

SMC PREMISES Health & Safety Risk Assessment



Carried out by	David Whitcombe
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Version	2.3

This SMC PREMISES Health & Safety Risk Assessment covers standard building use for Church Services, meetings, food and drink preparation 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

Likelihood	Severity	Risk Rating
The likelihood of something happening can be graded as:	The severity of injury if something does happen can be graded as:	RR = Likelihood X Severity
1 = Low (seldom)	1 = Low (minor cuts and bruises)	1 – 2 = LOW Priority
2 = Medium (frequently)	2 = Medium (serious injury or incapacitated for 3 days or more)	3 – 4 = MEDIUM Priority
3 = High (certain or near certain)	3 = High (fatality or a number of persons seriously injured)	6 – 9 = HIGH 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)
Slips and trips	All users -If they trip over objects	3x2=HIGH	<ul style="list-style-type: none"> • Good housekeeping - Keep the building tidy and equipment safely stored away: • Pre-session checks by Group leaders. • Use a designated area for safely leaving bags/coats/ buggies to ensure thoroughfares are kept clear. • Do not use trailing leads or cables. • Request Users not to run. • Clean up any food or drink spills immediately. 	Group leaders & Stewards	2x2=MED
Kitchen Safety (Use of Kitchen Equipment)	Anyone entering the kitchen -Various Dish Washer Operators -Scalding	3x2=HIGH	<ul style="list-style-type: none"> • Only competent adults can use the kitchen facilities, and with a recommended maximum of 4 people in the kitchen during food preparation (unless it is a training event). • 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. • The Dish Washer must only be used if you have been shown how to operate it safely. You must leave to cool when the cycle has finished to eliminate the risk of steam burns. 	Group leaders & Stewards	2x2=MED
Trappings	Children -Fingers in doors	2x2=MED	<ul style="list-style-type: none"> • Prop open Internal Doors if there are children moving between different rooms for different activities. Supervised Children closely at all times, especially crawling babies and toddlers. 	Group leaders & Stewards	1x2=LOW
Contagious Infections	All attending the Group Activity -Picking up an infection	2x2=MED	<ul style="list-style-type: none"> • All to encourage Users and Volunteers with contagious infections not to participate in activities until symptoms subside. • Children's group leaders - Encourage parents/carers to follow school guidance on attendance for any children with sickness &/or diarrhoea - stay away for 2 symptom free days from last episode. 	All Users Children's Group leaders	1x2=LOW

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Hot Drinks/ Liquids	All users -Scalding/ Burns	2x2=MED	<ul style="list-style-type: none"> • Be aware of those around you and take responsibility for your own hot drink. Children must not to be given a hot drink unless they are very closely supervised by an adult. • Take particular care when exiting a room carrying a drink. • Don't carry hot drinks up the stairs. • Only use designated times/breaks for Hot Drinks. • Use hot water direct from boiler into cups or teapot. • Ideally have a First Aider present. • Cleaner to wear gloves when cleaning with hot water. 	All Users Group leaders & Stewards Cleaner	2x1=LOW
Slips and trips (associated with Cleaning)	All users -If they slip on a wet floor	2x2=MED	<ul style="list-style-type: none"> • If possible, avoid mopping the floor when the building in use. • If not possible, use a wet floor sign when floor mopping is in progress. • Prop open doors/windows when the floor is mopped to speed-up drying out. 	Cleaner	1x2=LOW
Stairs	All users -Tripping up	2x2=MED	<ul style="list-style-type: none"> • Hold the handrail, do not rush and watch where you are going. • Don't carry too much in one go (leave one hand free). 	All Users	1x2=LOW
Trappings	Children -Fingers in doors	2x2=MED	<ul style="list-style-type: none"> • Prop open Internal Doors if there are children moving between different rooms for different activities. • Supervised Children closely at all times, especially crawling babies and toddlers. 	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)
Lone Working	Minister, Stewards, property and group leaders -Inability to summon help	2x2=MED	<ul style="list-style-type: none"> Avoid lone working where possible. If you are going to the premises alone, tell someone where you are going and when you have safely finished. Ensure you always have your mobile phone with you while working alone in the building and that it is adequately charged. Lock door to prevent intruders. The Minister & Property Team members must use their own "buddy system" if meeting someone alone on the 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. 	Minister, Property Team, Cleaner, Stewards & Group leaders	1x2=LOW
Unknown visitors or intruders	All users -Potential abuse	1x3=MED	<ul style="list-style-type: none"> Group leader or Steward to ask person to leave. Call police if necessary. Always lock and monitor doors when a session is running to increase security (fire escape doors are push bar). 	Group leaders & Stewards	1x2=LOW
Power cut	Anyone in the building -Falling over while exiting the building.	2x2=MED	<ul style="list-style-type: none"> Emergency lighting is provided, which is regularly tested, and faults logged. Good housekeeping - Keep the building tidy and equipment safely stored away to avoid obstructions. 	Property team Group leaders & Stewards	2x1=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"> 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. The smaller tables are light-weight & can be moved by one person. Moving any larger and/or heavy items should involve more than one person. Plan the route first. Use carrying aids if available. Be aware of personal capability. DON'T store heavy items up high. 	Group leaders & Stewards	1x2=LOW

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Working at heights	Anyone accessing high storage items or doing property tasks -If they fall	2x2=MED	<ul style="list-style-type: none"> When cleaning projector filters, replacing high ceiling lightbulbs etc., use platform ladders as a minimum, ideally with someone footing the ladder, and not working alone. Only take tools/parts necessary for immediate task onto the platform to prevent a trip hazard or inadvertently knocking items off onto persons below. For internal Window Cleaning use a stable wooden chair, NOT a folding chair. For external Window cleaning only clean what you can reach from standing on the ground (we employ a window cleaner for all outside windows). For high storage – use a stable wooden chair, NOT a folding chair 	Property team & Cleaner + Group leaders	1x2=LOW
Candles	Users -Burns	1x3=MED	<ul style="list-style-type: none"> Close supervision is required when candles are lit. A taper must be used If more than one candle is lit. Use a tray with sand on it to stand candles/t-lights on whenever appropriate. Candles must blow out before leaving a room. 	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"> Keep Fire Risk Assessments up to date. Issue relevant Fire Procedure with all bookings. Fire Alarm system in place. Fire extinguishers/blankets located around building. Fire escapes clearly signed and illuminated. Regular testing of systems & equipment logged, and faults addressed. Smoke and thermal sensors linked to fire alarm for whole building. Complete an annual Evacuation Drill, using the Sandgate pavement opposite side of the road as the Fire Assembly Point. Keep a Register of group attendees, where appropriate. 	Property Team + Group leaders & Stewards	1x2=LOW

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Gas leak	Anyone present	1x3=MED	<ul style="list-style-type: none"> Service and Maintain the Gas Boiler in the plant room annually by a registered <i>Gas Safety</i> engineer. 	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"> Hold ladder handrails. Use the Rail in loft round loft hatch. Ideally, ensure someone else is present when accessing the loft – see also 'Lone Working' entry. 	Property Team	1x2=LOW
Hazardous substances	Cleaner and leaders cleaning up after a group -Burns to skin or eyes	1x2=LOW	<ul style="list-style-type: none"> Keep all cleaning chemicals locked in the cleaning cupboard. Wear gloves when using cleaning chemicals. Note COSHH data is held on the MSDS's for the cleaning chemicals stored and used on site. These are in the H&S file in the kitchen. 	Cleaner & Group leaders	1x1=LOW
Display Screen Equipment	Leaders /Minister and attendees -Discomfort if cannot see the screen clearly.	2x1=LOW	<ul style="list-style-type: none"> Ensure appropriate lighting is used. Use the fitted adjustable blinds. Ensure no obstacles are between users and the screen. Ensure regular breaks to stretch and move about. 	Group leaders & Stewards	1x1=LOW