

Parish of St. Nicholas Church Dereham



Dereham & District
Team Ministry

Risk Assessment & Management for the Church as a public venue

Date of first risk assessment: May 2022. Reviewed: May 2024

Time/frequency: 3 yearly

Date to be reviewed: May 2027

Trips & slips risk

What is the risk?	Who might be harmed?	What are we doing to reduce the risk?	What additional steps do we need to take?	Action by whom?	Action completed (date)	Addition notes
South side Lantern Tower step (uneven height)	Guests visiting the Church	The step will be roped off to direct people elsewhere		Already in place	Yes	
Steps around the Altar and lectern's (Narrow and uneven.)	Guests visiting the Church	A rope will be placed behind the Altar and before the Lantern Tower to restrict access	Replace after services	The rope will be put up by the Verger	Yes	
Generally uneven floors throughout the Church	Guests touring the Church or moving through to their seat.	A sign will be placed in the Porch warning people as they enter the Church that in common with all old buildings the flooring is uneven, and care should be taken		Fabric officer	Yes	
Cobbles in the Porch entry can be a trip hazard and when wet a slip hazard.	Anyone entering the Church via the normal entry point	Arrange to have the Cobbles re pointed with Lime Mortar which will reduce the slip and trip risk.		Fabric officer	Yes 2024	
Spiral staircase accessing the	Anyone climbing and accessing the	Ensure the door at the top of the stair is always		Already in place	Yes	

muniments room.	rooms falling	locked and that there is a rope across the bottom barring access at all times				
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Fire /Evacuation risks

What is the risk?	Who might be harmed?	What are we doing to reduce the risk?	What additional steps do we need to take?	Action by whom?	Action completed (date)	Addition notes
Evacuating a large number of people in the event of a fire or other emergency	Anyone in the church	An evacuation policy has been be developed	Stewards are aware of the policy and trained	Churchwardens to make sure Warden on duty is aware of what needs to be done.	Yes	Churchwardens ensure those hiring the church have relevant information
Identifying the Building exits	Anyone in the church	Purchase and fix up three exit signs for the emergency exits.		Fabric officer	Yes	
Lit candle in the Lady Chapel	Could result a fire as left unattended to allow small candles to be lit.	The candle is stood in sand and is some distance from any other flammable material.	Be aware of risks if taking flammable material into the Lady Chapel		Yes	
Is the fire extinguisher provision adequate	Could result in a fire gaining hold and risk to all	Review the advice on extinguisher numbers with the company who inspect the fire extinguishers.		The company have confirmed we have correct number and type of extinguishers and correct signage.	Yes	

Stage Creation

What is the risk?	Who might be harmed?	What are we doing to reduce the risk?	What additional steps do we need to take?	Action by whom?	Action completed (date)	Addition notes
Stage creation and take down	Those constructing the stage	The stage should only be constructed in the presence of someone who has knowledge of the process.				

Asbestos Register

What is the risk?	Who might be harmed?	What are we doing to reduce the risk?	What additional steps do we need to take?	Action by whom?	Action completed (date)	Addition notes
There is no Asbestos in Church to our knowledge	NA	NA	NA			

Vandalism or anti-social behaviour

What is the risk?	Who might be harmed?	What are we doing to reduce the risk?	What additional steps do we need to take?	Action by whom?	Action completed (date)	Addition notes
Damage to the building, contents, or to persons	The building or any person	CCTV throughout the building both inside and out.	Church officials adhere to Lone Working policy and De-escalation policy		Yes	Police called if needed