

**ST. MICHAEL & ALL ANGELS CHURCH,  
Colehill Lane, Colehill, Wimborne, Dorset, BH21 7AB**

**RISK ASSESSMENT FORM**

Area Assessed: **CHURCH, CHURCH CENTRE & GROUNDS** Assessment undertaken by: **Karen Rimmington** Date: **January 23** Review Date: **January 24**

Likelihood x  
Severity  
=  
Risk Rating

		SEVERITY		
		1 Low - Minor cuts & bruises	2 Medium – Serious injury, Lost time <7 days	3 High – Major injury, Fatality
LIKELIHO D	1 Rare	1	2	3
	2 Unlikely	2	4	6
	3 Likely	3	6	9

RISK RATING (Likelihood x Severity = Risk Rating)		
1 – 2	Low	No further action necessary. Controls to be monitored to ensure that they remain suitable.
3 – 4	Medium	If likelihood is likely, identify and implement further controls as soon as is practicable. In all cases controls to be monitored to ensure that they remain suitable.
6 – 9	High	If likelihood is likely, identify and implement further controls without delay. In all cases controls to be monitored to ensure that they remain suitable.

**Terminology:** 'Centre personnel': The staff; volunteers and other such personnel working for, and on behalf of, the establishment of St Michael's Church and Church Centre Form based on Ecclesiastical Insurance  
**Additional Controls:** note the measures that are needed to reduce the risk to an acceptable level. Record when they have been implemented.

Area	Hazards / Risks	Church & Centre Existing Controls	Existing Controls for hirers including in the Conditions of License	Existing Controls date:	L	S	L x S	Additional Controls	Additional Controls Completed:
<b>CHURCH CENTRE &amp; GROUNDS</b>	Risk of accident or injury to Centre personnel, hirers and their associated attendees: <b>IT IS IMPORTANT TO NOTE THIS RISK ASSESSMENT IS FOR THE BUILDINGS &amp; GROUNDS OF ST. MICHAEL'S AND ALL ANGELS CHURCH AND CHURCH CENTRE &amp; NOT FOR HIRERS ASSOCIATED ACTIVITIES</b>	<b>SEPARATE ASSESSMENT IS REQUIRED FOR INDIVIDUAL AND GROUP ACTIVITIES OF THE STAFF; VOLUNTEERS AND OTHER SUCH PERSONELLE WORKING FOR, AND ON BEHALF OF, ST MICHAEL'S CHURCH &amp; CENTRE</b>  Facilities Management Committee holds regular meetings to oversee maintenance and safe use of buildings, fixtures and fittings. Hirers report any accidents, injuries or near misses to the Bookings Clerk for formal recording and forwarding on to the committee.	<b>EACH HIRER, WHETHER INTERNAL OR EXTERNAL, MUST ADD A RISK ASSESSMENT FOR THEIR OWN ACTIVITIES</b>  • <b>Conditions of License 17.1</b> The Licensee is reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the Premises. It is the responsibility of the Licensee to ensure that the Premises are safe for the purpose for which they intend to use them  • <b>Conditions of License 17.12</b> The Licensee undertakes to comply with the actions identified in the Church Centre Risk Assessment, of which a copy is available on the Church Website or via request	Signature required to finalise initial hire - before 1 <sup>st</sup> date of hire / activity  Signature required to finalise initial hire - before 1 <sup>st</sup> date of hire / activity	1	3	3	Ongoing Monitoring	Ongoing

Area	Hazards / Risks	Church & Centre Existing Controls	Existing Controls for hirers including in the Conditions of License	Existing Controls date:	L	S	L x S	Additional Controls	Date Completed
Car Park	<p>Risk of injury to pedestrians using car park:</p> <ul style="list-style-type: none"> <li>trip on uneven ground</li> <li>collisions with vehicles</li> </ul> <p>Risk of injury to pedestrians, particularly children, on public path crossing the car park entrance:</p> <ul style="list-style-type: none"> <li>collisions with exiting vehicles, particularly at school start &amp; finish times</li> </ul> <p>Risk of injury to drivers:</p> <ul style="list-style-type: none"> <li>collisions</li> </ul> <p>Risk of damage to vehicles:</p> <ul style="list-style-type: none"> <li>collisions with other vehicles</li> <li>advertising sails belonging to the café</li> <li>unsecured gate blowing in the wind</li> </ul>	<p>Lighting – street &amp; sensor</p> <p>Car Park resurfaced (lower part) in 2018 and trip hazards removed as far as possible</p> <p>Drain cover in centre car park leveled Summer 22</p> <p>CCTV installed and signage advising no liability accepted for loss or damage</p> <p>Layout – simplistic layout with paving access to a good proportion of spaces</p> <p>Centre Hirers are advised against setting group member arrival and departure times before 8.45am and between 3 &amp; 3.45pm (set up and pack away time during these periods pose less risk if unavoidable) - KR</p>	<p><b>HIRERS ARE ADVISED IN THE CONDITIONS OF LICENSE:</b></p> <ul style="list-style-type: none"> <li><b>15.6</b> Users are <u>not to use the Premises in such a way as to cause any nuisance damage disturbance annoyance inconvenience or interference to the Premises or to any adjoining or neighbouring property of or to the owner’s occupiers or users of such adjoining or neighbouring property.</u></li> <li><b>16.1</b> <u>The use of the whole or any part of the Premises shall not imply any right to the use of the car parking area.</u></li> <li><b>16.2</b> <u>Access to the car park may be restricted or refused at the discretion of the Licensor</u></li> <li><b>16.3</b> <u>Cars should be parked in an orderly fashion having regard to the other Users of the Premises.</u></li> <li><b>16.4</b> <u>All vehicles are parked at their owner’s risk and the Licensor accepts no liability for any loss or damage caused to the vehicles</u></li> </ul>	Signature required to finalise initial hire - before 1 <sup>st</sup> date of hire / activity	2	3	6 H	<p>High use periods, with all areas being hired and the Reef using the Centre parking, puts pressure on facilities and surrounding neighbourhood. Current signage <b>at entrance</b> needs updating to officially encompass all areas of concern (see <u>inclusions</u> herein) – <b>CMT &amp; FM</b></p> <p>School finish times are a particular pressure point - Parents driving in &amp; out of the Centre car park to pick up children and lots of children walking past the centre on their way home. Car park needs to remain open but the eye-line coming out of the car park is restrictive - signage <b>at exit</b> required <u>warning drivers to be aware of children &amp; pedestrians crossing</u> – <b>CMT &amp; FM</b></p> <p>Maintain hedge at car park entrance / exit to allow clear site of children crossing – <b>FM</b></p> <p>Future considerations: change hedge for spaced railings; widen entrance/exit; request council put in a yellow ‘keep clear’ box outside the gates from kerb-to-kerb – <b>CMT &amp; FM</b></p>	<p>Sign produced 10/5/23, to be put up.</p> <p>On going</p>

Area	Hazards / Risks	Church & Centre Existing Controls	Existing Controls for hirers including in the Conditions of License	Existing Controls date:	L	S	L x S	Additional Controls	Date Completed
Church Centre	Risk of fire (see individual areas for additional fire safety assessment)	<ul style="list-style-type: none"> <li>Gas supply switched off at mains when not in use</li> <li>Lock-up Team check plug sockets are switched of as part of locking up routine</li> <li>List of activities placed in vestibule for fire-officers</li> <li>Fire-fighting equipment yearly checked, appropriate to venue and activities held within, labeled and unobstructed</li> <li>Smoke alarms checked regularly</li> <li>No smoking, including vaping, anywhere on site as per UK Law and Centre Policy</li> <li>Authorised members only of Centre Team are permitted to light the gas stove</li> <li>Only extended fire-lighters are permitted for use when lighting the gas hobs</li> </ul>	<p><b>Hirers agree to the Conditions of License:</b></p> <p><b>13.1</b> - capacity of the Premises is within the capacity determined by the relevant Fire Authority.</p> <p><b>17.4</b> The Licensee shall be responsible for seeing that the designated capacity is not exceeded and for keeping all gangways passages and exits clear and for compliance with The Fire Safety Order, Fire Protection (Workplace) Regulations.</p> <p><b>17.6</b> - the Licensee shall ensure that all Fire Doors shall remain closed during the Hiring</p> <p><b>19.2</b> No smoke generating machines candles or any other equipment similar equipment are to be used within the Centre. The smoke detectors are very sensitive and smoking will lead to a false alarm.</p>	Signature required to finalise initial hire - before 1 <sup>st</sup> date of hire / activity	1	3	3		
	Risk resulting from use of chemicals	Chemicals for Church Centre personnel and hirers are kept in their original containers; stored on an appropriate level of a locked cleaning cupboard and have been suitable risk assessed, with an easily assessable COSHH Risk Assessment identifying precautionary actions required with relevant MSDS' noting First aid provision.	<p><b>Hirers agree to the Conditions of License 17.10:</b> Users may only use cleaning materials, including washing up liquid and similar products, provided by the Centre. <b>Any other chemical products associated to the Licensee's Use must have been authorised by the Licensor and a COSHH Risk Assessment Sheet presented with an accompanying Material Safety Data Sheet (MSDS)</b></p>	Signature required to finalise initial hire - before 1 <sup>st</sup> date of hire / activity	1	3	3		

Area	Hazards / Risks	Church & Centre Existing Controls	Existing Controls for hirers including in the Conditions of License	Existing Controls date:	L	S	L x S	Additional Controls	Date Completed
Church Centre (contd)	Risk to public health & safety	<ul style="list-style-type: none"> <li>• Centre Personnel, Hirers and attendees comply with local &amp; national Health &amp; Safety Law: posters &amp; information are displayed</li> <li>• Training is provided to staff</li> <li>• A health and safety manager, fire safety officer and a first aid appointed person have been allotted.</li> </ul>	<p><b>Hirers are required to sign agreement of compliance with the Church Centre's Conditions of License</b> with regard to public health &amp; safety:</p> <p><b>17.1</b> The Licensee is reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the Premises. It is the responsibility of the Licensee to ensure that the Premises are safe for the purpose for which they intend to use them</p> <p><b>17.2</b> The Licensee is required to complete details of any accident or incident occurring during their occupation of the Premises which did or could give rise to injury as soon as possible after the accident or incident but in any case before the Premises are vacated by the Licensee after the event.</p> <p><b>17.3</b> An Accident Record Book is provided within every first aid box on the Premises and must be completed each time the first aid kits are accessed. The Licensor must be notified of any action taken via completion of an authorised accident form and before the Premises is vacated by the Licensee after the event</p> <p><b>17.7</b> The Licensee shall be responsible for the safe condition</p>	Required from hirers to finalise initial hire	1	3	3		

Area	Hazards / Risks	Church & Centre Existing Controls	Existing Controls for hirers including in the Conditions of License	Existing Controls date:	L	S	L x S	Additional Controls	Date Completed
Church Centre (contd)			<p>and use of all equipment brought into or onto the Premises.</p> <p><b>17.8</b> The Licensee shall ensure that all portable electrical equipment brought into the Premises shall have a current Portable Appliance Test (“PAT”) certificate and comply with current Electricity at Work Regulations</p> <p><b>17.11</b> Users, whose activities include using needle pins or any similar sharp object must use the floor magnet (kept in the electrical store cupboard, key is hanging in the far kitchen cabinet), in addition to brooms, to ensure that all such objects are removed at the end of each period of hire The Licensor must be notified prior to the Period of License of any such activities being part of the Use.</p> <p><b>17.13</b> In the event of an emergency, dangerous occurrence or serious incident the User must notify the Licensor (St Michael and All Angels Church) immediately on 01202 883721 (Vicar – Suzanne Pattle)</p>						
	Risk of slips & trips	<p>To reduce slips:</p> <ul style="list-style-type: none"> <li>• Paper-towel &amp; signage provided</li> <li>• Flooring checked regularly</li> <li>• Non-slip surfaces in high risk areas</li> </ul>	<b>Hirers agree to compliance with the Church Centre’s Conditions of License</b>	Required from hirers to finalise initial hire	1	3	3		

Area	Hazards / Risks	Church & Centre Existing Controls	Existing Controls for hirers including in the Conditions of License	Existing Controls date:	L	S	L x S	Additional Controls	Date Completed
Church Centre (contd)	Risk of physical, emotional or mental trauma to children and vulnerable adults	<p>The PCC has agreed policies for Child Protection and for the protection of Vulnerable Adults. DBS checks are applied, at the appropriate level to position, for all new Centre Personnel and updated as required.</p> <p>Safeguarding Officers have been appointed, appropriate documents maintained &amp; Centre policies can be found on the Church Centre website, Safeguarding Notice Board and are available, by request, for inspection in the Parish Office</p>	<p><b>Hirers sign to agree to the Conditions of License 17.11</b> Users, whose activities include using needles, pins or any similar sharp object must use the floor magnet (kept in the electrical store cupboard, key is hanging in the far kitchen cabinet), in addition to brooms, to ensure that all such objects are removed at the end of each period of hire The Licensor must be notified prior to the Period of License of any such activities being part of the Use.</p> <p>Hirers whose activities involve children are required to sign agreement to comply with the Church Centre Children's &amp; Vulnerable Adults policies or to provide their own for our records: <b>Conditions of License 21.1 – 21.4 &amp; Additional Legal Information Form</b></p>	<p>Required from hirers to finalise initial hire</p> <p>Required from hirers to finalise initial hire</p>	1	3	3	<p>A full and complete list of staff, volunteers and other personnel is maintained with evidence of position, role, DBS check status, Safeguarding Training completion and other legally required information, held securely with authorised access only - <b>CMT</b></p> <p>A full and complete list of hirers is maintained with evidence of agreement to comply with Centre's Safeguarding policy (or provision of their own). This information is held securely in a locked cabinet and with password protection for documents saved digitally - <b>KR</b></p>	Up to date and ongoing
	Risk to security	<ul style="list-style-type: none"> <li>Volunteer team engaged to oversee security in the form of un-locking and locking the Church Centre and associated buildings. See: Checklist of Procedures; Lone Working Policy; Team Roster for buddy system; Booking Schedule</li> <li>Current Lock up Team received training on Safety, Security &amp; Lone Working on</li> </ul>	<p><b>Hirers sign to agree to the Conditions of License 23.1</b> At the end of the Use the Licensee shall be responsible for leaving the premises properly locked in accordance with instructions given by the Licensor. The Licensee shall be responsible for any loss or damage arising from the failure to comply with this instruction.</p>	Required from hirers to finalise initial hire	2	3	6 H	Centre Safety & Security Awareness training is recommended for Centre Personnel on induction and every 3 years after	Training provided to Centre Personnel at Induction

Area	Hazards / Risks	Church & Centre Existing Controls	Existing Controls for hirers including in the Conditions of License	Existing Controls date:	L	S	L x S	Additional Controls	Date Completed
Church Centre (contd)		<p>18/6/22</p> <ul style="list-style-type: none"> <li>Digilock, Yale lock &amp; security alarm – a register of key holders is maintained, the digilock code is changed regularly to ensure only authorised staff have access and the alarm is service regularly by the installing company</li> <li>General Data Protection Regulations are complied with: confidential and sensitive data is kept in a locked metal cabinet or password protected on a PC with only authorized personnel having access. Firewalls and anti-virus protection in place on computers.</li> </ul>	<p>Hirer's receive a '<b>Hirer's Information Sheet</b>' with security and emergency details. Hirers are given instruction on how to secure site at end of period of activity.</p> <p>'Meet &amp; Greet' policy for first time hirers in action to provide information on use, safety &amp; security – <b>KR &amp; AH 2021</b></p>	<p>Hirers on finalisation of booking</p> <p>On hirers arrival for first hire</p>				<p>Digilock due for code change – <b>CMT</b></p> <p>Computers updated; firewalls and security features enhanced. Separate computers in place to detach work of authorised personal and general use.</p> <p>Secure passwords for authorised computer use awaiting change on both PC's - <b>CMT</b></p>	<p>asap</p> <p>Completed Feb 2023</p> <p>Completed April 2023</p>
Porch, Entrance Hall & Reception Area	Risk of obstruction	<ul style="list-style-type: none"> <li>No fixtures or fittings to discourage loitering.</li> <li>Visitors asked not to leave buggies in the entrance hall via hirers</li> <li>Reception area is not to be used as a waiting room. Signage in place prohibiting group attendees of loitering and causing obstruction, Hirers affected report infringement and culprits are emailed as a reminder - <b>KR</b></li> </ul>	Hirers instructed via signed <b>Conditions of License [17.4]</b> to keep area/s clear. Hirers whose activities involve young children are requested to ask those adults with buggies to leave them outside in the bike rack area.	<p>Prior to hire</p> <p>Ongoing</p>	1	2	2	Hirer's must allow for anyone waiting for their session to do so within the room of hire. Booked set up time should allow for early arrivals, attendees should be informed not to arrive before group start time - <b>Hirers</b>	Ongoing

Area	Hazards / Risks	Church & Centre Existing Controls	Existing Controls for hirers including in the Conditions of License	Existing Controls date:	L	S	L x S	Additional Controls	Date Completed
	Risk of entry of infection to include Coronavirus 19	Notifications on door re current restrictions, request for wearing of face covering and hand sanitisers available on entry and throughout the building	Review and amendment of policies and procedures as directed by National & Local Government and the PCC.	As directed by Government & the PCC	2	2	4	Replace signage on front door to requesting attendees not to attend if feeling unwell, without wearing a face mask - <b>KR</b>	May 23
Main store off entrance hall	Risk of injury: <ul style="list-style-type: none"> <li>moving items</li> <li>overfilling of room</li> <li>lifting / overstretching to reach high placed items</li> <li>access &amp; use of loft &amp; hatch</li> <li>tripping on floor covering</li> </ul>	<ul style="list-style-type: none"> <li>Reduced items stored in room ensure access to storage areas available. All heavy or bulky items stored on the floor &amp; lower levels. Suitable steps provided for safe reaching of items higher placed.</li> <li>Authorised centre personnel have loft access by use of appropriate ladder, suitably and safely positioned. Items retrieved and replaced from the loft with two team members present</li> <li>Floor covering replaced 2020</li> </ul>	Specified hirers only have authorised main store access during period of hire or by booking access outside of hire times.  Hirers do not have access to the loft.	By arrangement with <b>KR</b> or <b>CMT</b>  On access to the loft	1	2	2	New shed in the process of being obtained for use by Cherubs to store additional and outdoors toys for use on the Patio area. This will reduce the items stored in the Main Store - <b>FM</b>  Extension to original sheds in process of being installed to increase storage space for Church and Church based activities – <b>CMT &amp; FM</b>	In situ - April 2023  Pending
Office	Risk of: <ul style="list-style-type: none"> <li>musculoskeletal disorders from sitting for prolonged periods, use of typical office equipment and from twisting to view doorway</li> <li>fire</li> <li>trips</li> <li>injury from reaching high level storage</li> </ul>	<ul style="list-style-type: none"> <li>Ergonomics checked 6 monthly. Chairs (2018) provide height adjustment and lumbar support.</li> <li>Plugs are not overloaded; paper is not placed near sources of ignition, cleaning chemicals to be stored in cleaners cupboard and not in office</li> <li>Leads are kept tidy and the floor space clear of clutter</li> <li>Reduced high level storage,</li> </ul>	Hirer's do not have access to the office without authorised supervision.		2	2	4	Site desks so workers can face the door to spot entry of visitors  Foot rest installed to improve seating position - <b>KR</b>	<b>a.s.a.p</b>  Aug 2022

Area	Hazards / Risks	Church & Centre Existing Controls	Existing Controls for hirers including in the Conditions of License	Existing Controls date:	L	S	L x S	Additional Controls	Date Completed
	Risk to health from lack of good air ventilation	<p>safety step provided for safe retrieval of high positioned items</p> <ul style="list-style-type: none"> <li>Window locks are too high for the average person to open without overstretching – to provide a safety step stool for easier access.</li> </ul>		<p>purchased 21/3/22</p> <p>Step purchased 21/3/22</p>					
Main Hall	<p>Stored chairs on racks; risks of injury from:</p> <ul style="list-style-type: none"> <li>blocking the fire exit</li> <li>chairs falling off racks</li> <li>empty rack arms</li> </ul>	<ul style="list-style-type: none"> <li>Keep Clear notices in place on fire exit doors &amp; racks have wheels to enable immediate clearance if found to be blocking exit</li> <li>Notices state that only 8 chairs to be stacked on each rack area &amp; show how chairs should be stacked</li> </ul>	<b>Hirers: Safeguarding Policy: 1.8</b> All children/young people must be kept within sight and should ensure that no child/young person leaves the Premises without an adult.	Whenever children are present	1	3	3	<p>Children must be supervised at all times to prevent climbing on racks</p> <p>Notices missing – to be re produced and put up – <b>KR</b></p> <p>A number of rack arms are exposed – hi-vis definition required to front pads – <b>FM</b></p>	<p>At all times</p> <p>May 23</p> <p><b>Asap</b></p>
	Risk of musculoskeletal injuries & bruising from maneuvering and lifting heavy portable tables	<p>Lifting &amp; maneuvering of large portable tables &amp; small square tables done so by an able volunteer for Church based hire</p> <p>Small square tables should be stacked no more than 5 high</p>	<p><b>Hirer’s agree by signing the Conditions of License that:</b></p> <p><b>17.1</b> The Licensee is reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the Premises. It is the responsibility of the Licensee to ensure that the Premises are safe for the purpose for which they intend to use them</p> <p><b>17.5</b> The Licensee shall be responsible for providing adequate supervision to maintain order</p>	Prior to initial session of hire	3	2	<b>6 H</b>	<ul style="list-style-type: none"> <li>Large folding tables should be carried by no fewer than 2 able-bodied people and lifted, not dragged, into position.</li> <li>Two able-bodied people are required to lift small square tables from the stack and into position.</li> <li>For safer manual handling future consideration: a [folding] trolley could be utilized to move large folding tables into position &amp; a wheeled base could be utilized for the small</li> </ul>	<p>Every Session</p> <p>Every session</p> <p>Future CMT Consideration</p>

Area	Hazards / Risks	Church & Centre Existing Controls	Existing Controls for hirers including in the Conditions of License	Existing Controls date:	L	S	L x S	Additional Controls	Date Completed
			and good conduct. <b>17.12</b> The Licensee undertakes to comply with the actions identified in the Church Centre Risk Assessment, of which a copy is available on the Church Website or via request					square tables to maneuver the stack, of no more than 5 tables high.	
	Risk of injury from items left on the floor	All users ensure floor is left clean, clear and free from any debris  Safety Notices in place reminding users to use roller magnet & sweepers	<b>Hirers sign Conditions of License: 17.11</b> Users, whose activities include using needle pins or any similar sharp object must use the floor magnet (kept in the electrical store cupboard, key is hanging in the far kitchen cabinet), in addition to brooms, to ensure that all such objects are removed at the end of each period of hire The Licensor must be notified prior to the Period of License of any such activities being part of the Use.	End of each session	2	2	4		
	Risk to health from lack of good air ventilation	<ul style="list-style-type: none"> <li>Windows have keys attached via hooks to allow for opening</li> <li>Window locks are too high for the average person to open without overstretching – a folding safety step stool to be provided for easier access, stored in roller shutter store.</li> </ul>		Pending	1	2	2		
	Risk to security as double patio doors are stiff to shut	<ul style="list-style-type: none"> <li>Repair team regularly clear out debris from fixings</li> <li>Notice displaying 'for emergency exit only, damaged mechanism' Jan 2023</li> <li>Lock-up team double check doors</li> </ul>	Hirers asked to check site secure at end of session via <b>Hirer Information sheet</b>	End of session & end of day	2	2	4		

Area	Hazards / Risks	Church & Centre Existing Controls	Existing Controls for hirers including in the Conditions of License	Existing Controls date:	L	S	L x S	Additional Controls	Date Completed
Alec Moore Room (A.M.R.)	Risk of burns, scalding & electrocution from kettle / toaster	Suggested position of use & notice warning not to use under the TV in place	<b>Hirers sign Conditions of License: 17.12</b> The Licensee undertakes to comply with the actions identified in the Church Centre Risk Assessment	Winter 22	1	1	1		
	Risk of injury to knuckles from opening fire exit door left handed	Signage displayed warning to take care when opening fire door		Nov 21 KR	1	1	1		
	Risk of trips	Flooring checked regularly to reduce trips			1	2	2		
	Risk of injury from bending & lifting to remove & replace items from under-sink cupboards	<ul style="list-style-type: none"> <li>Kept tidy, organized and not overfull.</li> <li>Items on trays to enable lifting out and replacing in cupboard</li> </ul>	Hirer's are obliged to leave room as found and to ensure Tea & Coffee Facility cupboards are left tidy	Every hire session	2	2	4	Notices re keeping cupboards tidy to be improved - <b>KR</b>	Completed – April 2023
	Church Choir wardrobe - no significant risks	Kept tidy, organized and not overfull.			1	1	1	Notice of wardrobe ownership - <b>KR</b>	Completed - May 23
	Risk of injury from items left on the floor	All users ensure floor is left clear and free from any debris  Safety Notices in place reminding users to use roller magnet & vacuum	<b>Hirers sign Conditions of License: 17.11</b> Users, whose activities include using needle pins or any similar sharp object must use the floor magnet (kept in the electrical store cupboard, key is hanging in the far kitchen cabinet), in addition to brooms, to ensure that all such objects are removed at the end of each period of hire The Licensor must be notified prior to the Period of License of any such activities being part of the Use.	End of each session	2	2	4		

Area	Hazards / Risks	Church & Centre Existing Controls	Existing Controls for hirers including in the Conditions of License	Existing Controls date:	L	S	L x S	Additional Controls	Date Completed
	Risk to health from lack of good air ventilation	Windows have keys attached via hooks to allow for opening Window locks are too high for the average person to open without overstretching, a folding safety step stool to be provided for easier access, to be stored in roller shutter store.		Pending					
Disabled Toilet / Baby change facilities	Risk of injury to children  Risk of slips & falls	<ul style="list-style-type: none"> <li>Chemicals not stored in room, changing matt is child-safe and has a safety harness</li> <li>Signage on the door requesting it be kept closed after use to prevent unsupervised access of children</li> <li>Non-slip flooring &amp; 'Slippery when wet' sign available</li> </ul>		Complete 21/3/22	1 1	2 2	2 2	Panic button to be installed for use by disabled toilet user in need of assistance	a.s.a.p
Ladies Toilet	Risk of slips & falls  Risk of injury to children	<p>Non-slip flooring &amp; 'Slippery when wet' sign available</p> <ul style="list-style-type: none"> <li>Child supervision is required at all times - heavy, automatically closing doors have finger guards on them to prevent child's fingers getting trapped - in place 21/3/22. Once entry is gained, small children would struggle to egress unaided and would</li> </ul>		Constant vigilance required	2	2	4		

Area	Hazards / Risks	Church & Centre Existing Controls	Existing Controls for hirers including in the Conditions of License	Existing Controls date:	L	S	L x S	Additional Controls	Date Completed
	Risk of scalding from hot tap & hand drier	easily be knocked over by the doors being pushed open. <ul style="list-style-type: none"> <li>Chemicals not stored in room; child-friendly, non-slip steps for safe access to sinks and toilets</li> </ul> Temperatures set to reduce likelihood of scalding. Hot water signage in place		21/3/22					
Gents Toilet	Risk of slips & falls  Risk of injury to children  Risk of scalding from hot tap & hand drier	Non-slip flooring & 'Slippery when wet' sign available  <ul style="list-style-type: none"> <li>Child supervision is required at all times - heavy, automatically closing doors have finger guards on them to prevent child's fingers getting trapped - in place 21/3/22. Once entry is gained, small children would struggle to egress unaided and would easily be knocked over by the doors being pushed open.</li> <li>Chemicals not stored directly in room; cleaner store cupboard is kept locked; child-friendly, non-slip steps for safe sink and toilet access</li> </ul> Temperatures set to reduce likelihood of scalding. 'Hot Water' signage in place			2	2	4	Remove general access to cleaner store cupboard by removing key from kitchen	March 2023

Area	Hazards / Risks	Church & Centre Existing Controls	Existing Controls for hirers including in the Conditions of License	Existing Controls date:	L	S	L x S	Additional Controls	Date Completed
Cleaner's Store in Gents Toilet	Risk of: <ul style="list-style-type: none"> <li>Spillage of cleaning materials</li> <li>Fire</li> <li>Injury</li> <li>Child access</li> </ul>	<ul style="list-style-type: none"> <li>Cupboard is kept locked at all times when not in use</li> <li>Chemicals are stored in correct containers, clearly labeled, on shelves or floor.</li> <li>Avoid excessive storage of bulk purchased chemicals if flammable/toxic.</li> <li>Store heavy/ large items on the floor or lower shelving.</li> <li>Ensure COSHH Risk Assessment Manual is maintained and MSD's are obtained</li> </ul>	Hirers instructed to only use cleaning materials, including washing up liquid and similar products, as provided by the Centre – <b>Condition of License 17.10:</b> Any other chemical products associated to the Hirers use must have been authorised by the Licensor and a COSHH Risk Assessment Sheet presented with an accompanying MSDS. [This includes such chemicals as: adhesives, solvents & lubricants]	Hirer signs agreement prior to finalisation of booking	1	2	2	Remove general access to cleaner store cupboard by removing key from kitchen - to prevent misuse of stock, unauthorised access & door being left unlocked	March 2023
Electrical cupboard / Broom Store off reception	Risk of fire	<ul style="list-style-type: none"> <li>Door to be kept locked at all times when not in use.</li> <li>Ensure storage of items is such that the electrics / fuse box is not interfered with – that storage is tidy. Combustible items should be kept away from sources of possible ignition i.e toilet paper</li> </ul>	Hires have access to the cupboard key (in kitchen) for access to sweepers, dustpans and vacuum cleaner. Cupboard is locked after use and the key returned to the kitchen cupboard.	On every use	1	1	1		
Kitchen	Risk of carbon monoxide and gas.	<ul style="list-style-type: none"> <li>Windows opened when appropriate &amp; fan on when oven in use</li> <li>Carbon dioxide detector fitted; appliances serviced regularly; gas supply turned off at mains when not in use</li> </ul>			1	3	3		

Area	Hazards / Risks	Church & Centre Existing Controls	Existing Controls for hirers including in the Conditions of License	Existing Controls date:	L	S	L x S	Additional Controls	Date Completed
	Risk of lifting injury on lifting trays out of dishwasher.	Tray support to be fitted alongside dishwasher when in use.			1	2	2		
	Risk of burns and scalding from: <ul style="list-style-type: none"> <li>Warming oven.</li> <li>Hob and oven.</li> <li>Hot tap &amp; Kettle.</li> </ul>	<ul style="list-style-type: none"> <li>Temperature of hot water from boiler reduced.</li> <li>Hot water signage in place 21/3/22</li> <li>Label on warming oven unit.</li> <li>Signs placed on back-plate</li> </ul>			2	2	4	Tray support not known	
	Risk of contamination and illness from poor hygiene procedures or equipment failure	<ul style="list-style-type: none"> <li>Centre Personnel receive training in use of the facilities. Those involved with the Café, and regularly provide refreshments, have had the opportunity to complete Food Hygiene Certification</li> <li>Risk Assessment in place for the Café's use of the kitchen</li> <li>Kitchen (internal) food bin is lined with decomposable bags &amp; emptied after each session</li> <li>General waste bin is lined and emptied after each session</li> <li>New fridge acquired in 2019 with automatic temperature control to prevent risk if temperature changes. Additional thermometers in both fridge &amp; freezer to check temperature. Fridge checked that it is working each day and cleaned regularly</li> </ul>	<p>Hirers agree to <b>Condition of License:</b></p> <p><b>15.2</b> Users may make use of the Kitchen for the purpose of providing refreshments and are responsible for leaving the area clean and ready for use to include compliance with the operating instructions for the dish washer.</p> <p><b>15.3</b> Unless agreed prior to the use, the Licensee shall not make use of any crockery cutlery or other utensils in the Kitchen Store Room.</p> <p><b>22.3</b> All rubbish must be taken away from the Premises. Failure to do so may result in the Licensee being liable for a surcharge.</p>	Agreed prior to hire	1	3	3	Church volunteers providing food & beverages outside of the Community Café should undertake basic health, hygiene and safety training & Food Hygiene Training	As required

Area	Hazards / Risks	Church & Centre Existing Controls	Existing Controls for hirers including in the Conditions of License	Existing Controls date:	L	S	L x S	Additional Controls	Date Completed
Kitchen Store	Risk of injury due to: <ul style="list-style-type: none"> <li>• Overfilling of room</li> <li>• Items falling from shelves</li> <li>• heavy pans stored at high level</li> <li>• falls from height</li> <li>• Lifting crockery items stored at height from shelves</li> </ul>	<ul style="list-style-type: none"> <li>• Authorised access only</li> <li>• Room locked when not in use</li> <li>• Room audited six monthly</li> <li>• Kitchen Store no longer used for Food Bank Hub: but layout was redesigned in 2019 - storage redesigned; new shelves fitted; steps provided and only used when two people are present; doors replaced with drop down blind</li> </ul>	Authorised hirer's only have access	On hire of crockery	1	2	2		
	Hygiene risk from non-kitchen items	Non-kitchen items in room (with foodstuff / crockery / cutlery) are stored separately			2	2	4		
	Trip hazard on uneven surface	Flooring replaced in 2020			1	1	1		
Garden Waste Bin, Dustbin, Recycle Bins & Food waste bin	<ul style="list-style-type: none"> <li>• Hygiene risk from: Vermin pilfering from bins</li> <li>• Food waste</li> </ul>	<ul style="list-style-type: none"> <li>• Only using council provided bins with closing lids.</li> <li>• Lock-up Team move bins to front path on the eve of bin collection days</li> <li>• Food waste bin is always kept locked</li> </ul>			1	1	1		
Roof & Roof access – internal & external	Risk of falls from ladders  Risk of injury accessing, lifting, moving & retrieving items in and out of roof (loft) - multiple points of internal access apply	<ul style="list-style-type: none"> <li>• Authorised persons only.</li> <li>• Signage in place</li> <li>• Specific ladders to be used for access, not steps.</li> <li>• Minimal items to be stored in roof / loft.</li> <li>• Two persons to be used for access.</li> <li>• Reduce items stored in the roof further.</li> </ul>	Hirer's do not have authorised access to the roof		1	2	2		
					2	2	4		

Area	Hazards / Risks	Church & Centre Existing Controls	Existing Controls for hirers including in the Conditions of License	Existing Controls date:	L	S	L x S	Additional Controls	Date Completed
Patio Area	Trip hazard on slabs	<ul style="list-style-type: none"> <li>• Uneven slabs leveled 21/3/22</li> <li>• Lighting sensor activated</li> </ul>	Staff & Hirer vigilance	Ongoing	1	1	1	Ongoing vigilance by staff	Ongoing
	Injury from use of shed for Cherubs	<ul style="list-style-type: none"> <li>• Site chosen for best use and minimal risk, area marked out with hazard tape</li> <li>• Construction pending</li> </ul>	No unauthorised access	Ongoing	2	2	4		
Woodland area at back of centre	Risk of: <ul style="list-style-type: none"> <li>• Trip injury on approach</li> <li>• Falling trees / branches</li> <li>• Trip points within woods</li> </ul>	<ul style="list-style-type: none"> <li>• Gateway padlock secured, preventing unauthorised access</li> <li>• People warned not to go in woods. Signage 21/3/22</li> <li>• Tree survey 23/3/22</li> <li>• Path improved &amp; checked 6 monthly</li> </ul>	Hirer's do not have access to the woodland area		1	2	2		
Gardening store	Risk of injury as room overcrowded for safe easy access.	<ul style="list-style-type: none"> <li>• Storage in room has been reduced where possible</li> <li>• Lighting is sensor activated</li> </ul>		Ongoing	1	3	3		
	Risk of fire from fumes from petrol stored in can & petrol in mower	Minimal storage within mower and single BS approved container		Ongoing	2	2	4		
Centre boiler room	Room overcrowded for safe and easy access.	Storage in room changed.			2	2	4	Reduce items stored in the room further.	Ongoing
Sheds - group of 4 within grounds	Risk of injury from access to sheds and retrieval of items	Sheds for access only Authorised persons only Path kept clear of obstructions	<ul style="list-style-type: none"> <li>• Authorised hirers only have access to sheds and use is on the basis that they are responsible for their items stored and retrieved</li> </ul>		1	2	3		
	Risk to security	<ul style="list-style-type: none"> <li>• Sheds secure with a digi-key box and padlock and for authorised persons only.</li> <li>• Lighting sensor activated</li> </ul>	<ul style="list-style-type: none"> <li>• Unauthorised hirers do not have access to shed key codes</li> </ul>		1	2	2		

Area	Hazards / Risks	Church & Centre Existing Controls	Existing Controls for hirers including in the Conditions of License	Existing Controls date:	L	S	L x S	Additional Controls	Date Completed
Lone Working	Risk of injury/trauma by physical, emotional or mental cause	<ul style="list-style-type: none"> <li>Lone Working Policy produced for Centre Personnel to include: Un-lock / Lock Up Team, office staff &amp; all other Church personnel</li> <li>Policy &amp; training completed for Lock Up &amp; Management Teams 18/6/22, pending for other personnel</li> </ul>			1	3	3	Policy & training pending for other centre personnel	As required

<b>Other Associated Risk Assessments:</b>	Colehill Community Café Risk Assessment – Karen Rimmington Fire Safety Management Plan – Graham Klewley Lone Working Policy – Karen Rimmington Safeguarding Policy for Children and Vulnerable Adults – Debbie Stevenson & Jo Clayton
---	--

<b>Church &amp; Centre Groups Risk Assessments:</b>	Community Film Afternoons (Main Hall) Risk Assessment – TBW (Peter Condon?) Social Afternoon Risk Assessment – TBW (Peter Condon & Karen Rimmington?) St Michael’s Church After Service Coffee Risk Assessment – TBW (?) St Michael’s Church Bi-monthly Coffee Morning Risk Assessment – TBW (Jo Clayton?) St Michael’s Church Cards for Sudan Risk Assessment – TBW (Jill Beech?) St Michael’s Church and Centre Committees & Meetings Risk Assessment – TBW (PCC/ECO/Fabric/Mission & Outreach/LPA Deanery/etc?) St Michael’s Church and Centre Events Risk Assessment – TBW (Christmas Event/Plant Sale/Special Events/ St Michael’s Church ‘Cherubs’ Toddler Group Risk Assessment – Dani Hewitt (?) St Michael’s Church Choir Risk Assessment – TBW (Jo Clayton?) St Michael’s Church Craft Group Risk Assessment – TBW (Hilary Gooding?) St Michael’s Church Florists Risk Assessment – TBW (?) St Michael’s Church Silent Prayer Group Risk Assessment – TBW (Mac Chisholm?) St Michael’s Mothers Union Risk Assessment – TBW (Jill Beech?) St Michael’s Opening & Locking Up Team Risk Assessment – see main risk assessment and lone working policy
<b>Separate assessment is required for individual and group activities of the staff; volunteers and other such personnel working for, and on behalf of, St Michael’s Church &amp; Centre</b>	

Area	Hazards / Risks	Church & Centre Existing Controls	Existing Controls for hirers including in the Conditions of License	Existing Controls date:	L	S	L x S	Additional Controls	Date Completed
------	-----------------	-----------------------------------	---	-------------------------	---	---	-------------	---------------------	----------------

**Associated Documents:**

- Conditions of License General Hire
- Additional Legal Information form
- Hirer Information Sheet
- Safeguarding Policy – Children & Vulnerable Adults
- Fire Safety Policy
- COSHH Risk Assessment Manual & Associated MSDS'
- Lone Working Policy

**Appointed Persons:**

- Safeguarding Officer x 2
- Fire Safety Officer x 1
- Appointed First Aider x 1