

Risk Assessment

Name and address of Place of Worship	
Name(s) of person or people who did the assessment	
Date of assessment	Review date <i>This is usually after 12 months</i>
Assessment Scope <i>Specify what the assessment covers (e.g. a Building, Room, Location, Job, Task, Event or Activity)</i>	

1. Hazards <i>What could cause harm to people? List the significant hazards that you have identified. How can this hazard affect the people at risk: what is the most lively severity of the accident? Is there any history or other useful information?</i>	2. People <i>What people (or groups of people) at risk? Don't forget specific groups of people such as new or expectant mothers, the elderly, children or disabled people. Identify the number of people in the "Qty" column.</i>				3. Risk <i>Evaluate the risk: Low, Medium or High. Tick one option: "L", "M" or "H".</i>	4. Controls <i>What is being done already to reduce the risk or limit the harm (the preventative and protective control measures)? Do you need to do more – if so enter a date in the "when" column and the initials of the person who will ensure the completion of the item in the "who" column. Tick when the item is done to keep a record of all actions completed.</i>		
	Details	Qty.	L	M	H	Details	When	Who
<b style="color:red">EXAMPLE: Entrance step - people could slip when it is wet. Severity: broken limb requiring hospital treatment	All building users could be at risk, including: Children Elderly/disabled	55 8 3		✓		Sign put on display when slippery Well lit at night time Anti-slip tread to be applied Improve drainage near step	In place In place Aug. '08 ✓ Aug. '09	ABC BCJ

Use one copy of this page for each assessment. Attach all other pages to this sheet. Complete the "Page ____ of ____" section at the bottom of each sheet. A line under each hazard can separate each item for neatness but leave space for amendments and alterations in the future.

1. Hazards	2. People		3. Risk			4. Controls		
	Details	Qty.	L	M	H	Details	When	Who

Copy this page as many times as required to complete the assessment.