

**Activity:** general risk assessment for church and hall / crypt

**Date of risk assessment:** August 2024

**Location:** (St Andrews Redruth)

**Time/frequency:** general

**Name of leader with responsibility:** Lez Seth Churchwarden

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Abusive/aggressive users (particularly at foodbank & warm bank)	Volunteers, other users, church property. Damage/injury to persons or property	<i>Check your phone network is available in your location in the building. (Have you got access to the landline in the office)</i>	Be aware of the lone working arrangements	Volunteers	Ongoing <i>(landline needs checking!)</i>	
Security of church and church office	Abuse/ aggression to other users of the premises. Damage to church property.		Remind other users of activities and users. Keep crypt/church door closed when people in the church. Lock office and church door when premises not occupied.	Volunteers. Other church members/clergy in the building	Ongoing	
Fire	Volunteers, users	There are signed fire exits and extinguishers  <ul style="list-style-type: none"> <li>•Check signs and emergency lighting</li> <li>•Fire extinguishers</li> <li>•Fire exits - clear path</li> <li>•Old items causing a fire hazard</li> </ul> Regular statutory checks on fire extinguishes (Firecrest)	Check fire exit is clear and volunteers know location of extinguishers  DCC could/should plan some fire drills at different times to reflect the use of the building.	Volunteers	Ongoing	
Unexpected injury or illness including those arising from substance use	Volunteers, users	There is a first aid kit back of the church and the kitchen. Accident book is in the kitchen cupboard.	Know location of first aid kit. Identify any volunteer with first aid training. Emergency contact numbers  Whose responsibility will be the contacts? How will you identify those trained?  Is the first aid kit up to date and stocked?	Volunteers	Ongoing	
<b>Slips/Trips/Falls</b>						

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Interior uneven surfaces	Users falling over through tripping up or losing footing on poorly maintained surfaces (edges of carpets / vinyl / microphone cables etc)	Floors cleaned weekly, damaged flooring reported by cleaners	Surfaces to be inspected regularly and repaired as necessary  Cable covers to be used. Gaffer tape available if necessary.	Church Wardens	Inspect three monthly	
Interior slippery surfaces	All users	Users know (through hire agreement) to clear up spillages immediately and know where equipment for this is kept	Ensure non-slip finish polish used for floors			
Exterior uneven surfaces	Users falling over through tripping up or losing footing on poorly maintained surfaces	Regular inspection of paths and car park areas	Hole Filling /repairs to be part of bi-annual working day activities			
		Good lighting installed in car park and porch in hall				
Granite stairs between church and crypt	Steep shallow stairs	Handrails, notices and gates.	Inspected regularly			
Exterior Icy conditions	All users	Wardens put grit/salt out on service days				
Items left on floors	All users tripping up over items left lying or over leads to equipment	Ensure users maintain tidy spaces and take care in use of trailing leads (through Hire agreement)	Check wording of agreement			
<b>Work at Height</b>						
	Hall users hanging decorations/lights etc could fall from steps/ladders.	Limitations to users carrying out activities etc through user agreement.	Review rules/limits.			

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		Appropriate stepladders and ladders securely stored and available for use	Draw up ladder register and inspection procedure for inspecting ladders/steps Limit use to trained people (Apply Notice) Padlock ladders to limit use ??	Removal and disposal of all defective step ladders and out of date equipment		
	Tradespeople maintaining lights/curtains/windows could fall from steps/ladders	Tradespeople should preferably use their own access equipment and have their own insurance. .				
<b>Vehicle Movement</b>						
	Pedestrians can be struck by a car in car park.		Limit use of car park .....			
			Erect appropriate signage limiting use of car park			
<b>Hazardous substances</b>						
	Children can swallow, get on skin, in eyes, inhale etc	Children limited to where they can access (user agreement - limitations of access to Kitchen)	Review materials kept on site			
<b>Electricity</b>						
	Users can get a shock from faulty equipment or installation	Regular 5yr inspection of Fixed installation				
		Annual PAT testing of portable equipment				
		Limitations on users own equipment (through hire agreement)				

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	Tradespersons can get a shock while working on supplies/equipment.	Employing only suitably qualified electricians				
<b>Stored Equipment</b>						
	Users can be crushed, harmed by falling equipment or hurt by trying to retrieve poorly stored inaccessible equipment	Designation of table and chair storage areas	Display information for users on how and where to stack chairs and tables			
<b>Manual Handling</b>						
	Users could strain/pull back through poor lifting techniques	Display instructions on where and how to stack chairs – chairs to be stacked a maximum of 4 high				
		Display notice on manual handling in hall				
<b>ADDITIONAL RISKS FOR USE OF KITCHEN</b>						
<b>Hot surfaces/liquids</b>						
	Users could suffer burns/scalds	Only adults allowed to lift hot pans, dishes, kettles etc				
		Positioning pan handles not to overhang the edge of the cooker				
		Ensuring adequate space is available around the ovens at all times when handling hot items.				
<b>Sharp equipment</b>						
	Users could suffer cuts	Controlling storage and use of knives.				
		Washing knives separately and do not leave in sink				

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	Users dropping glass or bottle	Glasses and bottles only accessible to adults			
		Dust pan and brush and gloves available to protect hands while clearing up broken glass			
<b>Slips and Trips</b>					
	Users slipping on floor	Ensuring good housekeeping and that any spills / food debris are cleared up immediately			
<b>Food poisoning</b>					
Personal Hygiene	Users consuming food items.	Warm water, soap and towels (disposable) are available	Anyone helping in the kitchen.		
		Cuts etc. to be covered with waterproof adhesive dressings, available from first aid box.			
Food Storage		"Use by" and "best before" dates checked			
		Food stored in suitable containers. (covered / protected from contamination)			
Food Handling		High risk / raw foods kept apart at all times	Separate chopping boards and utensils used for raw and cooked food.	As above.	
		Any food cooked at home must be transferred quickly to the kitchen oven to keep warm or cooled completely and not reheated.			
		Food hygiene certificates to be displayed			
		0	As above.		
Cleaning		Work surfaces cleaned with a multi-purpose cleaner and then disinfected prior to any food preparation			
		Adequate rubbish bins provided and they must be emptied appropriately.			
<b>Allergies</b>	users with allergies				

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		Make sure that food served from the kitchen is labelled if it contains allergens such as gluten and nuts.	Post a disclaimer to say that no guarantees can be made that there has been no contact with allergens such as nuts.	Event Leader	as necessary	on-going
<b>Contracting Covid 19</b> and other contagious diseases	Anyone present	Hand sanitiser available. Masks available.	All surfaces cleaned before and after any event. Notices regarding toilet etiquette with extra sanitiser outside toilets.	Church wardens and PCC.	Checks made before events and organisers.	Always
<b>ADDITIONAL RISKS when there is a licensed bar (Make sure Temporary Events Notice is in place and the limit for the year is not breached)</b>						
<b>Overindulgence</b>						
	Users drinking too much	Monitoring intake of alcohol		Event Leader	as necessary	on-going