

Risk assessment

All employers must conduct a risk assessment.

(<http://www.hse.gov.uk/risk/casestudies>).

Congregation name: **Ferintosh Parish Church Hall**

Date of risk assessment: 24th February 2018

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Individuals visiting/ using the premises may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit, No trailing leads or cables. Work areas clear, Spillages clean up immediately	No further action	Trustees, Kitchen staff, Health and Safety Administrator	From now on	
Protective socket guards missing from various rooms in the Church Hall	Young children may be particularly at risk. Risk of electrocution	Most sockets have guards in placed. During risk assessment it was noticed that some were missing	Buy additional socket guards to replace the ones that are missing	Health and Safety Administrator	30/06/2018	
Portable appliance Testing overdue	Anyone. Risk of electrocution from faulty electrical appliances	PAT testing has been done previously. However, it was noted that various pieces of equipment have different dates on them.	The only appliances that appear to have been PAT tested are in the kitchen. Testing of equipment in all other areas appears not to have been done yet. Fabric committee to confirm if PAT testing has been carried out on equipment in all areas of the Church and Church hall and is not advise on when it will be	Fabric Committee	30/06/2018	
Domestic Consumer Unit/ Fix box	Anyone requiring access to unit risk of electrocution	This has been inspected	Inspection of consumer unit due next year 2019	Trustees / Fabric Committee	24/02/2019	
Old fuse boxes in cupboard in 'posh room'	Electrocution	Box is sealed and has 'danger live electricity' tape on it	No further action. Keep monitored/under review	Health & Safety Administrator	On going	
Heaters in 'posh room'	Heaters in under worktop in 'posh room'	Unsure if heaters are in good working condition or are obsolete. If no longer required, they should be disposed off	Dispose off heaters if no longer required	Health & Safety Administrator	30/06/2018	

Kitchen	Various hazards in kitchen especially for Children. Risk of food poison due to poor hygiene, food handling/ preparation	No unsupervised children under the age of 16 allowed in the Kitchen. Only individuals with the elementary food hygiene certificate or equivalent should be involved in the handling and preparation of food on the premises	No further action. Area well controlled Several members of the congregation hold the appropriate food hygiene certificate	Health & Safety Administrator	30/06/2018	
Kitchen: Various appliances (white goods) Kettle, Cooker Fridge Dishwasher	Electrocution, burns scold, etc, food poisoning fire	White items are well, maintained, kept clean. Only individuals with appropriate food hygiene certificates are allowed to prepare food in it Keep all non-essential electric equipment switched off when not in use eg kettles, cooker, dish washer etc Ensure manufacturer instructions are available and followed when operating equipment	No further action. Area well controlled	Health & Safety Administrator	On going	
Items (materials, equipment etc) in storage cupboards	Potential fire risk, Potential for items to fall off shelves and injury people	Cupboards are generally kept clean, neat and tidy	All hall users should go through the cupboard and clear out of items that are not longer required or fit for purpose. Any items not longer required should be disposed off appropriately		30/06/2018	
Household cleaning products, dish washer tablets etc	Potentially harmful to anyone if handled or used inappropriately	Cupboard in walk in cupboard opposite kitchen is kept locked.	Ensure cupboard is kept locked when not in use. Personal Protective Equipment should be supplied for use if necessary. Disposable gloves, aprons, masks/visors and protective eyewear COSHH register to be kept		30/06/2018	
Cleaning products in cupboards in Kitchen	Potentially harmful to anyone if handled or used inappropriately. Especially if young children get access to them	All cupboards containing cleaning products are fitted with child proof locks	No further action		Keep under review	

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>