

# SMC PREMISES Health & Safety Risk Assessment



<b>Carried out by</b>	David Whitcombe
<b>Date</b>	08-06-2024
<b>Version</b>	2.1

This SMC PREMISES Health & Safety Risk Assessment covers standard building use for Church Services, meetings, light refreshments and regular cleaning. An Additional Activity Based Risk Assessment must also be completed to cover additional safety measures required for all other activities.

## NOTES:

1. The church has 3 main meeting rooms downstairs (Sanctuary, Sandgate Hall and the Zone), a kitchen, upstairs there are 2 small meeting rooms. There is also a large loft.
2. The Church has two paid employees – the Minister (covers 2 churches) and a Cleaner.
3. The church employs a cleaner 4 hrs/week – split into 2 cleaning sessions dependent upon group usage. The cleaning chemicals are all stored in a locked cleaning cupboard.
4. There are many user groups, mainly run by church members, plus some paying groups too.
5. The Church has toilet facilities and a kitchen where people and user groups can make drinks and prepare/heat food.
6. The Church remains locked when not in use and has a fire alarm system.
7. There is a first aid kit and accident book in the kitchen. The church provides external first aid training so that all church groups have at least one qualified first aider. There are many other first aiders within the church too.

## Risk Assessment Calculator

<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>
The likelihood of something happening can be graded as:	The severity of injury if something does happen can be graded as:	<b>RR = Likelihood X Severity</b>
1 = <b>Low</b> (seldom)	1 = <b>Low</b> (minor cuts and bruises)	1 – 2 = <b>LOW</b> Priority
2 = <b>Medium</b> (frequently)	2 = <b>Medium</b> (serious injury or incapacitated for 3 days or more)	3 – 4 = <b>MEDIUM</b> Priority
3 = <b>High</b> (certain or near certain)	3 = <b>High</b> (fatality or a number of persons seriously injured)	6 – 9 = <b>HIGH</b> Priority

What are the hazards?	Who could be harmed -and how?	Risk Rating (LxS=RR)	What measures are required to mitigate the risks?	Responsible for mitigating Risks	Residual Risk (LxS=RR)
Kitchen equipment	Anyone entering the kitchen  -Various	3x2=HIGH	<ul style="list-style-type: none"> <li>Only competent adults can use the kitchen facilities.</li> <li>Children/Youths MUST NOT enter the kitchen area unless taking part in an activity which is closely supervised by a nominated adult AND it has an accompanying activity-based RA associated with it.</li> </ul>	Group leaders & Stewards	2x2=MED
Slips and trips	All users  -If they trip over objects	3x2=HIGH	<ul style="list-style-type: none"> <li>Good housekeeping - Keep the building tidy and equipment safely stored away:</li> <li>Pre-session checks by Group leaders.</li> <li>Designated area for safely leaving bags/coats/ buggies to ensure thoroughfares are kept clear.</li> <li>No trailing leads or cables.</li> <li>Users requested not to run.</li> <li>Any food or drink spills cleaned up immediately.</li> </ul>	Group leaders & Stewards	2x2=MED
Slips and trips (associated with Cleaning)	All users  -If they slip on a wet floor	2x2=MED	<ul style="list-style-type: none"> <li>If possible, avoid mopping floor when building in use.</li> <li>If not possible, use a wet floor sign if the building when floor mopping is in progress.</li> <li>Doors/windows to be propped open when the floor is mopped to speed up drying out.</li> </ul>	Cleaner	1x2=LOW
Lone Working	Minister, Stewards, property and group leaders  -Inability to summon help	2x2=MED	<ul style="list-style-type: none"> <li>Avoid lone working where possible. If you are going to the church alone, tell someone where you are going and when you have safely finished.</li> <li>Ensure you always have your mobile phone with you while working alone in the building.</li> <li>Lock door to prevent intruders.</li> <li>Minister must use their own "buddy system" if meeting someone on premises who they do not know. If they feel vulnerable in any way relating to a meeting, they must ensure a second person is in attendance too.</li> </ul>	Minister, Property team, Cleaner, Stewards & Group leaders	1x2=LOW

What are the hazards?	Who could be harmed -and how?	Risk Rating (LxS=RR)	What measures are required to mitigate the risks?	Responsible for mitigating Risks	Residual Risk (LxS=RR)
Power cut	Anyone in the building  -Falling over while exiting the building.	2x2=MED	<ul style="list-style-type: none"> <li>Emergency lighting provided, which is regularly tested, and faults logged.</li> <li>Good housekeeping - Keep the building tidy and equipment safely stored away to avoid obstructions.</li> </ul>	Property team  Group leaders & Stewards	2x1=LOW
Electrical	Users of electrical equipment.  -Electric shock or burn from using damaged cables or faulty electrical equipment. Electrical faults can also lead to fires.	2x2=MED	<ul style="list-style-type: none"> <li>PAT Testing completed annually.</li> <li>Electrical installation inspection carried out by external company as per legislation.</li> <li>Faults reported in Property Book, and defective equipment taken out of use.</li> <li>Do not bring in own personal equipment unless in a safe workable order and ideally PAT tested.</li> <li>Avoid contact between liquids and electrical equipment.</li> <li>Unqualified person not to attempt electrical repairs.</li> </ul>	Property team  Group leaders & Stewards	1x2=LOW
Trappings	Children  -Fingers in doors	2x2=MED	<ul style="list-style-type: none"> <li>Internal doors can be propped open if there are children moving between different rooms for different activities.</li> <li>Children should be closely supervised at all times, especially crawling babies and toddlers.</li> </ul>	Group leaders & Stewards	1x2=LOW
Manual handling – Lifting and carrying	Group leaders, anyone helping setup/down and Cleaner  -Risk injuries or back pain from handling heavy/bulky object	2x2=MED	<ul style="list-style-type: none"> <li>Chairs are stored on a wheeled storage unit – so easily moved to where required. If moving wooden chairs, a maximum of 2 at a time.</li> <li>The smaller tables are light weight &amp; can be moved by one person.</li> <li>Moving any larger and/or heavy items should involve more than one person. Plan route first.</li> <li>Use carrying aids if available.</li> <li>Be aware of personal capability.</li> <li>DON'T store heavy items up high.</li> </ul>	Group leaders & Stewards	1x2=LOW

What are the hazards?	Who could be harmed -and how?	Risk Rating (LxS=RR)	What measures are required to mitigate the risks?	Responsible for mitigating Risks	Residual Risk (LxS=RR)
Stairs	All users  -Tripping up	2x2=MED	<ul style="list-style-type: none"> <li>• Hold handrail, do not rush and watch where you are going.</li> <li>• Don't carry too much in one go (leave one hand free).</li> </ul>	All Users	1x2=LOW
Hot Liquid	All users  -Scalding/ Burns	2x2=MED	<ul style="list-style-type: none"> <li>• Personal awareness of those around you and take responsibility for your own hot drink. Children not to be given a hot drink unless they are very closely supervised by an adult.</li> <li>• Care when exiting room carrying a drink.</li> <li>• Don't carry hot drinks up the stairs.</li> <li>• Hot drinks only available at designated times/breaks.</li> <li>• Use hot water direct from boiler into cups or teapot.</li> <li>• Ideally have a first aider present.</li> <li>• Cleaner to wear gloves when cleaning with hot water.</li> </ul>	All Users  Group leaders & Stewards  Cleaner	2x1=LOW
Working at heights	Anyone accessing high storage items or doing property tasks  -If they fall	2x2=MED	<ul style="list-style-type: none"> <li>• Cleaning projector filters, replacing high ceiling lightbulbs etc. – use platform ladders as a minimum, ideally with someone footing the ladder, not loan working.</li> <li>• Only take tools/parts necessary for immediate task onto the platform to prevent trip hazard or inadvertently knock items off to persons below.</li> <li>• Window Cleaning (internally) – use a stable wooden chair, NOT a folding chair</li> <li>• Window cleaning (externally): only clean what you can reach from standing on the ground, we employ a window cleaner for all outside windows.</li> <li>• High storage – use a stable wooden chair, NOT a folding chair</li> </ul>	Property team & Cleaner        + Group leaders	1x2=LOW

What are the hazards?	Who could be harmed -and how?	Risk Rating (LxS=RR)	What measures are required to mitigate the risks?	Responsible for mitigating Risks	Residual Risk (LxS=RR)
Snacks	All participants  -Choking and death Allergic reaction	2x2=MED	<ul style="list-style-type: none"> <li>Ensure you check for people with food allergies.</li> <li>Care taken when eating.</li> <li>Children encouraged to sit down while eating.</li> <li>Ideally have a First Aider present.</li> </ul>	Group leaders & Stewards	2x1=LOW
Dish Washer	Operators  -Various	2x2=MED	<ul style="list-style-type: none"> <li>Only use if you have been shown how to use it safely.</li> <li>You must leave to cool when the cycle has finished to eliminate the risk of steam burns.</li> </ul>	Group leaders & Stewards	2x1=LOW
Food on premises	Consumers  -Food poisoning	2x2=MED	<ul style="list-style-type: none"> <li>Groups take responsibility for their own food stored on site. They must ensure 'sell by' &amp; 'use before' dates are regularly checked.</li> <li>If the cleaner or property representatives find food out of date, they will dispose of it immediately.</li> </ul>	Group leaders & Stewards  Cleaner	2x1=LOW
Candles	Users  -Burns	1x3=MED	<ul style="list-style-type: none"> <li>Close supervision required when candles are lit.</li> <li>If more than one candle is lit then a taper must be used.</li> <li>Use a tray with sand on it to stand candles/t-lights on whenever appropriate</li> <li>Must blow candles out before leaving a room.</li> </ul>	Group Leaders & Stewards	1x1=LOW
Accidental or deliberate fire	All users  -If trapped could suffer fatal injuries from smoke inhalation/ burns.	1x3=MED	<ul style="list-style-type: none"> <li>Fire Risk Assessments kept up to date.</li> <li>Relevant fire procedure issued with all bookings.</li> <li>Fire Alarm system in place.</li> <li>Fire extinguishers/blankets located around building.</li> <li>Fire escapes clearly signed and illuminated. Regular testing of systems &amp; equipment logged, and faults addressed.</li> <li>Smoke and thermal sensors linked to fire alarm for whole building.</li> <li>Evacuation drill completed annually, fire assembly point on Sandgate pavement opposite side of road.</li> <li>Register kept of group attendees where appropriate.</li> </ul>	Property Team          + Group leaders & Stewards	1x2=LOW

What are the hazards?	Who could be harmed -and how?	Risk Rating (LxS=RR)	What measures are required to mitigate the risks?	Responsible for mitigating Risks	Residual Risk (LxS=RR)
Gas leak	Anyone present	1x3=MED	<ul style="list-style-type: none"> <li>Gas boiler in plant room serviced and maintained annually by a registered <i>Gas Safety</i> engineer.</li> </ul>	Property Team	1x2=LOW
Loft Access	Property Team and church members.  -If they slip on ladder or fall from loft	1x3=MED	<ul style="list-style-type: none"> <li>Hold ladder handrails.</li> <li>Rail in loft round loft hatch.</li> <li>Ideally ensure someone else is present when accessing the loft – see also '<b>Lone Working</b>' entry.</li> </ul>	Property Team	1x2=LOW
Unknown visitors or intruders	All users  -Potential abuse	1x3=MED	<ul style="list-style-type: none"> <li>Group leader or Steward to ask person to leave.</li> <li>Call police if necessary.</li> <li>Always lock and monitor doors when a session is running to increase security (fire escape doors are push bar).</li> </ul>	Group leaders & Stewards	1x2=LOW
Display Screen Equipment	Leaders /Minister and attendees  -Discomfort if cannot see the screen clearly.	2x1=LOW	<ul style="list-style-type: none"> <li>Ensure appropriate lighting in use.</li> <li>Adjustable blinds fitted.</li> <li>Ensure no obstacles between users and the screen.</li> <li>Ensure regular breaks to stretch and move about.</li> </ul>	Group leaders & Stewards	1x1=LOW
Hazardous substances	Cleaner and leaders cleaning up after a group  -Burns to skin or eyes	1x2=LOW	<ul style="list-style-type: none"> <li>All cleaning chemicals kept in locked cleaning cupboard.</li> <li>Wear gloves when using cleaning chemicals.</li> <li>COSHH data is held on the MSDS's for the cleaning chemicals stored and used on site. These are in the H&amp;S file in the kitchen.</li> </ul>	Cleaner & Group leaders	1x1=LOW