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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 LeaderDuty Elder | Safety talk at the beginning of each service |
| Using candles during services | Molten wax | Burns to skin,ignition of clothing and/orhair. | 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 LeaderDuty Elder` | Each time of use |

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