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| --- | --- | --- | --- | --- | --- |
| **Activity / Task:**   * **Spiral Staircases** | | | | | |
| **Persons at Risk: Contractors, Clergy, Employees, Volunteers, Public** | | | | | |
| **Controls for all Churches:** | **The parish must**  **Ensure that the staircase is included in the quinquennial review and** **regularly review stair cases for wear and tear.** | | | | |
| **Hazard** | **Controls in Place** | **Severity of Harm**  **S (1 to 5)** | **Likelihood of Harm**  **L (1 to 5)** | **Risk**  **Rating**  **S x L = R** | **Additional Control Required** |
| **Injury due to:**   * Slip, trip or fall down the stairs. * Poorly lit stairwells placing steps in shadow. * Poorly maintained steps and handrails. * An individual’s mobility, balance or other conditions put them at risk. | * Inspect the spiral staircase regularly for wear and tear. Particularly the nosings that have come away from the step edging and fraying carpets that may pose a trip hazard. * Inspect handrails and balustrades to make sure they are in good repair, firmly fixed and structurally sound, * If steps are carpeted then inspect that the carpet has not been worn smooth and frayed through excessive use. * Nosings should be flush with the rest of the tread and not stand proud. Where installed, nosings should be of a colour and luminance that contrasts with the remaining step. * If steps are to be highlighted using colour contrast, the first and last steps should certainly be highlighted and where single steps occur, these should also be highlighted, * Lighting must ensure that the stairwell is well lit and shadows on steps should be avoided. * The switches on stairwells that control the stair lights must be positioned such that there is no risk of a person falling while reaching for the switch. Three way switches should be used at both the top and bottom of the stairs. * Where an individual’s mobility, balance or other conditions put them at risk of falls, an assessment should be completed, which considers whether access to the stairs is appropriate and under what circumstances. Where they are mobile, but are at risk of falls, the views of the individual should be considered as part of any assessment when deciding whether access to the stairs is appropriate. * Users of the stairs must always ensure good lighting is in place before the stairs are used, always hold handrails, do not read documents, do not use mobile phones whilst climbing the stairs. * High heel shoes must be discouraged when climbing a spiral staircase. | **Without Controls** | | | * In places where carpet is used consider installing nosings over the step edges, the nosings should have a suitable slip resistance, A microroughness of at least 20 micrometres is necessary. Nosings must * A mind your head sign where there is a risk of banging your head on the stairwell. * Ensure that lightbulbs fitted to illuminate staircases/stairwells are of a type which gives instantaneous light, rather than ‘warming up’ |
| 5 | 3 | 15  HIGH |
| **With all controls in place:** | | |
| 3 | 2 | 6  LOW |

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| **SEVERITY (CONSEQUENCE)** |  | **RISK / PRIORITY INICATOR MATRIX** | | | | | | | | | | |
|  |  |  |  |  |  | |  | |  | |  | |
| 1. Negligible (delay only) |  | LIKELIHOOD | 5 | 5 | 10 | | 15 | | 20 | | 25 | |
| 2. Slight (minor injury / damage / interruption) |  | 4 | 4 | 8 | | 12 | | 16 | | 20 | |
| 3. Moderate (Lost time injury, illness, damage, lost business) |  | 3 | 3 | 6 | | 9 | | 12 | | 15 | |
| 4. High (Major injury / damage, Lost time business interruption, disablement) |  | 2 | 2 | 4 | | 6 | | 8 | | 10 | |
| 5. Very High (Fatality / Business closure) |  | 1 | 1 | 2 | | 3 | | 4 | | 5 | |
|  |  |  | | 1 | 2 | | 3 | | 4 | | 5 | |
| **LIKELIHOOD** |  | SEVERITY (CONSEQUENCE) | | | | | | | | |
| 1. Improbable / very unlikely |  |  |  |  | |  | |  | |  | |  |
| 2. Unlikely |  | **SUMMARY** | | **SUGGESTED TIMEFRAME** | | | | | | | | |
| 3. Even chance / may happen |  | 12-25 | High | As soon as possible | | | | | | | | |
| 4. Likely |  | 6-11 | Medium | Within next 3-6 months | | | | | | | | |
| 5. Almost certain / imminent |  | 1-5 | Low | Whenever viable to do so | | | | | | | | |

***NB: these control measures are not exhaustive and are a guide only they are not intended as a substitute for full risk assessment to suit your work environment and situation.***