

# Risk assessment in manses





Circuit Officers already have a responsibility under Standing Orders to make an annual visit to the manses to, amongst other considerations, 'consider what is the state of the manses...'. As part of this duty, it is important that you carry out risk assessments in manses to protect ministers, their families and visitors.

The risk assessment should be regarded as a careful examination as to what in the manse could cause harm to people. Having established the hazards, the managing trustees can then decide what steps can be taken to reduce the likelihood of causing harm by managing the risks.

This checklist should be used in conjunction with our more extensive guide "Health & Safety in Places of Worship" which is available free of charge from our office or can be downloaded from the Resource Centre on our website [www.methodistinsurance.co.uk](http://www.methodistinsurance.co.uk)

## Manse/Circuit Office risk assessment check and action list

Manse address:

Carried out by:

Date:

The questions in the check list draw attention to what could be described as usual hazards found in manses. The person conducting the risk assessment needs to go round the manse asking the questions below and making an assessment as to whether any action is required and how urgent it is having regard to the risk of injury.

There will probably be other hazards specific to individual manses or offices, so this example risk assessment form has space at the end for these to be recorded.

- 1 Is the manse including staircases, floors and bathrooms in a safe and clean condition? Yes  No

**Comments**

- 2 Is the manse adequately lit including externally? Yes  No

**Comments**

- 3 Are there satisfactory arrangements for maintenance? Yes  No

**Comments**

- 4 Are the external areas including paths and gardens in a safe and clean condition? Yes  No

**Comments**

- 5 If the minister or any member of their resident family is disabled, has consideration been given to access? Yes  No

**Comments**

- 6 Is the electrical wiring safe and regularly tested by a qualified electrician? Yes  No

**Comments**

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- 7 Are all portable electrical appliances owned by the circuit regularly checked for safety - for example faulty flexes, appropriate fuses, trailing wires? Yes  No

**Comments**

- 8 Are there sufficient sockets to use without the need for extensions? Yes  No

**Comments**

- 9 Is the central heating system in good working order and is it regularly tested by a qualified engineer and is there a regular maintenance contract? Yes  No

**Comments**

- 10 Has a specific Fire Risk Assessment been carried out? Yes  No

**Comments**

- 11 Are exit and escape routes identified and kept clear of obstruction? Yes  No

**Comments**

- 12 Have smoke & carbon monoxide detectors been fitted? Yes  No

**Comments**

- 13 Is the fire fighting equipment adequate, easy to use and properly positioned? Yes  No

**Comments**

- 14 Is a first aid box available and is someone responsible for ensuring that it is kept complete? Yes  No

**Comments**

- 15 Where a VDU / computer screen is used on a daily basis, has the appropriate check and advice been given? Yes  No

**Comments**

- 16 If furniture, or other heavy items need to be moved, is proper advice given on how this should be done and in particular how furniture and equipment should be stacked or stored? Yes  No

**Comments**

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17 Has a Manual Handling Risk Assessment been carried out? Yes  No

**Comments**

18 Has a Falls from Height Risk Assessment been carried out? Yes  No

**Comments**

19 Are external doors fitted with a five lever mortise deadlock? Yes  No

**Comments**

20 Are all accessible windows fitted with key operated window locks? Yes  No

**Comments**

21 Can laptops and confidential files be locked away when not in use? Yes  No

**Comments**

22 Are appropriate arrangements made for planning and supervising any volunteer work parties undertaking maintenance or repairs on circuit property? Yes  No

**Comments**

23 Are there arrangements for any employees, volunteers, leaders or helpers to be consulted or supplied with appropriate information about Health and Safety and Fire Precautions? Yes  No

**Comments**

24 Are there arrangements for outside contractors who carry out work on circuit premises to ensure that they work safely and do not create a safety hazard for others? Yes  No

**Comments**

25 Is there a procedure for investigating, recording and reporting of accidents? Yes  No

**Comments**

26 Has a specific Asbestos Risk Assessment been carried out? Yes  No

**Comments**

27 Is there a written Health & Safety policy? Yes  No

**Comments**

28 Are there procedures for monitoring the action required as a result of this risk assessment and for its review? Yes  No

**Comments**

**Specific hazards**

**Further information and help available to you**

The Health & Safety Executive (HSE) has produced a comprehensive list of books which can be purchased from HSE Bookshops by mail-order or on-line.

HSE Books  
PO Box 1999  
Sudbury  
Suffolk  
CO10 2WA  
Tel: 01787 881165  
Website: [www.hsebooks.co.uk](http://www.hsebooks.co.uk)

Further information and guidance on a wide range of subjects can be found on our website in the Resource Centre.

**[www.methodistinsurance.co.uk](http://www.methodistinsurance.co.uk)**



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