

**ALL SAINTS' HEALTH AND SAFETY RISK ASSESSMENT
NORTH HALL AND KITCHEN**

Maximum Risk:
Probability '5', Impact '5' - Risk Rating 25

	Risk/Hazard	Probability	Impact	Risk Rating	Actions	Responsibility
1	Hall not ready for use for intended activity	1	3	3	On first entering hall, new user to carry out on-site inspection to ensure hall fit for intended activity	Hall Users
2	Injury caused by slips, trips or falls	2	2	4	Maintain good lighting conditions	Vestry/Hall Users
					Immediately clear any spillages	Hall Users
					Place entrance mats to avoid rain water being carried in	Vestry
					Avoid laying trailing leads and cables	Hall Users/Cleaners/Contractors
					Carefully negotiate uneven-height steps into Kitchen	Hall Users/Cleaners/Contractors
3	Injury or accident resulting from working at height	3	3	9	Working at height to be carried out only when at least two people present	Hall Users/Cleaners/Contractors
					Only appropriate equipment/ladders to be used	Hall Users/Cleaners/Contractors
4	Injury or accident caused by manual handling of stored/stacked equipment	2	3	6	Care to be taken in storing and stacking of equipment/chairs etc. Chairs only to be stacked 5 high	Hall Users
					Care to be taken in retrieving equipment/chairs from a stacked position	Hall Users
					Heavy equipment, eg piano, only to be moved when sufficient capable people available	Hall Users/Contractors
					Trolleys to be used when necessary	Hall Users/Contractors
5	Shocks or burns caused when using electrical equipment	2	3	6	Fixed electrical installations only carried out by qualified electricians and inspected regularly	Vestry
					On-site equipment and appliances to be used with care	Hall Users/Volunteers/Vestry
					Portable appliances to be checked regularly (PAT tested annually)	Hall Users/Vestry
					Any imported equipment used for activities must carry an electrical safety certificate (PAT tested)	Hall Users

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6	Injury/accident to persons working/using hall alone	2	2	4	On-the-spot inspection to be carried out to ensure safe environment when entering North Hall and Kitchen	Employee/Hall Users/Volunteers
					Fully functioning mobile 'phone to be carried to call for assistance	Employee/Hall Users/Volunteers
7	Injury/scalding suffered from hot liquids by persons using kitchen	3	2	6	Note to be taken of position of fire Blanket and Fire Extinguishers and how to use them	Hall Users/Cleaners/Volunteers
					Supervision to be applied by Senior Hall User where necessary	Senior Hall Users
					All appliances to be switched off when not in use	Hall Users/Cleaners/Volunteers
					Kitchen Users to take care in use of all kitchen appliances	Hall Users/Cleaners/Volunteers
8	Injury/Irritation caused by mishandling of cleaning/hazardous substances or products	2	3	6	Wear protective clothing (eg, strong rubber gloves) where necessary. Never transfer substances/products to unmarked containers	Employee/Hall Users/Volunteers
					Only use products/substances as directed on label	Employee/Hall Users/Volunteers
					Store all products/substances securely	Employee/Hall Users/Volunteers
9	Confusion/panic caused by need for evacuation	2	2	4	Only one exit route. Therefore exit to be unlocked at all times and exit route kept clear	Employee/Hall Users/Volunteers
10	Harm to children whilst in Church and its surrounds	1	4	4	Each Person working in positions of Trust from 2003 has a Disclosure Certificate	PVG Co-ordinator and Vestry
					Contact Numbers of appropriate Authorities on noticeboards	PVG Co-ordinator and Vestry
					Child Protection Policy in place and reviewed regularly	PVG Co-ordinator and Vestry
					Hire Agreement to contain specific clause on PVG for signature by Lessee	PVG Co-ordinator and Vestry
11	Poor storage/preparation of food, or general poor hygiene practice leads to Health Authority sanctions	2	4	8	Storage and preparation of food and any consumables to be carried out in clean and hygienic conditions	Hall Users/Volunteers