

**St Thomas' Henbury and Broken Cross**

**Church Hall Risk Assessment**

Activity	Risk Factors	Risk Level without controls or measures	Controls & Measures	Risk Level with Controls and Measures	Named Person Responsible
Accident Book			Any accidents must be recorded in the accident book and reported to the PCC via the church warden or the booking secretary. Booking Secretary (Lesley - <b>07789 744473</b> ) Churchwarden (Bob – <b>07753583555</b> )		All users
Dangerous surfaces	Wet surfaces	medium	Hall users to clear up spillages immediately and remove any debris. Yellow sign put out to warn of wet floor.  Any accidents to be reported in the accident book and the PCC advised	Low	All users

Unsafe electrical equipment	Electric shocks or burns from faulty equipment or installation	Medium	Equipment to be PAT checked annually  Hall users are responsible for any of their own equipment used in the Hall		Activity Leader
Fire	Risk of fatal injuries from smoke inhalation/burns	High	Fire extinguishers checked annually by professionals and certified as safe  Hall users must keep fire exits clear and know how to get out of the Hall safely  Hall users to call emergency services from their own mobile phone or from a nearby house. Ensure that the emergency services can park close to the building. Evacuate everyone from the building <b>Address: St Thomas' Church Hall Church Lane Henbury SK11 9NN</b>		Activity Leader

			<p>Hall users to evacuate to the lower car park</p> <p>Booking Secretary (Lesley - <b>07789 744473</b>) or Churchwarden (Bob – <b>07753583555</b>) or to be advised of the incident.</p> <p>Each group leader should ensure a fire drill is carried out twice a year (summer and winter). They should keep a record of when the fire drill was carried out and how long it took to evacuate the building. The booking secretary should also be informed that a fire drill has taken place (<a href="mailto:lesley-brown@hotmail.co.uk">lesley-brown@hotmail.co.uk</a>)</p>		
Stacking chairs and tables	Falling stack of chairs or tables	Medium	Tables and chairs to be stacked in accordance with the instructions behind	Low	All users

			the folding doors in the main hall  Plastic chairs to be stacked no more than 6 high		
Piano	Injury from moving piano	High	Do not move the piano without the permission of the Booking Secretary. Moving the piano could significantly damage the flooring.	Low	All users
Extension leads	Tripping on training leads	Medium	Ensure no electrical cables trail across areas where people will be walking	Low	All users
Electrical equipment in the kitchen	Fire	Medium	Ensure all items that can be turned off are turned off and unplugged before leaving the Hall	Low	All users
Preparing and serving hot food	Burns/scalds	Medium	Avoid having too many people in the kitchen  Oven gloves should be used to move hot food	Low	All users

			<p>Check floor isn't wet before carrying hot food</p> <p>Serve food near the kitchen to avoid carrying the food too far</p> <p>People preparing hot food in the Church Hall should have food hygiene certificates.</p>		
Serving Alcohol	<p>People drinking too much</p> <p>Underage drinking</p>		<p>A licence must be obtained if alcohol is being sold</p> <p>Servers of alcohol to be aware if someone has drunk too much</p> <p>No alcohol to be sold to under 18s</p>	Low	Activity leader
COVID risk	Transmission of infection	High	To limit COVID transmission risks it would be better to base the numbers allowed in the rooms on 2 metre distancing between people. i.e. not go up to the full capacity of the rooms	Low	All users

			<p>Ensure the hall is well-ventilated. Open the windows and keep doors open if possible</p> <p>Wash hands with soap for at least 20 seconds after coughing/sneezing</p> <p>Use hand sanitiser on entering and leaving the Hall</p> <p>Wipe down all touch points with antibacterial wipes before leaving</p> <p>Wipe down tables and chairs with antibacterial wipes before leaving</p> <p>Keep contact details for those attending for Test and Trace purposes. These should be kept for 3 weeks and then</p>		
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			disposed of by shredding		
Before leaving	Risk of Fire/theft		<p>Ensure all electrical appliances are switched off at the wall (apart from fridge/freezer).</p> <p>Ensure the gas hob has been switched off.</p> <p>Ensure all windows are closed and all internal doors locked where applicable.</p> <p>Empty the bins and put rubbish in the skip on the car park next to the Church Hall.</p>		

Signed

*Bob Toms*

Churchwarden

Approved

*John Harries*

Rural Dean

31 October 2021