

**Parish of St John the Baptist Westbourne & Woodmancote Churches**

**Risk Review: Operational -  
Westbourne Church and Parish  
Hall**

- Purpose of Assessment**
- 1 Agree list of main risks to the church's mission
  - 2 Agree the likelihood and level of identified risks
  - 3 Agree all actions and identify responsibility

Probability Scoring = PS, Impact Scoring = IS, Overall Scoring = OS (PS + 2xIS). 1 = low, 2 = medium, 3 = high

	Item Detail	PS	IS	OS	Current controls/action required	Responsibility
1	Fire & Lightning, Flood, Storm, etc	2	3	8	Ensure all safety equipment is up to standard and regularly serviced. Annually arrange PAT testing and certification. (The nursery complete PAT testing for their own equipment). Electrical equipment to be switched off when unattended/overnight. Regular testing status, including church lightning conductor, is recorded on the document <i>Annual Review of Statutory Requirements</i> prepared by the Treasurer and reviewed annually by the PCC.	Churchwardens
2	Health & Safety, including First Aid	1	3	7	Health and Safety Policy is reviewed annually by the PCC.	Churchwardens
3	Vandalism	2	3	8	Consider security measures on a regular basis and review Open Churches policy. Damage to be put right as soon as possible, eg graffiti, etc. Vandalism to be reported to police 'Heritage Crimes' section	Churchwardens
4	Theft of lead.	2	2	5	Mark all exterior leadwork with Smart Water. Risk to lead roofing to tower considered low as it is difficult to access. Fix Smart Water warning signage as recommended by supplier.	Churchwardens

	Item Detail	PS	IS	OS	Current controls/action required	Responsibility
5	Ladders – unauthorised use	1	2	5	Secure with padlock and chain. <i>Recommended by Ecclesiastical Insurance Services report 04.03.19 q.v.</i>	Churchwardens
6	Suspended items				Chandeliers, font cover and suspension chain. Periodic safety inspection by competent persons. <i>Recommended by Ecclesiastical Insurance Services report 04.03.19 q.v.</i>	Churchwardens
7	Theft of organ pipes	1	2	5	Organ pipes have a high scrap metal potential (lead/tin). It is assumed that most potential thieves are not aware of this and removal is time consuming and conspicuous and might alert church watchers. Consider adding an intruder alarm PIR, as for the chandeliers. Mark with Smart Water.	Churchwardens
8	Computer failure	1	2	5	All parish documents are held on cloud-based secure servers. No records should be held on personal computers.	PCC
9	Volunteer competencies	1	3	7	The Safeguarding Officer monitors the need for new volunteers to undertake DBS checks on appointment and ongoing updates as appropriate.	Safeguarding Officer
10	Access arrangements				Keys to church and hall are held in coded key-safes. Vestry keys, safe keys and alarm intruder alarm fobs are held by a limited number of people listed on PR08 Procedure – Intruder Alarm. Key to the North Porch door is held by an unspecified number of people. This is not judged a significant risk as the church is open to all during the day anyway.	Churchwardens

	Item Detail	PS	IS	OS	Current controls/action required	Responsibility
11	Theft of valuables	1	1	3	Double check use of safe and ensure security marking of all valuables using 'Smart Water'. Inventory, with photographs, held on Box and last updated 2022. The Church is open in the day and most valuables are removed to the vestry after use. Nave chandeliers are covered by an intruder alarm PIR and to be marked with Smart Water.	Churchwardens
12	Employment issues	1	1	3	The Director of Music, Parish Administrator and Hall secretary are all volunteers. Vergers are volunteers.	Churchwardens
13	Failure of internet, gas, electricity supply	1	1	3	Low risk and low impact, policy not required.	
14	Total loss of St John's building by fire	1	3	7	Regular review of valuation with insurers. Check with EIO as to how often to conduct this review.	Treasurer/ Churchwardens
15	Total loss of Hall by fire	1	3	7	Regular review of valuation with insurers. Check with EIO as to how often to conduct this review.	Treasurer/ Churchwardens
16	Yew avenue	1	2	5	Responsibility of Parish Council as churchyard is closed.	
17	Churchyard	2	2	6	Responsibility of Parish Council as churchyard is closed.	

*Note: References are made in this document to Smart Water marking. This is guaranteed for five years after application. Re-marking should be undertaken at five year intervals starting in 2028.*

**NEXT REVIEW DUE** July 2024

## REVISION RECORD

REVISION	DATE	DETAILS	BY
Draft	25.03.20	Full review	PCC meeting
Draft	31.12.20	Comments received reviewed & document finalised	Andrew Turner and Andrew Doye
1	1.1.21	Final version	Marjorie Kipling
2	24.07.23	Reviewed and updated	Stewart Taylor
2	26.07.23	Approved	PCC meeting 26.07.23