

Area assessed:

Church Hall

Church hall.

Who might be harmed?

Anyone visiting in the Hall

Members of the congregation, volunteers, employees, visitors, clergy, in fact anyone visiting the church hall. This will include groups who rent or use the hall for their own activities such as mother and toddler groups, cubs and brownies, keep fit classes, etc.

What could cause harm?	Tick here if risk or N/A	Existing precautions in place	Additional precautions required	Who needs to take action?	When does this need to be completed by?	Tick when completed	Completion date
<p>Trips:</p> <ul style="list-style-type: none"> • Worn or unfixed carpet edges, rugs and doormats • Trailing wires, cables or leads • Worn, damaged or uneven steps or stairs • Poor lighting • Missing or defective handrails • Variations in the level (for example, ramps) • Other. 	<p>Minimal</p> <p>√</p>	<p>The Hall is in a good state of repair. The floor is tiled or laminate throughout and is well lit. Paving outside is in good condition. There are some slight uneven patches at the far side of the play area adjacent to the path by the fence (90degrees to the Hall) which is not a thoroughfare.</p>					

<p>Slips:</p> <ul style="list-style-type: none"> • Smooth floorsurfaces • Cleaning activity making floors slippery (for example, wet mopping, use of polishes, etc.) • Wet or contaminated floors from poor maintenance (for example, leaking roofs) • Spillages of food or drink, (particularly in kitchen areas) • Walk-in contaminant from adverse weather (for example, mud, rainwater, etc.) • Other. 	√	<p>The Hall floors are smooth so present potential slip hazards if wet through inclement weather or spillage. Users are expected to be vigilant and to mop up fluid immediately. A hazard cone is available as an extra reminder to be careful of a hazard.</p> <p>Children are not allowed in the kitchen area.</p>					
<p>Falls from Height:</p> <ul style="list-style-type: none"> • When changing lightbulbs • When cleaning or decorating • When putting up decorations or displays • From balconies or other areas at height • Fragile ceiling material where work or access is required • Damaged ladders, stepladders or other access equipment • Other. 	√	<p>The Church policy on Working at Height applies. Named individuals only allowed to use a ladder for simple repairs.</p> <p>Storage of items on top of cupboards, so requiring a ladder or chair is not allowed. If Users choose to stand on chairs/ladders this is absolutely at their own risk.</p>					

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<p>Fire:</p> <ul style="list-style-type: none"> • Accumulations of combustible waste • Accumulations of flammable materials • Blocked or obstructed exit routes • Locked escape doors • Portable heaters • Votive candles • Other. 	Minimal √	<p>Regular fire fighting equipment checks undertaken by a specialist.</p> <p>Cylinders; fire blanket and fire/CO2 alarms in place</p> <p>Hall guidelines require all rubbish to be removed after each User.</p> <p>Fire exits secure but readily opened from inside the Hall</p>					
<p>Electricity:</p> <ul style="list-style-type: none"> • Faulty or damaged fixed wiring • Faulty, damaged or unauthorised portable electrical equipment • Faulty or damaged extension cables or adaptors • Other. 	Minimal √	<p>Regular electricity systems check in place.</p> <p>PAT testing of all small electrical items annually</p>					
<p>Gas:</p> <ul style="list-style-type: none"> • Defective or poorly maintained gas boilers • Faulty portable gas heaters • Other. 	Minimal √	<p>Annual boiler and cooker check in place</p>					
<p>Food Preparation:</p> <ul style="list-style-type: none"> • Defective cooking equipment • Unsecured or poorly positioned hot water boilers • Unclean food preparation areas • Inadequate washing facilities • Other. 	N/A	<p>Food preparation the responsibility of each User. Equipment in place and two sinks. Hot water boiler appropriately placed.</p>					

<p>Asbestos:</p> <ul style="list-style-type: none"> • In insulation, lagging or fire protection • In wall and roof linings • In organ blowers • In motor housings • Other. 	N/A						
<p>Glazing:</p> <ul style="list-style-type: none"> • Non-safety glass in doors, partitions or floors • Other. 	N/A						
<p>Play Area</p> <p>Wooden benches rotting and splintered</p>	√	Pre-School notified as one bench removed but other two are rotting with potential fall hazard if used plus splinters. Action requested.	Not to be used until a decision made by Pre-School.				

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<p>Hazardous Substances:</p> <ul style="list-style-type: none"> • Cleaning products (for example, polish, drain cleaner, etc.) • Other. 	<p>Minimal</p> <p>✓</p>						
<p>Manual Handling (lifting or carrying):</p> <ul style="list-style-type: none"> • Bulky or unwieldy furniture (for example tables, chairs, etc.) • Heavy audiovisual computer equipment • General rubbish that may include breakages (for example, glass) • Other. 	<p>✓</p>	<p>The Church policy on Manual Handling applies.</p> <p>There is a need for Users to move chairs and tables from a restricted space, so caution is needed.</p>	<p>Improved signage reminding people to be careful when moving and handling would be advantageous</p>	<p>R.Johnson/ K. Holbourn</p>	<p>ASAP</p>	<p>✓</p>	<p>8.9.22</p>