

Hazard		Risk	Control measures	Remarks
1.	Falls from height	Med	Pulpit only used by Minister, Local Preacher or Worship Leader. Use of pulpit discouraged – especially those with reduced mobility. Users encouraged to use lectern. Seat available to reduce prolonged periods of standing.	Consider marking edge of raise area with white or yellow tape. Working at Height risk assessment in place.
2.	Trips and slips on the elevated platform	Low	Pulpit surface and stairs covered in carpet. Books, papers and other items (bags, drinking glass/bottle) kept on shelf and off the floor. Microphone cable stored securely off the floor. Church must be properly lit when using the pulpit.	Unused cables removed to prevent tripping.
3.	Access and egress	Med	Handrail (one side only) in place for support when ascending & descending pulpit steps. Users supervised when ascending & descending steps. User must be supervised when leaving the pulpit in the event of an evacuation.	Sensible footwear to be worn when using the pulpit. Heels discouraged.
4.	Stability of the pulpit structure	Low	Regular inspection of the stability and integrity of the pulpit structure and stairs. Regular inspection of the furniture used in the pulpit.	
5.	Potential for dropping objects from height	Low	Books and other items kept on shelf to prevent being dropped from height. Only necessary items to be taken into the pulpit. All books used are stored on shelf of pulpit. The pulpit must not be used for storage.	Personal items can be locked in the vestry for preachers wishing to use the pulpit.

By using the pulpit, you accept the above risks and are ultimately responsible for your own safety. It is the responsibility of the steward/s on duty to bring your attention to this risk assessment.

Carried out by: Liam Hodgetts

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