



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 Session House
Name of assessor(s)	Audrey Grahame – Health and Safety Administrator
Date	16 May 2023
Date of review	16 May 2023 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 Session House	Church Officer coordinates with Cleaner.	Regular contact with cleaner ensures they are not taking any risks whilst cleaning the SH 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 the notice board in the main room 2019 Fire Drill carried out March 2019, 2022 no FD carried out, 7 March 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:	In the Kitchen on the shelf facing the 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)	In the Kitchen on the shelf facing the door.	
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:	HAS* & H&S Team** *Audrey Grahame **Belinda Cresswell, Carrie Bennett	Every:	12 months or sooner if activities change

Congregational name: TYNE VALLEY PARISH – Fala Session House
 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
Infections: Covid - 19	Employees, office bearers, volunteers, members of the public and contractors may contract/transmit Covid-19 when entering the SH 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.	Review Covid-19 arrangements regularly. Hand sanitiser available. Face masks available.	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
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 SH evacuating in an emergency	See separate Fire Safety Risk Assessment TVP Fire Safety Folder located on the notice board. Carry out annual Fire Drill.	None None – in place None – carried out 7 March 2023	Trustees HSA H&S Team Church Officer	May 2024 Updates installed when required 2024	16 May 2023 Ongoing 7 March 2023
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 SH evacuating in an emergency or during a power cut.	Emergency lighting and exit signage in place. (Emergency lighting - one in hallway and one in main room) (Green Running Man sign above door in main room and at the Fire Exit Door)	None	Trustees Church Officer Property Convener/s HSA H&S Team	Signage in place	Signage 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 SH.	Property Convener/s and Church Officer ensure these are checked on an annual basis – records are held.	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
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 SH.	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 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 panel is in the cupboard to the right of the front door. 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 SH	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 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.	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
Injury from Working at Height: Light bulbs etc.	Persons using ladders to change bulbs etc.	Two persons to complete other tasks using a B.S. standard step ladder or one person on low level step ladder.	None	Trustees Property Convener/s Church Officer	If light bulb/s need replaced	As required
Falling from height upper gallery/balconies:	People using a gallery/balcony.	NA – no gallery or balcony.	NA	NA	NA	NA

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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. Grit entrance area in icy weather. All areas particularly fire escape routes to be kept clear (1m width) at all times. External rear area from Fire Door to be cleared of overgrown weeds.	None 2021 – external rear area had become overgrown, to be fully cutback allowing safe standing area from Fire Door	Trustees Property Convener/s Church Officer HSA Carried out 2022	If defect occurs Ongoing regular clearance	As required Completed 2022
First Aid: First Aid Kit and RIDDOR Accident Book.	All users of the SH, receiving an injury.	First Aid Kit and RIDDOR Accident Book held in the kitchen on the shelf facing the door.	None	Trustees Church Officer First Aid Cert. Holder HSA	If accident occurred	As required
Food Safety: Ill health due to poor food hygiene.	All persons receiving food at the SH due to poor food hygiene.	At least one REHIS cert holder and volunteers to serve refreshments after a church service. Hot food will be prepared by an REHIS holder and served by volunteers under supervision.	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.	No money present in the Session House.	None	NA	NA	NA
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	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. (27 chairs in main room)	None	Trustees Church Officer HSA	If stored items become untidy and numerous	As required