

Nature of Check		Result of Check and note of action	Programme for action
1.	Entrances & exits Unable to access or leave the premises, even in case of emergency.	Regular inspection of areas to ensure none blocked. Checks made to ensure all fire exits unlocked at beginning of service/event by steward on duty/responsible person. Wet floor signs available in case of inclement weather.	
2.	Manual handling of any objects Musculo-skeletal injuries.	Movement or erection of any furniture or equipment, eg. chairs, tables, piano, lecterns, display boards, hymn board etc. should be done in accordance with the manual handling advice given. Chairs and tables stacked safely and in accordance with any signage in that area. Appropriate arrangements made for planning and supervising any volunteer work undertaking maintenance or repairs on the church premises.	Manual handling advice leaflet/booklet produced with guidance from HSE.
3.	Movement of stacks of chairs Musculo-skeletal injuries.	Movement and transportation of chairs over a prolonged distance to be moved using the trolley.	
4.	Slips, trips and falls Musculo-skeletal injuries including sprains and twists. Falls from height.	Good lighting in all areas. Trailing cables identified with cable covering where necessary. See also Working at Height Risk Assessment. Wet floor signs available.	Consider specific Pulpit Risk Assessment.
5.	First Aid Further injury caused or prevented by not administering first aid.	First aid box and accident book available in Kitchen.	Consider training for current First Aid practice.

			Consider relocating First Aid boxes to suitable and accessible areas. Designate one person responsible for ensuring that boxes are kept complete.
6.	<p>Fire & evacuation</p> <p>Persons unable to leave building safely. Persons missing due to inability to head count. Panic would ensue. Doors locked/exits unavailable.</p>	<p>Fire fighting appliances tested annually & emergency lighting tested as per manufacturers guidance. Fire exit signage in place & checked by regular visual inspection. Fire alarm system tested regularly. Stewards or Group Leaders to assume overall control. Other Stewards/Helpers to act under direction. Evacuation procedures on display. Evacuation procedures announced prior to large events. Exit and escape routes, staircases and passages used in case of emergency kept clear of obstruction and properly lit with emergency lighting. Hirers presented with church's Health & Safety Policy and fire evacuation procedures as part of contract.</p>	<p>Mark all exits and escape routes clearly with appropriate signs which comply with the Health and Safety (Safety Signs and Signals) Regulations 1996. Signage produced to include the What3Words location of the building.</p>
7.	<p>Young/vulnerable/elderly/disabled persons</p> <p>Persons not able to access all parts of building.</p>	<p>Safeguarding procedure in place. Step-free access in all areas of the building. Lift for accessing upper rooms. Designated disabled toilet available.</p>	<p>Consider training for lift evacuation.</p>
8.	<p>Use of Kitchen</p> <p>Improper use of kitchen, unsupervised children, burns, scalds, damage to equipment, injury to persons, unhygienic environment.</p>	<p>Unsupervised children not permitted in Kitchen. Signage showing designated hand wash sink. Hot surfaces warning signages.</p>	

9.	<p>Use of electrical equipment Improper use of equipment, electric shocks, burns, damage to equipment. Faulty flexes, appropriate fuses, trailing wires.</p>	<p>Any electrical equipment used on church premises required In-service Inspection and Testing test (PAT) before use. Visual inspection of item/s completed before each use. CO₂ extinguisher present in Main Worship Area. Electrical Installation Condition Report (EICR) completed every 5yrs. Sufficient number of sockets for use without the use of adaptors.</p>	<p>Remove safety socket covers following advice available dated July 2016.</p>
10.	<p>Use of COSHH Burns, scalds, ingestion problems, breathing problems, side effects, irritation, fire etc.</p>	<p>Any specific COSHH items brought onto church premises to have individual assessment made for storage and use.</p>	
11.	<p>Toilet facilities Persons unable to use toilets. Toilets not fit for purpose.</p>	<p>Steward on duty to ensure safe and hygienic facilities before start of service/event. Soiled nappies and used sanitary items to be removed from church premises and not flushed down toilet. Signage in place.</p>	
12.	<p>Environment The environment in general not safe or suitable for use. Overcrowding. Health issues caused or aggravated by cold, heat or damp.</p>	<p>Heating timed to come on prior to service/event start time. Room users notified of any extraordinary works which may affect environment – eg. paint fumes. Responsible person to check environment and condition of room.</p>	<p>Consider specifying the maximum number of people that may be present at any one time in any part of the premises.</p>
13.	<p>Food Illness, reaction or poisoning from foods. Poor hygiene if not maintained.</p>	<p>Food predominantly of snack style – biscuits, cakes etc. Food is prepared in the Kitchen. Food hygiene and safety notices present – food safety checklist.</p>	<p>Consider specific Kitchen Risk Assessment.</p>

		<p>Surface cleaners used.</p> <p>Allergens signage present.</p> <p>Sinks identified for hand washing only and food preparation.</p> <p>PPE, including aprons and gloves available.</p> <p>Long hair tied back.</p>	
14.	<p>Gas</p> <p>Risk of fire and explosion if not properly maintained.</p>	<p>Gas appliances, such as heaters, boilers etc., are checked annually by a Gas Safe registered engineer.</p> <p>Personnel trained in reporting a gas fault and isolating gas mains.</p>	
15.	<p>Use of Visual Display Equipment (VDE)</p> <p>Strain to the eyes.</p> <p>Incorrect posture resulting in injury.</p>	<p>Digi-screen operating area assessed.</p> <p>VDE equipment not used daily.</p>	
16.	<p>COVID-19 including Infection control and transmission</p> <p>Transmission of disease.</p>	<p>Hand sanitiser available at entrances.</p> <p>Attendees encouraged to test if presenting symptoms before attending site.</p>	

Carried out by: Liam Hodgetts

Date: 11/09/2023

Review date: Sept 2024