

BUXTON UNITED REFORMED CHURCH - Health & Safety Risk Assessment & Management 2018

INTRODUCTION - This document involves all users of our premises at Hardwick Square East

It is not intended to be the complete answer to all risks but identifies those most commonly found in our building. All users must be aware of their own safety and the safety of others.

Definitions : "Elders" are the church leaders; "Group leaders" are those in charge of groups in the premises; whether as hirers, organisers or coordinators. "Property stewards" are church members who deal with maintenance. "Contractors" are external organisations employed to carry out a specific task.

"Food Bank" means High Peak Food Bank and Zink Employability and their policies shall take preference to this policy if they have higher specification requirements.

This is a living document and can be updated at any time. All users are encouraged to report any relevant issues to the elders.

Identified Hazard	Consequence of Hazard	Risk Reduction / Mitigation Plan	Persons responsible to ensure compliance and monitor outcome when compliance achieved
General Health risks identified - all parts of the building			
Slipping on floors	injury to users	Floors kept swept and clean, litter picked up, spillages wiped up immediately, warning signs in place after floor washing	Group Leaders and cleaner

Tripping	injury to users	Items to be kept away from places where people will walk, floors to be maintained free of trip risks, floorcoverings to be adequately secured, mats kept in place, cables not to be left in places where people may trip over them. Items not to be placed where others may fall over them. Items that appeared to have been abandoned by unknown users shall have a "Notice of Removal" attached to them giving the owner 14 days to remove them failing which the church officers may do so.	Group Leaders, cleaner, Property Stewards
Slipping / falling on Steps	injury to users	Step edges to be kept clearly defined and lit. No running in the building	Elders, Group Leaders & Property stewards
Items falling from the tops of cupboards	injury to users	the tops of all cupboards to be kept free of items	Elders
Items falling out of cupboards	injury to users	cupboards not to be overstuffed with items	Elders
Lifting & handling	injury to users	those persons moving furniture to be aware of how to minimise back and other injuries	Group Leaders
Stacked chairs falling	injury to users	chairs to be stacked in types. No stack to be more than five chairs in height	Elders
Electrocution	injury to users / death	Electrical circuits to be checked annually. Annual PAT testing of all church appliances. Kettles not to overload power points. No 13 amp adaptors or trailing socket boards to be used. Tubes & bulbs to be replaced by Property Stewards. RCCBs to be checked.	Property stewards
Introduction of dangerous electrical items by Group Leaders	Injury to users / death	Group Leaders not to bring in to the building any unsafe electrical item. Group Leaders may use Church appliances (which have been PAT tested)	Group Leaders
Falling	injury to users/ death	Chairs not to be stood upon. Ladders to be used only. Ladders to be secured by lateral ropes or held by persons standing on the ground	Group Leaders & Property stewards
Flooding due to overflow	injury to users	sinks not to be overfilled, taps to be turned off	Group Leaders
Collapse of chairs whilst in use	injury to users	chair conditions to be monitored, broken chairs to be repaired or removed.	Property stewards
Walking in the dark	injury to users	electric lights to be turned on in dark areas on entering	Group Leaders
Overcrowding	injury to users in the event of rapid evacuation	Each room is shown below with a maximum number. Access ways to emergency exits to be kept clear; emergency exits to be made known to all users on arrival	Group Leaders and Elders
Items falling off walls	injury to users	Items fixed to walls to be regularly checked and removed if they are likely to fall. Clocks to be adjusted by Property Stewards	Property stewards

Fire	injury/death to users	Fire extinguishers to be checked and replaced as necessary annually, fire exits doors to be kept unlocked and opened with a push handle only, other doors which are locked (not designated fire exits) to have key in red box .Smoke detectors and fire blankets to be checked monthly. Fire evacuation practice to be held six-monthly. Groups with children or vulnerable adults to arrange their own evacuation practice.	Property stewards. Group leaders
Power failure	injury to users in hours of darkness	Emergency lighting is tested monthly and a record kept. Defective units to be replaced.	Property stewards
Failure to evacuate the building in an emergency	injury / death to users	Emergency exits notified at the start of an event. No fire escape exit to be locked in such a way that a key is required to open it from the inside. Doorways and walkways to be kept clear.	Group Leaders and Elders
Gas Escape	Explosion, injury & death	Monitor by sniffing. If identified (and cannot be rectified e.g. by turning off cooker tap) phone 0800 111 999 immediately	Group Leaders
Cuts and minor injuries	injury	First Aid kit is on the back of the door in the kitchen. If used, users to leave a note in the kitchen saying what has been removed and Accident Report form to be completed (forms on the back of the door - put in the box on the wall when completed)	Group Leaders and Elders
Contamination by cleaning chemicals or paint	Injury / poisoning	Use gloves and protective overalls. Paint to be kept in external store adjacent to Trinity Passage	Cleaner and Property Stewards
Contractors on Site	Injury / death	Contractors to have their own H&S Risk Assessment and follow it. Their skills and experience will be greater than group leaders, users, elders and property stewards who will not attempt to direct their working practices. Onlookers to be kept at a safe distance. Property Stewards will explain to Contractors any risks which may not be apparent on inspection by the Contractors	Contractors, Property Stewards
Catching fingers in doors	Injury	Fit finger guards to doors where hazard is identified, check monthly and replace if worn	Property Stewards
Disease and infection	Injury / death	Legionella checks if necessary; cleaning with disinfectant; CO and CO2 checks as shown below	Property Stewards
Outside			
Slipping on flagstones	injury to users	keep flagstones free of algae by pressure washing	Property stewards
Slipping / tripping on litter	injury to users	keep areas free of litter, particularly around the bins	Cleaner and Property stewards
Slipping on bird bread/ risk of rats	injury to users	keep bread on the bird table	Property stewards
Tripping on flagstones	injury to users	keep level differences less than 4mm	Property stewards
Stones falling from walls	injury to users	keep walls in good repair. Discourage children from walking on perimeter walls	Property stewards

Gas escape	fire/ explosion and injury to users	monitor condition of external gas pipes. Discourage children from kicking / walking on them. If a leak is obvious phone 0800 111 999 immediately	Property stewards / Group Leaders
Slipping on ice & snow	injury	Snow scrapers and grit are normally kept in the cloakroom and/or cleaning cupboard.	Property stewards / cleaner / Group Leaders
Use of garden tools	Injury	Use proper working practices; put tools away when not in use; complete accident book if injury occurs (see above)	Gardener / cleaner/ property stewards
Children falling off perimeter walls	injury	Stop children from wall walking	Group Leaders
Falling / colliding with people and objects in the dark	injury	Outside lights to be regularly checked and kept in repair	Property Stewards
Objects falling off the roof	injury	Regular visual inspection and contractor to be called if necessary	Property Stewards
Falling down cellar steps	injury	Cellar steps must be cleared of leaves and snow/ice and gritted before the cellar is used. Wear good footwear with grips	Food Bank / Property Stewards
Slipping on fallen leaves	injury	paths to be swept / blown clear with brooms in cleaning cupboard All accidents to be reported in the box in the kitchen	Cleaner/ Property Stewards Group Leaders
Cloakroom		Maximum number : 12 people (excluding babies and toddlers)	
Falling over chair legs	injury to users	keep chairs around the perimeter of the room	Elders
Injury from cleaning materials	Injury/ poisoning	To be kept in locked cleaning cupboard which is not be left unlocked when children are in the building	Cleaner/ property stewards/ group leaders
Accidents involving push chairs	injury	Keep push chairs out of the way of people when not in use.	Group Leaders Elders
Toilets			
Becoming locked in	alarm to users	use external unlockable locks which can be opened by a coin. Operation to be checked monthly Ensure that no-one is left alone in the building when they are in a toilet	Property stewards Group Leaders
Poisoning / injury by cleaning materials	injury / poisoning	No cleaning materials to be left in the toilets	Cleaner
Green Room		Maximum 50 people	
Curtains falling	injury to users	move curtains gently from side to side and do not pull them	Group Leaders
Trapping fingers in screens	injury to users	partition screens not to be moved except with help of Property Stewards.	Group Leaders
Moving piano	injury to users; damage to floor	Piano not to be moved except with help of Property Stewards. 4 people needed	Group Leaders
Coffee Room (formerly the Blue Room)		Maximum number - 30	

Electrocution	injury/death to users	kettles, toasters etc. not to be used when the sink contains water	Group Leaders
Burns & scalding	injury	care when using appliances	Group Leaders
Children standing on heater pipes	burns	Stop children from standing on the heating pipes	Group Leaders
Inability to use the emergency exit door	injury / death in the event of emergency	Door not to be obstructed at any time	Group Leaders
Falling when using high cupboards	Injury	Use ladders from the passageway with person holding them when in use	Cupboard Key holders
Passageway		Maximum number - 0	
Falling due to obstructions	injury to users	all stored items to be kept neatly along sides of passageway	Group Leaders
		no chairs to be stacked higher than five in a stack; chairs to be stacked according to type	Group Leaders
Falling from high cupboard	injury	Use ladders from the passageway with person holding them when in use	Group Leaders
Falling tables	injury to users	stacked tables to be kept secure by chains provided	Group Leaders
Vestibule		Maximum number : 8 people	
Screens falling on users	injury	screens to be properly secured or folded away	Group Leaders - Foodbank
Inability to use the emergency exit door	injury / death in the event of emergency	Access to be kept clear of obstructions at all times. Front door to be kept unlocked when there are more than three people using the building	Group Leaders - Foodbank
Scalding from kettle	injury	keep kettle towards the back of the work surface, switch off when not in use	Food Bank
Tripping on obstructions	injury	stack tidily and away from passers-by	Food Bank Elders
Vestry / office		Maximum number - 5	
Lifting and handling	Injury	Training to staff and volunteers on safe procedures	Food Bank
Tripping on obstructions	Injury	Stack items tidily and away from people walking. Keep door to worship area clear	Food Bank
Overload of electrical circuits	Fire / death / injury	No fires, kettles or heavy use items to use trailing socket boards	Food Bank
Objects falling from shelves	Injury	Carful stacking and only light objects to be stored above head height	Food Bank
People falling	Injury	Use ladders to access high shelves	Food Bank
Carbon monoxide	injury/ death	Boiler CO monitor to be checked monthly; boiler serviced annually	Property Stewards
Boiler overheating	Fire / death / injury	keep items away from boiler	Food Bank
Food poisoning	injury / death	Use by dates to be adhered to. Food safety laws to be complied with	Food Bank
Worship area		Maximum number - 60	

Overcrowding	injury / death to users	When large events planned the two sets of swinging doors must be hooked back before people arrive. No standing or seating allowed in the vestibule or Coffee Room adjacent to the emergency exit. If more than 60 are anticipated a further 40 chairs can be set up in the Green Room facing the open doors.	Property stewards / Group leaders
Scalding from kettles/urns injury		Keep kettles / urns towards the back of the work surfaces	Group leaders
Kitchen		Maximum number of people 6	
Burning from stoves	injury to users	care to be taken turning stoves off when not in use. Use of oven gloves required. Turn off when not in use. All children / vulnerable adults to be supervised	Group Leaders
Burning from plate warmer	injury to users	care to be taken when taking plates out. Use of oven gloves required	Group Leaders
Cuts from knives	injury to users	sharps to be kept in secure box in cupboard. No use by children / vulnerable adults	Group Leaders
Carbon monoxide	injury / death	Annual service of cookers; CO detector in place and checked monthly	Property Stewards
Electrocution	injury / death	Appliances on short leads which will not reach the sink. Annual PAT testing	Property Stewards
Scalding	injury	Keep kettles / urns towards back of work tops. Supervise children & vulnerable adults	Group Leaders
Fires from appliances	injury / death	Annual PAT testing; Fire blanket visually checked monthly; heat alarm fitted and checked monthly	Property Stewards
Cellar		Maximum number 5 people	
Radon Gas	Carcinogenic effects	Radon levels are monitored as necessary. The Radon level in the cellar is high. Cellar should be well ventilated when in use, although only for short periods. The cellar houses the boiler which must have clear access at all times	Property Stewards / Food Bank
Carbon Monoxide	death / injury	Maintain CO monitor and check monthly. Annual boiler service	Property Stewards
Boiler Overheating	Fire / death / injury	Keep yellow hatched area clear of all obstructions	Property Stewards / Food Bank
Headroom	Injury	The cellar has low headroom. Suitable protective head-gear or hard hats must be worn when tall people visit the cellar.	Food Bank
Steps steep & slippery	Falling / injury	(See under "Outside" above)	Property Stewards / Food Bank
Food poisoning	Injury / poisoning	Ditto	Food Bank

Tripping on obstructions Injury

Lifting and handling Injury

Ditto

Ditto

Food Bank

Food Bank

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