

Elwy Room	Good Child Protection procedures in place (in line with C in W policy)	L	L	L	
Organ Loft	Kept locked Access restricted to authorised personnel only (music dept staff, visiting organists and organ engineer) Also schoolchildren during organised school visits – see separate RA for school visits. Steep steps, but rail in place	M	M	M	
Candles	On sturdy holders, fire resistant base Extinguished each evening. Fire blankets / fire extinguishers available. Separate Fire Risk Assessment document	L	L-M	M	
Accidents	Accident book provided. Staff and volunteers made aware that all accidents/incidents should be reported. First Aider available First Aid kit in cupboard back of nave (with sign on door). Telephone in unlocked cupboard. Welcomers, Stewards and staff aware of location of phone and first aid box.	L	L-M	L	
Wet floors	Paper towels available to mop up 'Wet floor' sign	L	L-M	L	
Manual handling	Trolley available Pulpit not to be moved. Lettings policy forbids anyone other than staff to move objects/furniture Caretaker has knowledge of MH technique	L	L	L	

Working at height	Caretaker changes lower lights only (using ladder). High level light maintenance undertaken by DH Electrical using his own specialist equipment.	M	M	M	
Hot Water Sink and heater in cupboard. Hot water available for visitors refreshments	Flasks changed whenever any sign of wear. Hot Water-danger' sign near water heater and on table where filled flasks are placed. Instructions for use of flasks	L-M	L-M	L-M	
Electrical	Kept in good order Checked by NICEIC electrician regularly. Kept in off position when not in use. Sound system, fire alarm system, lightning conductor and burglar alarm system all subject to annual maintenance inspection by specialist engineers. Caretaker makes weekly visual checks of all electrical systems and appliances for any sign of fault.	L	M-H	M	
Steps	Visible and as even as possible given the nature of the building. Wheelchair ramps - South Transept and Translators Chapel. Ramps marked with hazard tape for high visibility	L	L	L	
Grounds	Paths well maintained, some steps photo sensitive lighting	L	L	L	
Communication	Stewards / clergy present during events Welcomers present during busy season Telephone available File for Welcomers and Stewards with	L	L	L	

	information Stewards Box stored in vestry – contains instructions, procedures, contact numbers, torches				
Grounds	Paths well maintained, some steps photo sensitive lighting	L	L	L	

Likelihood Rating

1 = Low (Seldom)

2 = Medium (Frequently)

3 = High (Certain or near certain)

Severity Rating

1 = Low (minor cuts and bruises)

2 = Medium (serious injury – off 3 days)

3 = High (Fatality or a number of
persons seriously injured)

Risk Rating = Likelihood x Severity

1/ 2 = Low Priority

3/4 = Medium Priority

6/9 = High Priority