|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity / Task:**   * Open Churches | | | | | |
| **Persons at Risk: Contractors, Clergy, Employees, Volunteers, Public** | | | | | |
| **Controls for all Churches:** | **The parish must**  Stick Injury from discarded syringes > Hepatitis & Aids infection / Anti-Social Behaviour > intimidation > violence > graffiti > theft > damage > arson. | | | | |
| **Hazard** | **Controls in Place** | **Severity of Harm**  **S (1 to 5)** | **Likelihood of Harm**  **L (1 to 5)** | **Risk**  **Rating**  **S x L = R** | **Additional Control Required** |
| **Injury due to:**   * Stick injury from discarded syringes * Hepatitis and Aids * Ant-Social Behaviour * Intimidation * Violence * Graffiti * Theft * Damage * Arson | * Try to organise church sitters to work in teams of two, they need to have some form of communication such as a mobile phone, and consideration should be given to providing personal attack alarms connected to an alarm system. There also needs to be someone readily available to respond to an alarm call. Ensure the church sitters don’t fence themselves in and know the location of the nearest exit, and that they know the church post code. Avoid confrontation and walk away quickly and then inform the police of an incident. Never disturb the scene of a crime. * Ensure local people are aware that the church is operating an open door policy so that they can observe activity. Similarly, inform the police particularly your Police Community Support Officers (PCSOs). * Encourage parishioners to pop in when passing by to keep an eye on the church. * Discarded syringes must be treated as hazardous waste and treated with extreme care. Protective gloves**#** must be worn. Disposal of the syringes must comply with hazardous waste guidelines. Contact the local Environment Agency Office for advice and guidance (call 0845 9333111) for details. * A **needle-stick** injury must be treated urgently. Seek urgent medical advice. Report the injury to the Diocesan H&S Coordinator. * Good Security to be put in place: Not leaving Churches (unlocked) Open and Unattended with candles burning and matches and combustibles readily available * To reduce the risk of arson, anything that could be used to start or feed a fire should be removed or locked away. * Control of door keys: Issued to authorised persons only * Good security of valuables**#** (money) and (inventory of valuables with pictures) * All portable valuables should be marked with an forensic marker such as Smart Water**#**, and associated signage should be displayed prominently outside the church to deter thieves * If a theft does occur, recovery is very much easier if there are photographs of all valuables and portable furniture. Keep two sets of photographs, one in the safe and one in a safe place away from the church. | **Without Controls** | | | * Good Police Liaison   **# Provide protective gloves?**  **# Obtain ‘Smart water’**  **marker?**  **# Provide advice on the**  **security of valuables?** |
| 5 | 3 | 15  V High |
| **With all controls in place:** | | |
| 3 | 2 | 6  LOW |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SEVERITY (CONSEQUENCE)** |  | **RISK / PRIORITY INICATOR MATRIX** | | | | | | | | | | |
|  |  |  |  |  |  | |  | |  | |  | |
| 1. Negligible (delay only) |  | LIKELIHOOD | 5 | 5 | 10 | | 15 | | 20 | | 25 | |
| 2. Slight (minor injury / damage / interruption) |  | 4 | 4 | 8 | | 12 | | 16 | | 20 | |
| 3. Moderate (Lost time injury, illness, damage, lost business) |  | 3 | 3 | 6 | | 9 | | 12 | | 15 | |
| 4. High (Major injury / damage, Lost time business interruption, disablement) |  | 2 | 2 | 4 | | 6 | | 8 | | 10 | |
| 5. Very High (Fatality / Business closure) |  | 1 | 1 | 2 | | 3 | | 4 | | 5 | |
|  |  |  | | 1 | 2 | | 3 | | 4 | | 5 | |
| **LIKELIHOOD** |  | SEVERITY (CONSEQUENCE) | | | | | | | | |
| 1. Improbable / very unlikely |  |  |  |  | |  | |  | |  | |  |
| 2. Unlikely |  | **SUMMARY** | | **SUGGESTED TIMEFRAME** | | | | | | | | |
| 3. Even chance / may happen |  | 12-25 | High | As soon as possible | | | | | | | | |
| 4. Likely |  | 6-11 | Medium | Within next 3-6 months | | | | | | | | |
| 5. Almost certain / imminent |  | 1-5 | Low | Whenever viable to do so | | | | | | | | |

***NB: these control measures are not exhaustive and are a guide only they are not intended as a substitute for full risk assessment to suit your work environment and situation.***