

RISK ASSESSMENT

Company:	Archdiocese of Birmingham	Date of Assessment:	11.12.2023
Area / Location:	Cheadle Guild Hall		
Description of work activity / process being assessed:	General risk assessment relating to premises, day to day working practices and external hires/bookings		

Persons exposed:		Type of assessment:	
Employees	<input checked="" type="checkbox"/>	Initial	<input checked="" type="checkbox"/>
Contractors	<input checked="" type="checkbox"/>	Change in process / activity / legislation / following an accident etc	<input type="checkbox"/>
Visitors / Members of the public	<input checked="" type="checkbox"/>	Operational review	<input type="checkbox"/>

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete:	By when:	Date completed:
Accident / incident recording Lack of reporting to authorities if accidents and incidents are not correctly recorded	<input type="checkbox"/> All accidents/incidents are recorded through the online xCenta platform. <input type="checkbox"/> PIB Risk Management are consulted where there has been an incident that needs reporting under the Reporting of Injuries Diseases and Dangerous Occurrence Regulations 2013 or could give rise to a claim https://www.hse.gov.uk/riddor/ <input type="checkbox"/> Accidents are reviewed by the Guild Hall Management Committee to identify any trends or areas for concern.	No further action No further action Accident book will be reviewed as part of quarterly check of the premises and reported to the next meeting of the Management Committee.	Management Committee	ongoing	

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete:	By when:	Date completed:
Asbestos: Damaged / deteriorating asbestos containing materials (ACMs) releasing fibres into the atmosphere	<ul style="list-style-type: none"> <input type="checkbox"/> Asbestos containing materials (ACMs) are identified by an asbestos survey. <input type="checkbox"/> ACM's are managed to prevent exposure to asbestos fibres <input type="checkbox"/> A written record is kept of: <ul style="list-style-type: none"> <input type="checkbox"/> Where known / presumed ACMs are located <input type="checkbox"/> The condition of the known / presumed ACMs <input type="checkbox"/> Who is responsible for keeping the record up to date <input type="checkbox"/> Who is responsible for informing workers about the location of asbestos <input type="checkbox"/> The asbestos risk management plan is reviewed every year and updated by the parish. <input type="checkbox"/> A programme of training is in place for those who may likely disturb asbestos. 	Asbestos management survey dated August 2017 Check of known issues carried out as part of annual inspection of the premises. To be included in the H&S section of the Guild Hall staff meeting (last meeting 8/12/23)	MO'C	Ongoing Ongoing	
Auditing: Missed opportunities to learn	<ul style="list-style-type: none"> <input type="checkbox"/> Internal reviews take place including visual walk throughs, daily internal checks, weekly checks. And monthly documented checks. <input type="checkbox"/> External audits are periodically carried out by our professional competent advisors. 	Quarterly check of the premises. Issues reported to the following meeting of the Management Committee. Cleaner & caretaker to provide additional feedback where appropriate.	Management Committee	ongoing	

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete:	By when:	Date completed:
Contractors Physical injury, property damage, fire	<ul style="list-style-type: none"> <input type="checkbox"/> PIB RISK MANAGEMENT ARE CONSULTED FOR LARGE SCALE WORKS where assistance with the risk assessment process can be obtained. <input type="checkbox"/> The following forms and templates are used: https://www.birminghamdiocese.org.uk/Pages/FAQs/Category/property-resources <input type="checkbox"/> A check is made that the liability insurance covers the work that the contractor will carry out especially if it involves asbestos, hot work and working at height. <input type="checkbox"/> Insurers, via PIB Insurance Brokers, are advised of any work that causes the fire detection and warning system to be out of action. <input type="checkbox"/> Insurers, via PIB Insurance Brokers, must be advised of any large-scale work (any work costing in excess £100K including fees and VAT). <input type="checkbox"/> References given prior to employing new contractors include health and safety issues. <input type="checkbox"/> The extent of the work required to be done by the contractor is agreed and any deviation from this is assessed for safety by both parties. <input type="checkbox"/> Contractors appointed have sufficient skills and knowledge to do the job (check for membership of regulatory body, trade qualifications, membership of appropriate trade associations and experience). 	<p>For projects valued over £10k parish architects are involved and approved contractors are engaged.</p> <p>For projects under the value of £10k, appropriate enquiries are made.</p> <p>For general servicing and maintenance evidence of contractors' professional registration is sought.</p> <p>First time contractors will be asked to complete the contractors H&S questionnaire.</p>	MO'C PL PL PL	Ongoing Ongoing Ongoing Ongoing	
Control of Substances Hazardous to Health (COSHH): Illness or injury due to exposure to substance(s)	<ul style="list-style-type: none"> <input type="checkbox"/> COSHH risk assessments are carried out for hazardous chemicals. <input type="checkbox"/> Staff and volunteers are given some basic training in the control of substances hazardous to health. <input type="checkbox"/> The Management Committee is aware of the control measures around the safe storage and use in accordance with COSHH risk assessments. <input type="checkbox"/> Basic safety information is displayed/accessible to those who help with general cleaning. 	<p>COSHH risk assessment to be carried out and appropriate information disseminated.</p> <p>Hirers advised to use household products only</p> <p>Cleaning materials purchased via central supplier. Data sheets provided for substances used</p>	PR MB PL	Ongoing July 2023	 8/12/2023 8/12/2023

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete:	By when:	Date completed:
Display Screen Equipment (DSE): Possible repetitive strain injuries or work-related upper limb disorders through incorrect set up or use of workstation equipment	<input type="checkbox"/> Specific risk assessments have been completed for display screen equipment at workstations where it forms a significant part of the job.	Doesn't apply to the Guild Hall			
Driving for work: Staff and volunteers and other road users could be at risk if procedures are not followed	<input type="checkbox"/> Drivers complete a driver declaration and assessment form every 12 months and are only allowed to drive when authority has been given.	Doesn't apply to the Guild Hall			
Electrical safety: Injuries caused by electrocution; burns from contact with live wires or fire	<input type="checkbox"/> Fixed wiring is inspected every five years (and records are available) by a competent external electrician. <input type="checkbox"/> Any remedial actions required in the Electrical Installation Condition Report are resolved. <input type="checkbox"/> Portable appliances are tested periodically by a competent person. <input type="checkbox"/> Personnel are reminded to visually check equipment prior to use and to remove and report any defects or abuse of equipment. <input type="checkbox"/> Lightning protection is tested by a competent electrical engineer every 12 months (and records kept).	Report following 5 year check retained in H&S file To be included in the H&S section of the Guild Hall staff meeting (last meeting 8/12/23) Hire agreement/licence to include reminder to hirers regarding higher risk equipment	MO'C MO'C	Ongoing November 2023	November 2023
Equipment: Personnel, visitors, contractors, and volunteers could be injured if equipment is not suitable, sufficient and appropriately maintained and inspected	<input type="checkbox"/> Equipment is visually checked prior to use i.e. electrical equipment, machinery, trolleys etc. <input type="checkbox"/> PAT testing is carried out as required. <input type="checkbox"/> Evidence of maintenance and statutory inspections (where required) are kept. <input type="checkbox"/> Risk assessments are in place for the use of higher risk equipment.	Hirers are responsible for their own equipment – no further action required			

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete:	By when:	Date completed:
<p>Events (held in the Guild Hall) Accidents and injuries could occur through lack of supervision, overcrowding, misuse of equipment/items etc.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> A risk assessment is carried out prior to the event to allow the parish to implement and communicate all risk control measures which may be required. <input type="checkbox"/> An event safety management plan is produced as part of the risk assessment process. <input type="checkbox"/> Risk controls for the event are communicated to the event safety team in advance of the event taking place. 	<p>Booking clerk to investigate the suitability of hirers and take appropriate action</p>	<p>MB</p>	<p>Ongoing</p>	
<p>Events (organised by the parish but held off site) Accidents and injuries could occur through lack of supervision, overcrowding, misuse of equipment/items etc.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> A risk assessment is carried out prior to the event to allow the parish to implement and communicate all risk control measures which may be required. <input type="checkbox"/> The risk assessment has included a pre-visit to the event location(s) prior to the visit taking place. <input type="checkbox"/> An event safety management plan is produced as part of the risk assessment process. <input type="checkbox"/> Risk controls for the event are communicated to the event safety team in advance of the event taking place. <input type="checkbox"/> Parental consent has been obtained in advance of the event taking place. <input type="checkbox"/> Transport arrangements have been assessed and insurance requirements met for private vehicles. <input type="checkbox"/> Reputable bus/coach company's are used. 	<p>Does not apply</p>			

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete:	By when:	Date completed:
External areas: Personal injury from trip or slip	<ul style="list-style-type: none"> <input type="checkbox"/> Car park and pedestrian areas (owned by your organisation) are regularly checked for any uneven surfaces. <input type="checkbox"/> The Diocese of Birmingham standard wording is used for car park notices (see figure 2 of this risk assessment) <input type="checkbox"/> Consideration of layout, colour contrast and signs includes the needs of individuals with poor eyesight, lack of mobility or other special needs. <input type="checkbox"/> External paths are checked and cleaned to remove moss and similar vegetation in summer and snow and ice in winter. <input type="checkbox"/> Snow and ice is cleared from main pedestrian areas prior to use and salt is spread to keep paths free from ice where this is assessed necessary for the safe passage of people. <input type="checkbox"/> External paths, especially flagstones, are even and well lit. <input type="checkbox"/> Trees are proactively managed and assessed by a professionals arboriculturist. Any actions required are resolved. <input type="checkbox"/> Gravestones and monuments are tested for stability and made safe when required. Records are kept of such tests. 	<p>Check that current signage is compliant.</p> <p>} Seek clarification of responsibilities } from the Diocesan Property Team }</p> <p>} }</p> <p>} }</p> <p>} }</p> <p>} }</p> <p>Check carried out as part of quarterly inspection of the premises.</p> <p>Does not apply</p>	<p>PL</p> <p>MO'C</p> <p>MO'C</p>	<p>January 2024</p> <p>February 2024</p> <p>Ongoing</p>	
Falls from height: There is a risk of serious injury from a fall from height to personnel, visitors, contractors and volunteers	<ul style="list-style-type: none"> <input type="checkbox"/> Non-professional rated ladders and step ladders have been removed from the parish (see figure 1 at the end of this document). <input type="checkbox"/> A ladder register is in place and kept up to date. <input type="checkbox"/> Use of equipment such as ladders are risk assessed and regularly maintained, with visual inspection before use. <input type="checkbox"/> Higher risk work i.e. where scaffolding is required, is risk assessed with method statements and permit to work procedures. <input type="checkbox"/> Window restrictors are fitted where risk assessment stipulates. 	<p>Review of ladders is required, and appropriate register compiled. (since confirmed that no ladders are available for use)</p> <p>Risks assessed as required, dependent on project</p> <p>No further action required</p>	<p>PR</p>	<p>July 2023</p> <p>Ongoing</p>	<p>July 2023</p>
Fire: Injury from burns and / or smoke inhalation	<ul style="list-style-type: none"> <input type="checkbox"/> A fire risk assessment is undertaken and by a competent person in line with current legislation and best practice. <input type="checkbox"/> The fire risk assessment is reviewed at least annually. <input type="checkbox"/> Actions required are resolved. 	<p>External fire risk assessment carried out 21/8/23</p> <p>Internal review annually</p>	<p>PL</p>	<p>September 2023</p> <p>September 2024</p>	<p>August 2023</p>

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete:	By when:	Date completed:
First aid: Staff, volunteers and visitors if they become ill or injure themselves	<input type="checkbox"/> There are suitable first aid resources and personnel present to offer first aid to hirers , visitors and contractors as required. <input type="checkbox"/> Regular checks are carried out to ensure stock is present and up to date. <input type="checkbox"/> First aid kit guidelines / advice is followed: https://www.hse.gov.uk/simple-health-safety/firstaid/what-to-put-in-your-first-aid-kit.htm	1st aid kit is available in both rooms and is checked/replaced annually. (last replaced May 23) Reporting of accidents is also a trigger to check 1st aid kit.	PL PL	Ongoing Ongoing	
Gas safety: Burns from fire / explosion; CO poisoning	<input type="checkbox"/> Gas installations and appliances are installed by externally approved contractors. <input type="checkbox"/> Gas boilers are checked by a GasSafe registered engineer every 12 months https://www.gassaferegister.co.uk/	Boilers are checked annually by Gas Safe contractor. Fire alarm and emergency lighting system are professionally serviced every 6 months, and remedial action taken. Weekly check of fire alarm sounder	PL PL Cleaner	Ongoing Ongoing Ongoing	
Health and Safety Management: Staff, visitors, contractors, and volunteers could be at risk if health and safety is not managed	<input type="checkbox"/> The current Health and Safety Policy is readily available at the parish i.e. in an accessible folder, notice board etc. <input type="checkbox"/> A health and safety coordinator is appointed. <input type="checkbox"/> Health and safety meetings take place periodically.	Policy to be accessible via QR code displayed on the premises H&S remains a standing item on the Management Committee agenda	PL PL	September 2023 Ongoing	November 2023
Hiring of rooms Hirers and their guests could be injured if the safety measures required are not communicated between the parish and the hirer	<input type="checkbox"/> The approved Archdiocese of Birmingham hire agreement form is used as a source to communicate the safety controls required	Adopt standard hire agreement/licence with appropriate modifications	MO'C	February 2024	
Hot surfaces: Personnel, visitors, contractors and volunteers could be burnt on hot surfaces such as radiators if temperatures are not controlled	<input type="checkbox"/> Hot surfaces are protected or insulated as required. <input type="checkbox"/> Radiator guards are fitted where appropriate. <input type="checkbox"/> Exposed hot pipes are enclosed.	Monitor and maintain existing controls		Ongoing	

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete:	By when:	Date completed:
Hot Water: Personnel, visitors, contractors and volunteers could be scolded with hot water if the temperature is not controlled	<input type="checkbox"/> Thermostatic mixing valves are fitted to protect vulnerable people / public areas. <input type="checkbox"/> Hot water signs are in place as required.	New signage to be introduced	PL	Sept 2023	Sept 2024
Lifts: Personnel, visitors, contractors can be injured or trapped if the lift is not correctly serviced or inspected.	<input type="checkbox"/> A service contract is in place for the lift and records are kept. <input type="checkbox"/> The lift is thoroughly examined by a competent person at least during once every 6 month period (unless the competent person has recommended differently) and a report of the examination is kept for at least 4 years. <input type="checkbox"/> A notice specifying the maximum number of people / weight is clearly displayed inside the lift.	Doesn't apply to Guild Hall			
Legionella management: Exposure to Legionella bacteria via inhalation of water vapour	<input type="checkbox"/> A risk assessment has been carried out by a competent person and all actions have been implemented. <input type="checkbox"/> An up-to-date plan or schematic diagram of the hot and cold water system is available on site. <input type="checkbox"/> Up to date testing records are available for inspection upon request.	Confirmation from the caretaker that there is minimal water storage and as a result very low risk	PB	November 2023	8/12/2024
Manual handling: Injury from excessive / prolonged lifting, incorrect lifting techniques, falling objects and falls from height	<input type="checkbox"/> Lifting, carrying, pushing and pulling are kept to a minimum <input type="checkbox"/> Lifting aids are used where required. <input type="checkbox"/> Tasks are arranged to avoid having to lift heavy objects above shoulder height. <input type="checkbox"/> Wherever possible loads are split into smaller loads to reduce the likelihood of a manual handling injury. <input type="checkbox"/> Staff and volunteers have been shown safe manual handling techniques (and are regularly reminded).	Manual handling training to be considered for all staff (appropriate advice given and training considered unnecessary)	PB	November 2023	8/12/2024
New and expectant mothers: The new or expectant mother may be injured if they are exposed to harmful substances or work practices	<input type="checkbox"/> An individual new or expectant mother risk assessment is carried out and kept under review (as required).	Not applicable at the time of this assessment			

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete:	By when:	Date completed:
<p>Personal Protective Equipment (PPE): Personnel are at risk of injury/ill health if they don't wear the required PPE for specific tasks</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Staff and volunteers are provided with all necessary personal protective equipment and have lockers or safe storage area in which to store the equipment. <input type="checkbox"/> Records of PPE issued to staff are kept with staff / volunteer signatures confirming that equipment has been received and worn as instructed. 	<p>Remind the cleaner to utilise the PPE provided.</p> <p>Monitor via staff meeting agenda</p>	<p>MO'C</p> <p>MO'C</p>	<p>Nov 2023</p> <p>Ongoing</p>	<p>8/12/2024</p>
<p>Premises safety: Personnel and visitors can be injured if exposed to several hazards such as slips, trips, falls, electrical safety, exposure to gas, etc</p>	<ul style="list-style-type: none"> <input type="checkbox"/> The parish carries out an annual, documented premises check. <input type="checkbox"/> Personnel carry out regular visual checks of premises areas. <input type="checkbox"/> Personnel report issues to the health and safety coordinator or Management Committee for action. 	<p>Quarterly check of the premises. Issues reported to the next meeting of the Management Committee. Cleaner & caretaker to provide additional feedback where appropriate.</p>	<p>Management Committee</p>	<p>Ongoing</p>	
<p>Safeguarding: Visitors and vulnerable workers may suffer indignities, abuse or neglect if safeguarding procedures are not in place</p>	<ul style="list-style-type: none"> <input type="checkbox"/> An up-to-date Safeguarding Policy is in place and accessible to all personnel. <input type="checkbox"/> New staff and volunteers are subject to DBS checks. <input type="checkbox"/> Robust systems for the recording and reporting of safeguarding incidents are in place. <input type="checkbox"/> Safeguarding training is carried out annually as part of mandatory training. <input type="checkbox"/> Safeguarding contact details are prominently displayed. 	<p>Premises is covered by the Diocesan Safeguarding Policy.</p> <p>Hire agreement/licence to state that, where applicable, hirers have their own policy.</p>	<p>MO'C</p>	<p>February 2024</p>	
<p>Slips, trips and falls: Personnel, visitors, contractors and volunteers could be at risk from slip, trip, fall injuries if these hazards aren't adequately controlled</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Hoovering and floor mopping is carried out at quiet times to minimize risk. <input type="checkbox"/> Hazard signage is used. <input type="checkbox"/> Floors and walkways are kept free of obstruction and trailing leads. <input type="checkbox"/> There is regular inspection monitoring of external and internal areas for condition of floors, traffic routes and adequacy of handrails. 	<p>No further action</p> <p>No further action</p> <p>No further action</p> <p>Quarterly check of the premises. Issues reported to the next meeting of the Management Committee. Cleaner & caretaker to provide additional feedback where appropriate.</p>	<p>Management Committee</p>	<p>Ongoing</p>	

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete:	By when:	Date completed:
Traffic management: Personnel, visitors, contractors and volunteers could be seriously injured if hit by a vehicle outside a property	<input type="checkbox"/> Risk assessments are undertaken where vehicles may be a hazard to people including reversing vehicles, speed limits and pedestrian segregation. <input type="checkbox"/> Manual and automatic gates and/or barriers are regularly maintained and serviced in line with manufactures instructions.	Regarded as minimum risk. No further action. Quarterly check of the premises. Issues reported to the next meeting of the Management Committee. Cleaner & caretaker to provide additional feedback where appropriate.	Management Committee	Ongoing	
Violence: Personnel who work alone may be injured through the violent actions of visitors / trespassers	<input type="checkbox"/> Lone working policy is in place (and reviewed every 12 months) a copy of which is readily accessible. <input type="checkbox"/> Security survey has been carried out including all Guild Hall buildings.	Introduce new policy Quarterly check of the premises. Issues reported to the next meeting of the Management Committee. Cleaner & caretaker to provide additional feedback where appropriate.	MO'C Management Committee	End of 2023 Ongoing	8/12/2023
Young persons: The young person (or other persons affected by their actions) could be injured through their inexperience or immaturity	<input type="checkbox"/> An individual young person risk assessment is carried out where the parish employs a person not yet 18.	Doesn't apply to the Guild Hall			

Review period:	12 months
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Figure 1:

Ladder standards have changed...are you up to date?

BS EN 131 (the UK's version of EN 131), the single British & European product standard covering all types of portable ladders (step, extending and combination) has been substantially revised.

EN131 improves ladder safety by making ladders wider, stronger and sturdier.

British Standards BS 2037 and BS 1129 (often referred to as Class 1 and Class 3 ladders) are no longer available and you can no longer buy ladders made to these withdrawn standards.

All ladders should now be designed and manufactured to the current EN 131 standard only.

You can find further information on all current ladder standards at www.ladderassociation.org.uk/standards

The diagram illustrates the transition from old standards to the current one. At the top, a box labeled 'WITHDRAWN STANDARDS' contains icons for 'Domestic' (BS 1129 Class 3, BS 2037 Class 3), 'Trade/Industrial' (EN 131), and 'Industrial' (BS 1129 Class 1, BS 2037 Class 1). A large red 'X' is placed to the right of this box. Below it, a box labeled 'CURRENT STANDARD' shows 'EN 131' with icons for 'Non-Professional' (for domestic users only) and 'Professional' (intended for use in a workplace). A 'Maximum Total Load' of 150kg is indicated with a weight icon. A large green checkmark is placed to the right of this box.

Figure 2:

..... CHURCH CAR
PARK

Private- no unauthorised parking or access
Police may be asked to remove cars parked without authority
Charge £50 for unauthorised parking
No liability is accepted for any loss or damage to any vehicle
or its contents in this car park

Birmingham Roman Catholic Diocesan Trustees Registered
as trustee of Birmingham Diocesan Trust (registered charity number 236214)
Tel: [enter parish phone number]