



The Church of Scotland

Church Buildings COVID-19 Integrated Risk Assessment (V3)

It is the responsibility of every Kirk Session to ensure that there are suitable and sufficient arrangements in place to comply with health and safety legislation. Full guidance on the roles and responsibilities of Kirk Sessions towards health and safety can be found in the [Health and Safety Toolkit](#).

As the state of the pandemic alters, so does the process for Risk Assessing. Congregations will now move from a Covid-19 specific risk management approach to an integrated risk management approach. This means that Kirk Sessions must consider the risks of Covid-19 within their church buildings as part of their wider risk management and governance arrangements. Kirk Sessions should consider the online guidance, Moving forward as a congregation, on the Church of Scotland website. Care should be taken to select those areas most relevant to your buildings to ensure that health and safety risks are managed effectively.

Congregation	Tyne Valley Parish Trustees – Board & Kirk Session This is the statement of general policy and arrangements for Tyne Valley Parish. Overall and final responsibility for health and safety is that of TVP Trustees. Day-to-day responsibility for ensuring this policy is put into practise is that of the Trustees.
Presbytery	Lothian and Borders Presbytery
Which building(s) does this risk assessment relate to?	Cranstoun Church
Name of assessor(s)	Audrey Grahame – Health and Safety Administrator
Date	16 May 2023
Date of review	16 May 2024 or sooner as required

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements (Customise to meet your own situation)	
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	NA	NA	
To provide adequate training to ensure employees are competent to do their work	NA	NA	
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	NA	NA	
Professional Cleaner carries out cleaning duties at Cranstoun Church	Property Convener/s liaise with Cleaner.	Regular contact with cleaner ensures they are not taking any risks whilst cleaning the church and have a clear understanding of good health and safety practice.	
To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below)	Fire Plan, Procedure and Drill implemented Jan/Feb 2019	Plan, Route and Procedure agreed by Trustees Jan 2019 Displayed on Notice Board at main door in church 2019 Fire Drill carried out 17 February 2019, 22 May 2022, 21 May 2023. (No FD in 2020 & 2021 due to Covid-19 Pandemic Lockdowns)	
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	NA	NA	
Health and safety law poster is displayed:	Attached to rear area notice board - 2019. 2023 Notice is missing – needs replaced.		
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)	First Aid Kit located beside the rear notice board. Contents checked and updated 2023. RIDDOR book attached to rear notice board.		
Building Checklist	Carried out regularly by volunteer property inspector. 2023 Sound desk checklist initiated – the SD operator will carry out the following at the end of a service/event: - shut down the computer, switch off all audio equipment, switch off the video projector, switch of the radio microphone, switch of all speakers. 2023 Live streaming equipment checklist initiated – the operator will ensure all equipment related to live streaming of services/events is switched off before the building is secured.		
Signed/Agreed:	Kirk Session Board	Date:	16 May 2023 18 May 2023
Subject to review, monitoring and revision by:	HSA* & H&S Team** *Audrey Grahame **Belinda Cresswell, Carrie Bennett	Every:	12 months or sooner if activities change

Congregational name: TYNE VALLEY PARISH – Cranstoun Church
 Risk Assessment carried out by: Audrey Grahame
 Date: 28 June 2022
 Review Date: 28 June 2023 or sooner if required

Hazard	Who might be harmed and how?	What Control measures already in place?	What further action do you need to take to control the risk?	Who is responsible for taking action?	When is the action needed by	Done
Infections: Covid - 19	Employees, office bearers, volunteers, members of the public and contractors may contract/transmit Covid-19 when attending the church building	Ensure current CoS and Scottish Government Covid-19 guidance is fully implemented and complied with. All enclosed spaces are adequately ventilated before, during and after use. Cleaning and disinfection of common hand touch sites in place. Hand sanitiser available. Face masks available. Separate area where 1m distancing and face covering being worn is available at the east of the sanctuary.	Review Covid-19 arrangements regularly. Hand sanitiser available. Face masks available. Separate 1m seating/mask wearing area is provided to allow for physical distancing.	Trustees Church Officer Health & Safety Administrator (HSA)	Ongoing	Ongoing

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Fire Safety: Evacuation procedures.	Employees, office bearers, volunteers, members of the public and contractors may become trapped, may suffer effects of inhalation of smoke or burns All users of the church evacuating in an emergency	See separate Fire Safety Risk Assessment TVP Fire Safety Folder located on Notice Board at front door. Carry out annual Fire Drill.	None None – in place None – carried out 21 May 2023	Trustees HSA H&S Team Church Officer	May 2024 Updates installed when required May 2024	21 May 2023 Ongoing May 2024
Fire Safety: Emergency lighting and exit signage.	Employees, office bearers, volunteers, members of the public and contractors may become trapped, may suffer effects of inhalation of smoke or burns All users of the church evacuating in an emergency or during a power cut.	Emergency lighting and exit signage in place.	None	Trustees Church Officer Property Convener/s HSA H&S Team	None at present	In place
Fire Safety: Fire Extinguishers.	Employees, office bearers, volunteers, members of the public and contractors may become trapped, may suffer effects of inhalation of smoke or burns All users of the church.	Property Convener/s ensures these are checked on an annual basis – and holds records.	None	Trustees Property Convener/s HSA	Annual check.	In place

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Electrical Safety: Electrocution from non-tested portable and fixed appliances	Employees, office bearers, volunteers, members of the public and contractors may get an electrical shock or burns by using faulty electrical installations or appliances All users of the church.	All portable electrical appliances subject to PAT Testing. PAT testing undertaken annually - (next tests due 2024). Organised by the Property Conveners. Approved competent electrician is used for all electrical work.	None	Trustees Property Convener/s	Annual Testing undertaken next tests due 2024	Done May 2023
Electrical Safety: Unauthorised access to main electrical panels etc.	Persons accessing cupboard with electrical switch gear. Employees, office bearers, volunteers, members of the public and contractors may get an electrical shock or burns by using faulty electrical installations or appliances	Cupboard is kept locked. Electrical maintenance only by competent electrician.	None	Trustees Property Convener/s Church Officer	Five Yearly Next EICR due 2028	Done 2023
Electrical Safety: Fire from faulty electrical infrastructure/wiring.	Employees, office bearers, volunteers, members of the public and contractors may get an electrical shock or burns by using faulty electrical installations or appliances All users of the church	All electrical installations fully inspected by appropriately qualified contractor every 5 years - EICR. All C1, C2 and C3 faults fully remedied. Defective equipment taken out of use. Records held by Property Convener/s. Approved competent electrician is used for all electrical work. All office bearers, members, volunteers and building users encouraged to identify and report defective plugs, sockets, damaged cables etc. Building was rewired in 2009, and competent persons only permitted to carry out maintenance. General Trustees agreed the need for an Electrical Installation Conditions Report (EICR). Comprehensive Check and PAT tests by Certified Electrician Jan 2018, May 2023.	None	Trustees Property Convener/s	Five Yearly Next EICR due 2028	Done 2023
Injury from Working at Height: Roof	Persons working on the roof. Persons working on roof void electrics.	Only competent contractors, using appropriate equipment are permitted to work on the roof area, and roof void. The roof voids have appropriate boards in place and lighting. Roof aerial fitted in 2021 for live streaming.	None	Trustees Property Convener/s	If defect/damage occurs	As required
Injury from Working at Height: Light bulbs etc.	Persons using ladders to change bulbs etc.	Rise and fall light fittings installed. 2023 - Volunteer Property Inspector noticed possible sparking defect – passed to Property Conveners for required action. Two persons to complete other tasks using a B.S. standard step ladder.	None	Trustees Property Convener/s Church Officer	If light bulb/s need replaced	As required

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Falling from height upper gallery/balconies:	People using the galleries, organist.	Galleries are kept locked. Galleries would be unlocked when required. Feb/March 2020 – Gallery balcony front remedial work carried out to install required safety height.	None	Trustees Property Convener/s Church Officer	Feb/March 2020	Feb/March 2020
Slips/Trips and Falls Spillages and inappropriately stored objects:	Office bearers, volunteers, members of the public may slip, trip or fall as a result of spillages or items being left on the floor/ blocking walkways All users of premises	General good housekeeping arrangements and monitoring of premises to identify all hazards. At main entrance, good anti-slip paving in place. Main entrance concrete, moss does grow, was treated with bleach / washed and removed 15/2/18. Grit entrance areas in icy weather. All areas well lit, including stairs. Trailing leads or cables are protected by weighted covers. All areas particularly fire escape routes to be kept clear (1m width) at all times.	None	Trustees Property Convener/s Church Officer HSA	If defect occurs	As required
First Aid: First Aid Kit and RIDDOR Accident Book.	All users of the church, receiving an injury.	First Aid Kit and RIDDOR Accident Book are located in/on the church rear area/notice board. 2023 – Volunteer Property Inspector advised Session Clerk of missing items in First Aid Kit.	None	Trustees First Aid Cert. Holder Church Officer Messy Church leaders Holiday Club leaders HSA	If accident occurred	As required
Food Safety: Ill health due to poor food hygiene.	All persons receiving food at the church due to poor food hygiene.	At least one REHIS cert holder and volunteers serve refreshments after a church service. No hot food is served. Summer 2018 – the utility area reverted to correct use of storage only and all flower preparation reverted to the area at the rear of the church. All preparation and serving of food and drink would take place in the Sanctuary.	None	Trustees TVP REHIS holders Church Officer HSA	If food poisoning was traced to the church	As required
Theft and robbery of Offerings:	Duty Team members.	Preferably two persons to take money to bank as soon after the church service as possible. Due to value of normal offering total, treasurer/duty team member banks alone, at different times of day and week, no pattern is created.	None	Trustees Treasurer Duty Team	If theft occurred	As required
Asbestos:	Office bearers, volunteers, members of the public and contractors carrying out maintenance work. Asbestos only a risk if fibers are released into the air and inhaled	No asbestos in the building	None	NA	NA	NA
Manual Handling relating to stacking/ moving chairs, tables, misc. items:	Office bearers, volunteers, members of the public – back injuries from handling heavy/bulky or overly stacked chairs, tables, misc. items	Extra chairs - maximum of 3 stacked and stored in Vestry. No stacking of tables or other items – stored items should be on the floor or table at single height.	Galleries and Jam Room organised to meet safe standards 2021.	Trustees Church Officer HSA	If stored items become untidy/numerous	As required