

## RISK ASSESSMENT

Assessor		Water Lane URC			Date		8.10.25	
Description		Use of Candles and Naked Flames			Review period		12 months	
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"> <li>• Good quality slow burning candles to be used - not cheaper, catering quality;</li> <li>• Candles to be kept clear of all combustible materials e.g. decorations, foliage, electrical equipment;</li> <li>• Candles to be placed in metal holders or on stone or brick;</li> <li>• Leave at least four inches between candles;</li> <li>• Extinguish using a 'snuffer' or a spoon, do not blow out;</li> <li>• Do not move candles whilst they are still burning;</li> </ul>	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"> <li>• Ensure all candles are extinguished before leaving the room. Do not leave burning candles unattended;</li> <li>• 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.</li> <li>• Fire extinguishers to be at hand (water or foam for non-electrical) or fire blanket;</li> <li>• Fire exits to be kept clear of obstructions;</li> <li>• Duty elders to have torches in event of evacuation;</li> <li>• For larger services first aider to be present.</li> </ul>			
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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"> <li>• Safety talk prior to use at beginning of the service;</li> <li>• Use purpose made candles with slide-on card drip trays;</li> <li>• Children to be supervised - not to stand close together;</li> </ul>	2 x 4 = 8	Service Leader Duty Elder`	Each time of use
Name and position	A Booth - Elder		Signature			Date completed	8.10.25	