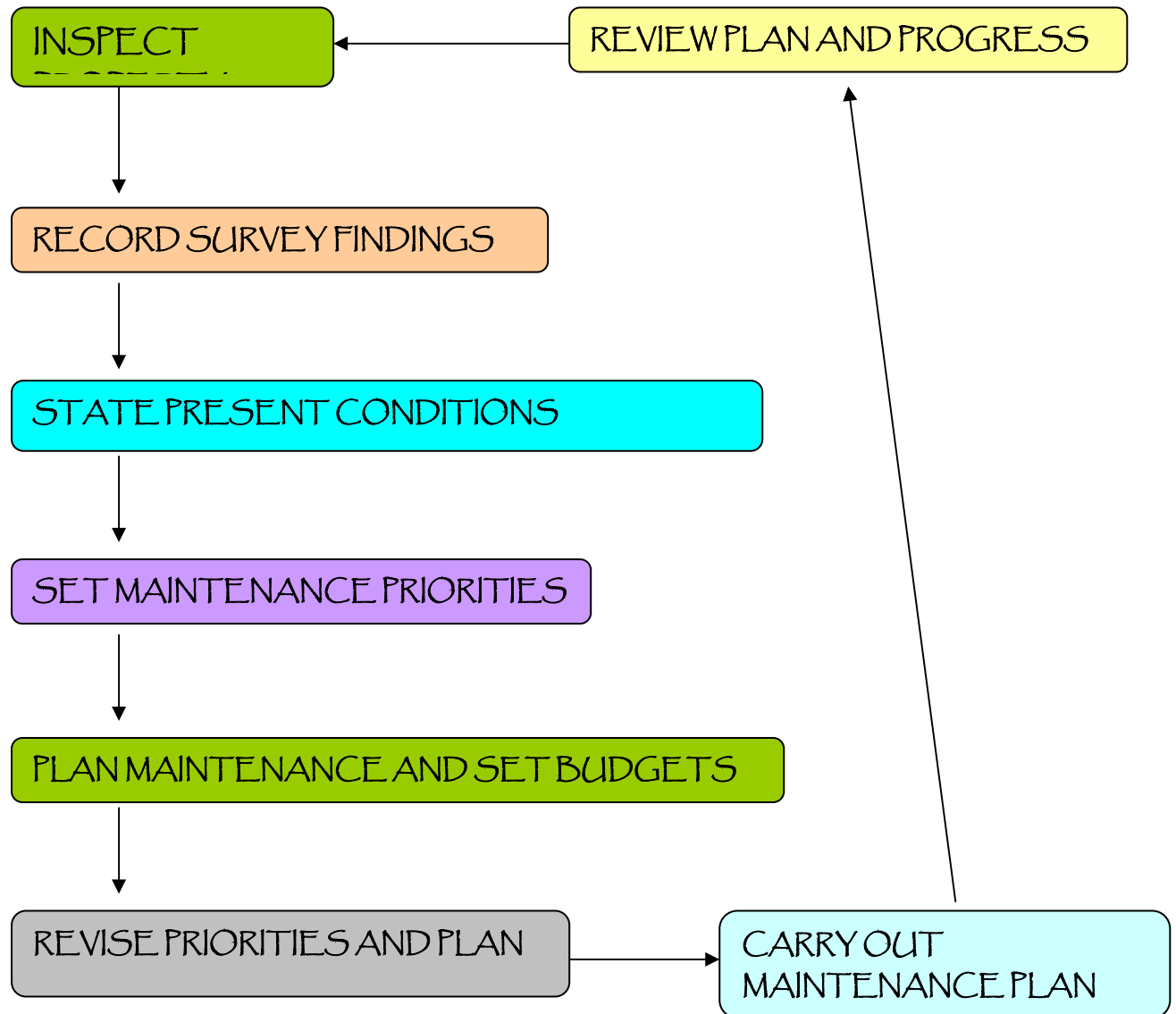


# ESTABLISHING A PARISH MAINTENANCE PLAN





# STEPS FOR HAZARD IDENTIFICATION

## STEP 1

### HAZARD

Look for hazards that could cause harm.  
Examples are:

- Slipping/tripping hazards (e.g. loose tread on stairs or ripped carpet)
- Fire (e.g. from flammable materials or candles and matches)
- Work at height (e.g. from mezzanine floors)
- Electricity (e.g. poor wiring)

## STEP 2

### WHO MIGHT BE HARMED?

- Maintenance personnel
- Parishioners
- Contractors
- Cleaners
- Members of the public

Pay particular attention to:

- Staff with disabilities
- Visitors
- Inexperienced staff
- Lone workers

## STEP 3

### IS MORE NEEDED TO CONTROL THE RISK?

For the hazards listed, do the precautions already taken:

- Meet the standards set by a legal requirement?
  - Comply with a recognised industry standard?
  - Represent good practice?
  - Reduce risk as far as reasonably practicable?
- Have you provided:
- Adequate info?
  - Instruction or training?
  - Adequate systems or procedures?

## REVIEW AND REVISION

Set a date for review of the assessment. Check that the precautions for each hazard adequately control the risk. If not, indicate the action needed.

Making changes in the Parish may introduce significant new hazards, e.g. when bringing in new:

- Machines
- Substances
- Procedures

# TEMPLATE FOR HAZARD IDENTIFICATION

## RISK ASSESSMENT FOR BUILDING:

Name:

Address:

## ASSESSMENT UNDERTAKEN

Signed:

Date:

## ASSESSMENT REVIEW

Date:

STEP 1

STEP 2

STEP 3

List hazards here:

List groups of people who  
are at risk from the hazards  
you have identified:

List existing controls or  
note where the  
information may be  
found. List risks which  
are not adequately  
controlled and the action  
needed: