

EBC Risk Assessment Template

29-JUL-22

Emmanuel Baptist Church Swanage

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Introduction

This is the Risk Assessment Template for Emmanuel Baptist Church Swanage.

Overview

To ensure the safety of everyone attending our events this template should be completed and stored for every activity.

Issue Status and History

Status

Policy	Risk Assessment Template
Number	EBC-03
Primary Responsibility	Member of leadership responsible for Health and Safety
Issued	1st August 2022
Status	Issued
Review Period	5 years
Next Review Date	1 st August 2027

History

9th Dec 2020	Created based on document from Baptist Union in a file named Guideline Leaflet C22: Risk Assessment Template
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Process

The template in this document is intended to be a living record of a risk assessment for well-defined set of activity. This means that any completed form should be reviewed periodically, and at least annually.

Risk assessment is something we all do every day. For instance, not walking away from a lighted candle. This example will be used to illustrate how to complete the template.

Event	Lighting a candle
Risk	There may be multiple risk for a single event. List them all, however silly. It shows that we have thought about it. In this case, an unattended candle could set light to the building, causing serious injury to people and property.
Likelihood	A number between 1 and 3. Don't be precious about it, go with your gut. In the case of a candle falling over 2, not overly likely
Severity	A number between 1 and 3. 3 if serious damage to people death and or major limb loss, down to 1 small burn or scratch. Again don't be precious. In the case of a candle falling over 3.
Risk rating	Multiply the two previous values together. In this case 6. Anything above 4 must have a risk reduction strategy.
For the rest only complete the remaining columns if needed. If the risk rating is 3 or below there is no requirement to do anything else.	
Control	What are you going to do to reduce the risk? The candles will be securely located and not left unattended when hot. The use of LED or similar lights will be explored
Likelihood	Again between 1 and 3. This now reduces to 1, since we have reduced the chances of it happening.
Risk	Again between 1 and 3. The worst that can happen is again a 3, the building could go up in flames and people could lose their life.

Risk rating	Multiply them together. Resulting in 3, which is below 4.
Person responsible	Who will ensure the mitigation is done.

Add as many or as few lines to the template as you need. Record every idea and every mitigation. This is better as a team activity. On a complex issue this could be very long.

Someone needs to ensure that all of the mitigating actions are actually done, there is no point if saying candles will be securely located if they are simply placed directly on a table. So this needs to become an action for someone and recorded.

Someone needs to sign this off, both for the implementing team and for the church. It is not acceptable for any resulting risk ratings to be 4 or more.

Template

Risk assessment for

This Risk Assessment is stored

Signed:

Date:

Signed on behalf of the Leadership:

Date:

	Event	Risk	Likelihood : Severity	Risk rating	Control	Likelihood: Severity	Risk rating	Persons responsible
1	Lighting a candle	an unattended candle could set light to building, causing serious injury to people and property	2:3	6	The candles will be securely located and not left unattended when hot. The use of LED or similar lights will be explored	1:3	3	All