

6/1/2026

Southwell Baptist Church

Risk Assessment

DRAFT

Church Risk Assessment

Based on Baptist Union C22 Risk Assessment Template

Assessment Date: 01st June 2026

Review Date: 01st June 2027

Completed By: Barry Westbury

Approved By (Trustees/Deacons): Interim Steering Group

1 Purpose

This risk assessment has been prepared to assist Southwell Baptist Church in identifying, evaluating and managing risks associated with its ministry, worship, property, activities, volunteers, employees and visitors.

The assessment follows the principles outlined in the Baptist Union C22 Risk Assessment guidance and seeks to:

- Protect people from harm.
- Safeguard church property and assets.
- Support compliance with legal and charity obligations.
- Promote a safe environment for worship, fellowship and community engagement.
- Reduce the likelihood and impact of foreseeable risks.

2. Risk Rating Matrix

Likelihood	Score	Impact	Score
Rare	1	Insignificant	1
Unlikely	2	Minor	2
Possible	3	Moderate	3
Likely	4	Major	4
Almost Certain	5	Severe	5

Risk Rating = Likelihood x Impact

1-4 Low **5-9** Medium **10-16** High **17-25** Very High

3. General Church Operations Risk Register

Risk Area	Hazard Risk	Persons Affected	Existing Controls	Likelihood Impact	Rating	Further Action Required	Responsible Person(s)
Fire / Safety	Fire causing injury or property loss	Congregation, Visitors, Staff	Fire Extinguishers, Evac procedure, annual inspection	2 / 5	10	Review evacuation procedures annually	
Slips, Trips & Falls	Uneven flooring, Wet surfaces, loose cables	All users	Housekeeping checks, cable covers, cleaning procedures	3 / 3	9	Monthly building inspection	
Electrical Safety	Faulty electrical equipment	Staff, volunteers, Public	PAT Testing, fixed wiring inspections	2 / 4	8	Maintain testing schedule	
Manual Handling	Moving Tables, chairs and equipment	Volunteers & Staff	Manual handling guidance given	3 / 2	6	Refresher training	Church Administrator
Working at Height	Accessing lofts, changing bubs, maintenance	Volunteers & Contractors	Appropriate ladders, use contractors where necessary	2 / 4	8	Restrict unauthorised access	
Security	Theft, vandalism or break ins	Church staff, congregation	Locks, alarms, key control system	3 / 3	9	Review CCTV requirements	Trustees
Lone Working	Individuals alone on premises	Staff and volunteers	Sign-in procedures emergency contacts	2 / 4	8	Formal lone working policy	ISG

4. Safeguarding Risks

See separate Safeguarding Risk register

5. Health & Welfare Risks

Risk Area	Hazard Risk	Persons Affected	Existing Controls	Likelihood Impact	Rating	Further Action Required	Responsible Person(s)
Food Hygiene	Food contamination during events	Attendees	Food Hygiene procedures	2 / 4	8	Maintain food allergen records	Event coordinator
First Aid	Delay in treatment	All users	First Aid kits available	3 / 3	9	Appoint additional first aiders	ISG
Infectious Illness	Spread of illness during gatherings	Congregation and visitors	Hygiene measures and cleaning regime	3 / 3	9	Review during outbreaks	ISG

6. Financial & Governance Risks

Risk Area	Hazard Risk	Persons Affected	Existing Controls	Likelihood Impact	Rating	Further Action Required	Responsible Person(s)
Financial Fraud	Misuse of funds	Congregation	Dual authorisation, independent examination	2 / 5	10	Annual controls review	treasurer
Data Protection	Breach of GDPR requirements	All users	Privacy notices, Secure storage	2 / 4	8	Annual GDPR audit	
Trustee Compliance	Failure to meet charity obligations		Trustee training and governance procedures	2 / 5	10	Annual governance review	ISG

7. Building & Property Risks

Risk Area	Hazard Risk	Persons Affected	Existing Controls	Likelihood Impact	Rating	Further Action Required	Responsible Person(s)
Asbestos	Disturbance of asbestos	All users	Asbestos survey and plan	1 / 5	5	Review survey as required	
Legionella	Water contamination	All users	Regular flushing & monitoring	2 / 4	8	Maintain Logbook	
Structural Issues	Building defects	All users	Periodic Inspections	2 / 5	10	Annual Inspections	

8. Special Events and Community Activities

Separate event-specific risk assessments must be completed for:

- Holiday clubs
- Community meals
- Concerts and performances
- Outdoor events
- Fundraising activities
- Residential trips
- Transport arrangements
- External hirers of church premises

9. Emergency Procedures

The church shall maintain:

- Fire evacuation procedures.
- Emergency contact list.
- First aid arrangements.
- Safeguarding reporting procedures.
- Incident and accident reporting system.
- Business continuity arrangements for major disruption.

10. Review

This risk assessment shall be:

- Reviewed annually.
- Reviewed following any significant incident.
- Updated when activities, staffing, premises or legislation change.
- Reported to the Trustees/Deacons for approval.

