



# 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	Within Lothian and Borders Presbytery area – but not part of Presbytery buildings.
Which building(s) does this risk assessment relate to?	North Middleton Hall – not owned by TVP, used for worship and youth sessions.
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	NMH Management responsibility	NMH Management responsibility
To provide adequate training to ensure employees are competent to do their work	NMH Management responsibility	NMH Management responsibility
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	NMH Management responsibility	NMH Management responsibility
Cleaning duties.	NMH Management responsibility	NMH Management responsibility
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 17 February 2019, 15 May 2022, .....May/June 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	NMH Management responsibility	NMH Management responsibility  Any concerns would be raised with the NMH Hall Management.
Health and safety law poster is displayed:	NMH - Displayed in the entrance to the bar.	
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)	NMH - In the entrance to the bar.	
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 – Use of North Middleton Hall – Non TVP building  
**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 attending church in the hall 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 by NMH Management. Hand sanitiser available. Face masks available. Separate area where 1m distancing and face covering being worn is available at the rear of the hall.	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

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 hall evacuating in an emergency.	See separate Fire Safety Risk Assessment  TVP Fire Safety Folder is displayed beside the sound and visual equipment when a TVP session is taking place.  Carry out annual Fire Drill.	None – in place  None – in place  None – carried out .....May/June 2023	Trustees HSA H&S Team Church Officer	May 2024  Updates installed when required  May/June 2024	16 May 2023  Ongoing  .....May /June 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 hall evacuating in an emergency or during a power cut.	Emergency lighting and exit signage in place.	Responsibility of NMH Management	NMH Management	NMH Management	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 hall.	NMH Management arranges an annual check.	Responsibility of NMH Management	NMH Management	NMH Management	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 hall.	NMH Management arrange for all portable electrical appliances subject to annual PAT Testing to be tested. NMH Management holds records of all PAT.	Responsibility of NMH Management	NMH Management	NMH Management	NMHM
<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	NMH Management ensures that the cupboard is kept locked. Electrical maintenance only by competent electrician.	Responsibility of NMH Management	NMH Management	NMH Management	NMHM
<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 hall.	NMH Management ensures testing is carried out on a 5 year rota. Approved competent electrician is used for all electrical work. NMH Management holds all electrical Installation Conditions Reports. (EICR).  NMH building was built and wired in 2008.	Responsibility of NMH Management	NMH Management	NMH Management	NMHM
<b>Injury from Working at Height:</b> Roof	Persons working on the roof.	NMH Management ensures only competent contractors, using appropriate equipment are permitted to work on the roof area.	Responsibility of NMH Management	NMH Management	NMH Management	NMHM
<b>Injury from Working at Height:</b> Light bulbs etc.	Persons using ladders to change bulbs etc.	NMH Management instructs two persons to complete tasks using a B.S. standard step ladder or one person on low level step ladder.	Responsibility of NMH Management	NMH Management	NMH Management	NMHM
<b>Falling from height upper gallery/balconies:</b>	People using a gallery/balcony.	NA – no gallery or balcony.	NA	NA	NA	NA
<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	NMH Management adheres to 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.	Responsibility of NMH Management	NMH Management	NMH Management	NMHM

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<b>First Aid:</b> First Aid Kit and RIDDOR Accident Book.	All users of the hall, receiving an injury.	First Aid Kit and RIDDOR Accident Book are located at the entrance to the bar.	None- responsibility of NMH Management. Any accidents would be reported to the Hall Management.	NMH Management Any accidents would be reported to the Hall Management.	NMH Management Any accidents would be reported to the Hall Management.	NMHM
<b>Food Safety:</b> Ill health due to poor food hygiene.	All persons receiving food at the hall due to poor food hygiene.	At least one REHIS cert holder and volunteers to serve refreshments before/during/after a church/youth service/session. 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
<b>Theft and robbery of Offerings:</b>	Duty Team members.	Preferably two persons to take money to bank as soon after a church service/Messy Church/Holiday Club as possible. No money present at Impact youth sessions. 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	Responsibility of NMH Management. However chairs are stacked and trollies are available to move them. Tables are stacked in a container and can be moved easily.	None- responsibility of NMH Management	NMH Management	NMH Management	NMHM