Revd Jo Mulliner Thursday mornings – term time only – from April 2018

 Reassessed – March 19th 2018

| **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 | Volunteers, other users, church property. Damage/injury to persons or property | *Are all mobile phone networks available in the crypt?* |  | *Volunteers* | *Ongoing* |  |
| Security of church and church office | Abuse/ aggression to other users of the premises. Damage to church property.  |  |  | Volunteers. Other church members/clergy in the building | Ongoing |  |
| Fire | Volunteers, users | There are signed fire exits and extinguishers | Check fire exit is clear and volunteers know location of extinguishersDCC 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 | Know location of first aid kit. Identify any volunteer with first aid training. Emergency contact numbersCharlotte Mitchell has first aid training as part of her regular job and is an organiser of the group. Is the first aid kit up to date and stocked? | Volunteers | Ongoing |  |
| Open crypt door | Unsupervised children, including other church users, leaving the premises |  | Remind parents and responsible adults of the risk. Have ‘welcome desk’ at the door to monitor this aspect | Volunteers | Ongoing |  |
| Non DSB checked members of public on premises | Inappropriate behaviour towards unsupervised children including other church users |  | Remind parents and other responsible adults of the risk in initial sign up details of each child | Volunteers | Ongoing |  |
| Lifting heavy objects including noticeboard | Volunteers damage to back |  | Volunteers to seek help when needed | Volunteers | Ongoing |  |
| Dirty toilets | Unpleasant and health risk to volunteers and other church users | Cleaner cleans toilets weekly | Check toilets regularly during and at end of session | Volunteers | Ongoing |  |
| Trip hazards, small loose objects | Volunteers, users, especially small children | Most potential hazards are made safe but items such as the table football will still be at the side of the room - as will the table trolley and stacks of chairsConsider small children climbing on these.....  | Check premises on arrival, remove or protect any hazards, warn users of risk | Volunteers | Ongoing |  |
| Granite Pillars- steel girders and broken cleats in the floor.  | Trip/bump hazards – especially small children | To be covered with purpose made foam pads | Part of pre-check | Volunteers | Ongoing |  |
| ‘Fridge/freezer can be opened and is outwith the kitchen area | Attractive to adventurous children | Catches applied | Part of pre-check | Volunteers | Ongoing |  |
| Kitchen area | Children unsupervised | Stable door used at entry to prevent access | Part of pre-check and monitored throughout | Volunteers | Ongoing |  |
| Kitchen circuitry | Volunteers responsible for coffee/tea | Briefing to explain situation | Part of initial agreement | Volunteers  | Ongoing |  |
| Toilet trips | Potential for toilets to be used by other Church members/members of the public. | Children to be accompanied by parent/guardian at all times | Monitored by ‘welcome’ table staff | Volunteers | Ongoing |  |
| Storage of cleaning materials and ladders in toilet lobby | Potential temptation for children/chemicals/fall hazard | Children to be accompanied by parent/guardian at all times | Monitored by ‘welcome’ table staff | Volunteers | Ongoing |  |
| Football table and ice hockey table | Risk to children’s eyes and general risk of pulling/climbing | Seal off from main area | Part of pre-check | Volunteers | Ongoing |  |
| Stage area/steps | Risk of children climbing | Remove steps prior to session | Part of pre-check | Volunteers | Ongoing |  |
| Piano | Risk of trapped fingers in lid | Cover and/or place lock on lid | Part of pre-check | Volunteers | Ongoing |  |
| Sharp table corners | Risk of damage to children’s eyes/heads | Corner protectors | Part of pre-check | Volunteers | Ongoing |  |
| Radiators | Risk of burn injury – children and adults | Guards for when they are in use | Part of pre-check | Volunteers | Ongoing |  |