



**Parish of - St. Alban's Church Copenhagen
Activity risk assessment - including holidays and trips**

Activity: Cleaning

Location: St. Albans Church Copenhagen

Name of leader with responsibility: Mission & Outreach (Building Committee)

Date of first risk assessment:

Time/frequency: After all Activities

Date to be reviewed: Monthly

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Slips and Trips	One may be injured if they slip on spillages or trip on machine cables, stairs, carpets, kneelers, chairs or objects left on the floor.	<ul style="list-style-type: none"> • Ensure safe working environment • Cleaners use electrical sockets nearest to where they are working to reduce the risk of tripping over leads • Report hazards to church council (e.g. loose floor tiles) • Clear spillages immediately. • First aid box in sink room cupboard and outside • Adequate Lighting 	<ul style="list-style-type: none"> • Introduce a two-mop system for cleaning floors (wet mopping followed by dry mopping). • Remind cleaners to wear sensible shoes eg. flat shoes with a good grip • Train people in first aid. • Restock first aid box • Make sure everything is dry incl railings. 		Immediately	



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Contact with Cleaning Chemicals/ Allergy	One could risk skin irritation or eye damage from direct contact with cleaning chemicals. Vapour from cleaning chemicals may also cause breathing problems	<ul style="list-style-type: none"> Mops/brushes and protective gloves/masks are provided and used Products are used in accordance with safety instructions and PPE is used. First Aid kit kept outside and under the sink in the sink room 	<ul style="list-style-type: none"> New volunteers are asked if they suffer from skin problems when using cleaning products Volunteers wash gear after using them and store them in a clean dry place All volunteers are trained how to safely use and store cleaning products and never transfer them to an unmarked container. Train people in first aid Does the first aid kit contain an epi pen 		Immediately	
Manual handling Examples: lifting and moving heavy objects or objects that are difficult to grasp	Volunteers risk injuries or back pain from handling or moving heavy/bulky objects, eg cleaning equipment or heavy waste bags	<ul style="list-style-type: none"> Volunteers do not overfill waste bags or buckets More than one person should be lifting heavy objects. 	<ul style="list-style-type: none"> Cleaning equipment is provided on each floor and volunteers are trained how to use it safely All volunteers are trained how to lift properly Trolleys are available for moving heavy waste bags 		Immediately	
Working at height In case a ladder/step ladder is required.	Falls from any height can cause bruising and fractures	<ul style="list-style-type: none"> Appropriate equipment, eg. suitable ladder, is provided and 	<ul style="list-style-type: none"> Allowed to climb a ladder with supervision only. 		Immediately	



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		<ul style="list-style-type: none"> volunteers are shown how to use it safely Volunteers are reminded to re-position the ladder before they clean/place, to reduce the risk of an accident from over-reaching Ladders and stepladders only used for low-level, short-duration work (less than 30 minutes) 				
Cleaning Machines/Equipment	Volunteers and others risk injury from improper use of machines/ equipment.	<ul style="list-style-type: none"> The right machines/equipment are provided for each job 	<ul style="list-style-type: none"> Trained how to use the machines safely Machines are regularly examined and maintained 		Immediately	
Lone Working	Volunteers could suffer injury or ill health while working alone	<ul style="list-style-type: none"> Not been addressed PPE is being worn 	<ul style="list-style-type: none"> Indv. Needs to be risk assessed Precautions when working from height. Work in twos. 		Immediately	
Electrical equipment (when cleaning photocopier)	Volunteers could get shocks or burns from faulty electrical equipment. Electrical faults can also lead to fires.	<ul style="list-style-type: none"> Any faulty equipment is promptly taken out of use 	<ul style="list-style-type: none"> Volunteers are trained in basic electrical safety and do pre-use visual checks. Any defective equipment, plugs, discoloured sockets, damaged cables, and 		Immediately	



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			<p>on/off switches are promptly reported</p> <ul style="list-style-type: none"> • Safety checks of the electrical equipment are carried out to ensure that it continues to be safe. Where necessary this is done by a competent electrician (dependent). • Remind staff to always do pre-use visual checks and not to use any faulty equipment. 			
Inexperienced/new staff	New volunteers are at risk if they unaware of safe working procedures	<ul style="list-style-type: none"> • Not been addressed 	<ul style="list-style-type: none"> • Supervision is needed at all times • Need to be risk assessed • Risk assessments are discussed with all new volunteers as part of the induction process • Briefed on safety procedures by lead before beginning work 		Immediately	
Fire	If trapped, volunteers could suffer fatal injuries from smoke inhalation or burns	<ul style="list-style-type: none"> • 2 exits • Unplug appliances • No smoking near equipment • Fire extinguishers on all floors 	<ul style="list-style-type: none"> • Fire blankets • Working phone provided. 		Immediately	



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		<ul style="list-style-type: none"> Emergency numbers on vestry board 			
Sickness & Hygiene (e.g. COVID 19)	All	<ul style="list-style-type: none"> Maintain social distancing. Alcohol-based handwash dispensers in place (sink room and sacristy) No shaking hands Register of volunteers are taken for track and trace. Recommended that 4 people are needed Protective gear to be worn 	<ul style="list-style-type: none"> More alcohol based handwash and protective gear needed. Practice handwashing and sanitizing of hands. No physical contact. Cleaning of handles, benches, railing etc. Keeping a distance. (2m marked out on benches and floor) Signs in place, near the front door, sink room and toilets to inform all of procedure. 		Immediately
Death or injury to person/medical condition/ building Incl. falling objects (e.g. when cleaning coat pegs)	All	<ul style="list-style-type: none"> First Aid kit kept outside and under the sink in the sink room Defibrillator kept outside 	<ul style="list-style-type: none"> Train people in first aid No policy in place or not aware of one Panic button has been installed to emergency services 		Immediately
Theft (esp. when cleaning safe)	All	<ul style="list-style-type: none"> Keep church doors closed Security cameras in place. Observe 	<ul style="list-style-type: none"> Telephone in vestry. Record of Fob/ key holders Record of all thefts in the church 		Immediately



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		<ul style="list-style-type: none"> Alarm systems in place Signs placed to make sure after the church service people close the front door after them 				
Handling Complaint/ Concerns	All	<ul style="list-style-type: none"> Informing Chaplain 	<ul style="list-style-type: none"> Keep a record Make Lead aware depending on the nature of the complaint. 		Immediately	
Abuse/major safeguarding incident <ul style="list-style-type: none"> Making harmful/ inappropriate comments Personal abuse/accusations Racism 	All	<ul style="list-style-type: none"> Safeguarding trained indiv. present Safeguarding policy on narthex notice- board with contact numbers Panic button to emergency services installed Ministry Team prepared to offer council (mental health) 	<ul style="list-style-type: none"> Observe Monitor Listen Record- a record book to be kept in the office Let Safeguarding officers know as soon as 		Immediately	
Absent Volunteers	All	<ul style="list-style-type: none"> Inform lead 	<ul style="list-style-type: none"> There has to be volunteers on stand-by 		Immediately	