



RISK ASSESSMENT

Assessor		<i>Water Lane URC</i>			Date	<i>8.10.25</i>		
Description		<i>Use of Candles and Naked Flames</i>			Review period	<i>12 months</i>		
Task	Hazard	Risk	Persons at risk	Risk Level (L x C)	Control measures	Residual Risk Level (L x C)	Action by	Date to be completed
Using candles during services	Naked flame	Fire Death, Asphyxia, Burns	Staff, ministers, church members, volunteers and visitors	4 x 5 = 20	<ul style="list-style-type: none"> Good quality slow burning candles to be used - not cheaper, catering quality; Candles to be kept clear of all combustible materials e.g. decorations, foliage, electrical equipment; Candles to be placed in metal holders or on stone or brick; Leave at least four inches between candles; Extinguish using a 'snuffer' or a spoon, do not blow out; Do not move candles whilst they are still burning; 	2 x 5 = 10	Service Leader Duty Elder	Safety talk at the beginning of each service

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					<ul style="list-style-type: none">• Ensure all candles are extinguished before leaving the room. Do not leave burning candles unattended;• Take extra care when using 'self-supporting' votive (tea lights) candles. These candles turn to liquid to release their fragrance. They must be put in a glass or metal holder.• Fire extinguishers to be at hand (water or foam for non-electrical) or fire blanket;• Fire exits to be kept clear of obstructions;• Duty elders to have torches in event of evacuation;• For larger services first aider to be present.			
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Using candles during services	Molten wax	Burns to skin, ignition of clothing and/or hair.	Staff, ministers, church members, volunteers and visitors	4 x 4 = 16	<ul style="list-style-type: none">• Safety talk prior to use at beginning of the service;• Use purpose made candles with slide-on card drip trays;• Children to be supervised - not to stand close together;	2 x 4 = 8	Service Leader Duty Elder`	Each time of use
Name and position	A Booth - Elder	Signature				Date completed	8.10.25	