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| **Assessor** | Safety Security and Training for TNS | **Date** |  |
| **Description** | Use of Candles and Naked Flames | **Review period** | 12 months |

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| **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 | * 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; * 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. | 2 x 5 = 10 | Service Leader  Duty Elder | Safety talk at the beginning of each service |
| 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 | * 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 |

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| Name and position |  | Signature |  | Date completed |  |