



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?	Pathhead Pavilion– not owned by TVP, used for Impact Youth Group 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	PP Management responsibility	PP Management responsibility	
To provide adequate training to ensure employees are competent to do their work	PP Management responsibility	PP Management responsibility	
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	PP Management responsibility	PP Management responsibility	
Cleaning duties.	PP Management responsibility	PP 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)	TVP Fire Plan, Procedure and Drill implemented Jan/Feb 2019. Ongoing Annual Fire Drills carried out.	TVP Plan, Route and Procedure agreed by Trustees Jan 2019, carried in workbox to each session.	
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	PP Management responsibility	PP Management responsibility Any concerns would be raised with the PP Hall Management.	
Health and safety law poster is displayed:	PP - Displayed in the office.		
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)	PP - In the office.		
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 Pathhead Pavilion – Non TVP building

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 Impact in the hall building.	All enclosed spaces are adequately ventilated before, during and after use. Cleaning and disinfection of common hand touch sites in place by PP Management. Hand sanitiser/hand washing facilities are available to everyone who enters the building. Face covering not legally required, are available at each session, those wishing to wear a mask will be enabled to do so. Ensure CoS Covid-19 guidance is fully implemented and complied with.	Review Covid-19 arrangements regularly. Sanitiser and face masks available at each session.	Trustees Youth Leader Volunteers Health & Safety Administrator (HAS)	Ongoing 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 hall evacuating in an emergency.	See separate Fire Safety Risk Assessment TVP Fire Safety Folder is held in the workbox, available at each session. Carry out annual Fire Drill.	None None None – carried out 10 May 2023	Trustees HSA H&S Team	May/June 2024 Updates installed when required May/June 2024	16 May 2023 Ongoing 10 May 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 hall evacuating in an emergency or during a power cut.	Emergency lighting and exit signage in place.	None – responsibility of PP Management	PP Management	None	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 hall.	PP Management arranges an annual check.	None - responsibility of PP Management	PP Management	PP 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
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 hall.	PP Management arrange for all portable electrical appliances subject to annual PAT Testing to be tested. PP Management holds records of all PAT.	None - responsibility of PP Management	PP Management	PP Management	PPHM
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	PP Management ensures that the cupboard is kept locked. Electrical maintenance only by competent electrician.	None- responsibility of PP Management	PP Management	PP Management	PPHM
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 hall.	PP Management ensures testing is carried out on a 5 year rota. Approved competent electrician is used for all electrical work. PP Management hold all electrical Installation Conditions Reports. (EICR).	None- responsibility of PP Management	PP Management	PP Management	PPHM
Injury from Working at Height: Roof	Persons working on the roof.	PP Management ensures only competent contractors, using appropriate equipment are permitted to work on the roof area.	None- responsibility of PP Management	PP Management	PP Management	PPHM
Injury from Working at Height: Light bulbs etc.	Persons using ladders to change bulbs etc.	PP Management instructs two persons to complete other tasks using a B.S. standard step ladder or one person on low level step ladder.	None- responsibility of PP Management	PP Management	PP Management	PPHM
Falling from height upper gallery/balconies:	People using a gallery/balcony.	NA – no gallery or balcony.	NA	NA	NA	NA
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	PP 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.	None - responsibility of PP Management	PP Management	PP Management	PPHM

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First Aid: First Aid Kit and RIDDOR Accident Book.	All users of the hall, receiving an injury.	First Aid Kit and RIDDOR Accident Book are located in the office.	TVP Youth Leader and one volunteer leader are trained in First Aid. A small TVP First Aid Kit is available at each session. Plus a PP First Aid Kit is held in the office.	PP Management Any accidents would be reported to the Hall Management, to log in the RIDDOR Accident Book.	PP Management Any accidents would be reported to the Hall Management.	PPHM
Food Safety: Ill health due to poor food hygiene.	All persons receiving food at the hall due to poor food hygiene.	One TVP Volunteer holds an REHIS cert and supervises other volunteers to serve refreshments during a group session. Hot food will only be prepared by an REHIS holder and served by volunteers under supervision.	None	Trustees TVP REHIS holders Youth Leader Volunteers HSA	If food poisoning was traced to the youth session	As required
Theft and robbery of Offerings:	Youth Leader/Volunteers	No money is present at Impact Youth Group sessions.	None	Trustees Youth Leader Volunteers	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	Responsibility of PP Management.	None	PP Management	PP Management	PPHM
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	Responsibility of PP Management. However chairs are stacked 3 high, tables are set at the side of the hall for use. These can be easily maneuvered if required.	None- responsibility of PP Management	PP Management	PP Management	PPHM