# Template Health and Safety Risk Assessment for places of worship

Address of premises being assessed: xxxxxxxxxxxxxxxxxxxxxxxxxxx

***Where you tick that further action is needed***

***add the details*** [***to the list at the end of this document***](#_Issue)

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| **Car parks** | **Tick if yes** | **Tick if further action needed** | **N/A** |
| Is the car park surface maintained to minimise slip and trip risks? |  |  |  |
| Are the routes for cars and pedestrians clearly marked? |  |  |  |
| Is the car park well lit? |  |  |  |
| Can emergency vehicles gain access? |  |  |  |

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| **Movement around the building** | **Tick if yes** | **Tick if further action needed** | **N/A** |
| Are paths, steps and any ramps to and from the premises properly maintained to minimise slip and trip risks? |  |  |  |
| Is lighting suitable and sufficient to allow safe access and exit (including lighting of emergency exits)? |  |  |  |
| Have you provided matting to minimise rainwater etc being carried into the building? |  |  |  |

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| **Inside the building** | **Tick if yes** | **Tick if further action needed** | **N/A** |
| Do rooms and corridors have sufficient lighting? |  |  |  |
| Are corridors clear of clutter? |  |  |  |
| Have all electrical leads/cables on walkways been covered securely and marked clearly? |  |  |  |
| Are permanent fixtures in good condition, eg seats, shelving, cupboards, notice boards, signage etc? |  |  |  |
| Is internal flooring in good condition, eg are carpets fixed? |  |  |  |
| Where any doors contain glass, is this made from a safety material? |  |  |  |
| Are all stairs fitted with handrails? |  |  |  |
| Do you record details of accidents in an accident book? |  |  |  |
| Is there a fully equipped first-aid kit on-site & somebody who takes responsibility for first-aid? |  |  |  |
| Have you provided a suitable workstation (including suitable seating) for any staff and volunteers who use display screen equipment (such as computers and laptops) daily and for continuous periods of an hour or more, in line with legal requirements?  *(See* [*https://www.hse.gov.uk/pubns/ck1.pdf*](https://www.hse.gov.uk/pubns/ck1.pdf) *more information)* |  |  |  |

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| **Electrical equipment** | | **Tick if yes** | **Tick if further action needed** | **N/A** |
| For fixed electrical installations:  *Fixed electrical installations are hardwired to the electrical system eg cookers and hand dryers.* | Are they correctly installed, modified or repaired, then inspected and tested by an electrician or other suitably qualified person before being put into use? |  |  |  |
| Are they inspected and tested at suitable (occasional) intervals by an electrician or other suitably qualified person? |  |  |  |
| For portable and movable electrical items:  *Eg fridges, vacuum cleaners, kettles, toasters, portable heaters, fans, microwaves, computers, extension leads, phone chargers* | Has it been visually checked and, where necessary, tested at suitable (occasional) intervals to ensure it is safe to use? |  |  |  |
| Has any damaged electrical equipment been taken out of service or replaced? |  |  |  |

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| **Gas equipment and services** | **Tick if yes** | **Tick if further action needed** | **N/A** |
| If fixed gas appliances are available for use (eg a boiler, cooker, water heater), are arrangements in place for periodic examinations and follow-up action by a Gas Safe registered engineer? |  |  |  |
| If mobile gas appliances are available for use (eg heaters fuelled by bottled gas), are arrangements in place for periodic examinations and any follow-up action by a competent person? |  |  |  |

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| **Liquefied Petroleum Gas ‘LPG’** | **Tick if yes** | **Tick if further action needed** | **N/A** |
| If there is an externally sited LPG installation with a storage tank:  - Is the area around the tank kept clear?  - If it is near a road, is it protected from passing traffic?  - Are the pipes carrying the LPG to the premises in good condition?  *Liquid Petroleum Gas ‘LPG’ is used as a fuel in a range of applications including cooking and heating appliances. For more information, see:* [*https://www.hse.gov.uk/gas/lpg/index.htm*](https://www.hse.gov.uk/gas/lpg/index.htm) |  |  |  |

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| **Asbestos** | **Tick if yes** | **Tick if further action needed** | **N/A** |
| Do the premises contain any asbestos? |  |  |  |
| If there is asbestos, and it is in good condition, has a record been made of  where it is? Are there arrangements to provide this information to anyone  who carries out maintenance work on the building? |  |  |  |
| Is there a system in place (eg fixed warning signs) to ensure the asbestos is  not disturbed, and are regular checks made to ensure it remains undisturbed  and in good condition? |  |  |  |

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| **Asbestos (*continued*)** | **Tick if yes** | **Tick if further action needed** | **N/A** |
| If damaged asbestos has been identified, have arrangements been made to  ensure it is either repaired, encapsulated or removed?  *(The majority of work on asbestos must be carried out by a licensed contractor unless the asbestos fibres in the material are so well-bound-in that the work is lower risk and can be done by a contractor who is not licensed by the Health and Safety Executive.)* |  |  |  |
| Have records of any asbestos been kept so that asbestos material likely to release high fibre levels can be removed first by licensed contractors if the hall is refurbished/demolished? |  |  |  |

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| **Legionnaires’ disease** | **Tick if yes** | **Tick if further action needed** | **N/A** |
| Do you or the users of the place of worship do anything that involves spraying/sprayed water (eg spraying water as part of a religious cleaning process, using showers, or a humidifier) that could contain legionella bacteria?  *(These bacteria can cause legionnaires’ disease. For more information, see* [*https://www.hse.gov.uk/legionnaires/*](https://www.hse.gov.uk/legionnaires/)*)* |  |  |  |
| If you cannot avoid spraying water, do you have an up-to-date plan for dealing with this risk?  Read: <https://www.hse.gov.uk/legionnaires/what-you-must-do.htm> |  |  |  |
| Is it clear who is responsible for doing things in the plan and do they keep a record of any checks (eg temperature checks)? |  |  |  |

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| **Food hygiene**  **(*ONLY TO BE USED WHERE FOOD IS PREPARED OCCASIONALLY AND ON A SMALL SCALE - SEE IMPORTANT NOTE BELOW*)** | **Tick if yes** | **Tick if further action needed** | **N/A** |
| Are surfaces where food is prepared well maintained and kept clean and disinfected? |  |  |  |
| Are facilities available to clean and disinfect utensils and cooking equipment?  (For example, washing-up liquid, dish brush, hot water, regularly-cleaned dish towels, and/or a dishwasher) |  |  |  |
| Is there an adequate supply of clean water, including water to wash food? |  |  |  |
| Are facilities provided for hygienic hand washing? |  |  |  |
| Are there adequate arrangements for storage and disposal of waste? |  |  |  |
| Are there adequate arrangements for storage of food?  *This includes chilling, freezing and defrosting of food For more information, see:* [*https://www.food.gov.uk/business-guidance/chilling-food-correctly-in-your-business*](https://www.food.gov.uk/business-guidance/chilling-food-correctly-in-your-business)  *.* |  |  |  |

**IMPORTANT NOTE –** This checklist only applies where food is prepared occasionally and on a small scale. Places of worship which provide food on a regular and organised basis need to register as a food business, even where the food is provided on a not-for profit basis. See here for more information:[**https://www.food.gov.uk/business-guidance/register-a-food-business**](https://www.food.gov.uk/business-guidance/register-a-food-business)**.** The Food Standards Agency Checklist of the key things that will be checked during an inspection can be seen here:

[**https://www.food.gov.uk/sites/default/files/media/document/food-safety-checklist.pdf**](https://www.food.gov.uk/sites/default/files/media/document/food-safety-checklist.pdf)

**Name of Person/s updating risk assessment:**

**Date risk assessment updated:**

**List of further action needed**

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| Issue | Further Action Needed | Person Responsible | Action Taken and when |
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**List of further action needed (continued)**

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