



# 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?	Fala 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 Fala Church	Church Officer coordinates 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 in church 2019 Fire Drill carried out 1 February 2019, 4 May 2022, 4 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:	On the reverse of main door.	
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)	On left hand side shelving entering the Sanctuary.	
Building Checklist	Carried out by the Church Officer	

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 required

Congregational name: TYNE VALLEY PARISH – Fala Church  
 Risk Assessment carried out by: Audrey Grahame  
 Date: 16 May 2023  
 Review Date: 16 May 2024 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
<b>Infections: Covid - 19</b>	Employees, office bearers, volunteers, members of the public and contractors may contract/transmit Covid-19 when entering the church building/attending services.	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 rear 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 (HAS)	Ongoing	Ongoing

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
<b>Fire Safety:</b> 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 the reverse of the main door.  Carry out annual Fire Drill.	None  None – in place  None – carried out 4 May 2023	Trustees HSA H&S Team Church Officer	May 2024  Updates installed when required  May 2024	16 May 2023  Ongoing  4 May 2023
<b>Fire Safety:</b> 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.	No emergency lighting in the building. Exit signage in place above Sanctuary door.	None	Trustees Property Convener/s Church Officer HSA H&S Team	None at present	In place
<b>Fire Safety:</b> 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 Church Officer HSA	Annual check.	In place

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
<b>Electrical Safety:</b> 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). Including the under-seat heating. Signage in place warning not to put anything on under-seat heating pipes. Organised by the Property Conveners. 2021 internal circuit and underground external armour cable fitted to uplighter for the wooden cross sited at the edge of graveyard. Approved competent electrician is used for all electrical work.	None	Trustees Property Convener/s Church Officer	Annual Testing undertaken next tests due 2024	Done May 2023
<b>Electrical Safety:</b> Unauthorised access to main electrical panels etc.	Persons accessing 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	The electric panel is situated at the bottom of the gallery stairs. The key is kept inside the main church door. Electrical maintenance only by competent electrician.	None	Trustees Property Convener/s Church Officer	Five Yearly Next EICR due 2028	Done 2023
<b>Electrical Safety:</b> 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.  General Trustees agreed the need for an Electrical Installation Conditions Report (EICR). Comprehensive Check and PAT tests by Certified Electrician <b>Jan 2018, May 2023.</b>	None	Trustees Property Convener/s Church Officer	Five Yearly Next EICR due 2028	Done 2023
<b>Injury from Working at Height:</b> Roof	Persons working on the roof.	Only competent contractors, using appropriate equipment are permitted to work on the roof area.	None	Trustees Property Convener/s Church Officer	If defect/damage occurs	As required
<b>Injury from Working at Height:</b> Light bulbs etc.	Persons using ladders to change bulbs etc.	Two persons to complete 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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<b>Falling from height upper gallery/balconies:</b>	People using the gallery.	Gallery is kept locked. Gallery would be unlocked when in used.  Warning notice is located in the gallery stating – Risk of Fall.	Small section of handrail is missing on the left side of stair. Kirk Session/Board discussed in 2018/19 - no action to be taken, as gallery not used regularly.	Trustees Property Convener/s Church Officer HSA	None	2018/19 KS/Board decision
<b>Slips/Trips and Falls Spillages and inappropriately stored objects:</b>	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. Grit entrance areas in icy weather. All areas well lit, including stairs. All areas particularly fire escape routes to be kept clear (1m width) at all times.	None	Trustees Property Convener/s Church Officer HSA	As required	As required
<b>First Aid:</b> First Aid Kit and RIDDOR Accident Book.	All users of the church, receiving an injury.	First Aid Kit and RIDDOR Accident Book are located on the left hand side shelving of Sanctuary door as you enter.	None	Trustees First Aid Cert. Holder Church Officer HSA	If accident occurred	As required
<b>Food Safety:</b> Ill health due to poor food hygiene.	All persons receiving food at the church due to poor food hygiene.	No refreshments are prepared in the Church building, as there is no kitchen facility.  Refreshments are prepared by REHIS certificate holder and served in the Church building.	None	Trustees TVP REHIS holders Church Officer HSA	If food poisoning was traced to the church	As required
<b>Theft and robbery of Offerings:</b>	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
<b>Asbestos:</b>	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
<b>Manual Handling relating to stacking/ moving chairs, tables, misc. items:</b>	Office bearers, volunteers, members of the public – back injuries from handling heavy/bulky or overly stacked chairs, tables, misc. items	Maximum of 3 chairs stacked at any one time. No stacking of tables or other items – stored items should be on the floor or table at single height, preferably in the rear area of the Sanctuary.	None	Trustees Church Officer HSA	If stored items become untidy, numerous	As required