified as numbers 1 – 6 on the Health and Safety template found at Annex 1 will be managed according to the following procedures.

1). Trip Hazards

Managed through the annual inspection.

2). Slip Hazards

A caution wet floor sign should be used when needed

Managed through the annual inspection.

3). Falls from height

The changing of light-bulbs, clock batteries and other above head-height activities should be undertaken using steps. There should be at least two persons present when these activities are undertaken. Climbing or standing on pieces of furniture should be avoided. Children are only allowed on the balcony in the chapel if accompanied by a responsible adult.

4). Fire

At the end of every meeting, all bins should be emptied to avoid an accumulation of combustible waste.

No flammable materials are to be stored in the Chapel Buildings. Where it is necessary to store such materials, they should be kept in the shed.

All fire doors are to be kept clear at all times.

No combustible materials are to be stored in the under-stairs cupboards.

All users of the building should be made aware of the Chapel Fire Safety Policy, which is available on the Chapel web-site.

5). Electricity

All portable electrical appliances should be PAT tested (Portable Appliance Test) at least once a year.

No electrical cables should be left in a place where they may cause a trip hazard.

Microphone cables should have the appropriate rubber covering on when they are in a place where they may cause a trip hazard.

6) Hazardous Substances

Where possible, non-hazardous cleaning products are to be used. All hazardous substances are to be stored in the shed.

ANNEX 1

		A	B	C	D		
	Hazard	Chapel	Hall	Toilet	Graveyard	Action Required	Date Completed
1	Trip						
2	Slips						
3	Falls From Height				N/A		
4	Fire				N/A		
5	Electrical						
6	Hazardous Substances						

There should be an inspection of the premises at least once a year using the above template. A tick in the boxes in columns A – D indicates no action needs to be taken. Where there is no tick the Action Required Column must be completed.