



All Saints' Church Hall Risk Assessment

Risk assessment for all users of All Saints Church Hall

Brief Description:

For all events held in the hall by the church and for external users hiring the hall.

Date risk assessment completed: 5th September 2022

Any relevant information further to the table attached e.g. guidance and procedures followed.

Individual activities should have their own risk assessment to be read in conjunction with this document.

Assessment prepared by: Eve Gunn

Position/ Role: Safeguarding Team - Eve Gunn

Date: 5th September 2022

Risk assessment approved by: Revd Beverly Watson

Position/ Role: Incumbent

Date of approval: 8th September 2022

Risk assessment approved by: Henrietta Harding

Position/ Role: Church Warden

Date of approval: 8th September 2022

Purpose of form:

This document is designed to assess actual and potential risk to participants of non-standard on or off site trips and activities undertaken by, or on the premises of, All Saints' Church. The assessment should be undertaken and document completed and approved by the All Saints' PCC or its named representative before the activity takes place.

Under no circumstances predate approval. This is an official safeguarding document that will be used in the case of emergencies by All Saints' Church to show what actions are planned to minimise risk.

A copy of the risk assessment is to be kept by an appropriate adult on the activity and one copy filed in the risk assessment folder in the office at All Saints' Church.

Risk Ratings:

A risk rating of Low, Medium or High should be applied to each aspect of the activity.

Approval of a proposed activity will take all controlling measures into account. If the overall risk is considered to be insufficiently controlled the activity will not be approved.

All Saints' Church Hall RISK ASSESSMENT FORM

*Please note there is a book in the foyer, marked **Faults and Repairs**, for reporting of any faults, wear and tear or other problem you encounter whilst using the hall. In the event of an emergency please see the **Hall Users Folder** for emergency contact numbers.*

Entire Building and Surrounds

Activity	Risk factors	Risk Level without controls & measures	Controls & measures	Risk Level with controls & measures	Named person responsible
Dangerous surfaces	Slips, trips and falls caused by uneven surface of car park	Medium	<ul style="list-style-type: none"> Car park surface currently in excellent condition and will be maintained to be as even as possible. Users to report any problems with the car park surface to the churchwardens. 	Low	Church Wardens
		Medium	<ul style="list-style-type: none"> Flood lighting will come on automatically in the car park when you walk near the front entrance to the hall, to report in Faults booklet if it is not working. 	Low	Chair of Premises Vision Group
	Slips, trips and falls caused by wet surfaces	Medium	<ul style="list-style-type: none"> Hall users to clear up spillages immediately and to use correctly labelled mops from the cupboard in the entrance porch, or paper towels in kitchen, and safely remove debris. 	Low	All users
		Medium	<ul style="list-style-type: none"> Mats at entrances to stay in place to stop rain water being carried in. Hall users to ensure mats stay flat in place. 	Low	
	Slips, trips and falls caused by physical damage and corresponding debris	Medium	<ul style="list-style-type: none"> ANY accidents to be reported to the church via the accident reporting book stored in the First Aid cupboard in the kitchen by the cooker. 	Low	All users

Activity	Risk factors	Risk Level without controls & measures	Controls & measures	Risk Level with controls & measures	Named person responsible
Vehicle movement	Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it.	High	<ul style="list-style-type: none"> For large events, hall users to ensure parking is controlled by Marshalls wearing hi-viz vests. 	Low	Leader of activity
		High	<ul style="list-style-type: none"> Car park well lit, if not report in Faults book. 	Low	Chair of Premises Vision Group
		High	<ul style="list-style-type: none"> Hall users are to warn people (especially those with children) to be aware of cars in the car park. 	Low	Leader of activity
		High	<ul style="list-style-type: none"> Hall users to park within designated lines 	Low	Leader of activity
Unsafe electrical equipment	Electric shocks or burns from faulty equipment or installation	Medium	<ul style="list-style-type: none"> Portable equipment owned by the church will be regularly PAT tested. 	Low	Chair of Premises Vision Group
		Medium	<ul style="list-style-type: none"> Hall users are responsible for any of their own equipment used on site. 	Low	Activity leader
		Medium	<ul style="list-style-type: none"> Hall users to know where the fuse box is and how to switch off supply in an emergency (in the cupboard in the porch). 	Low	Activity leader
		Medium	<ul style="list-style-type: none"> Hall users must check portable electrical equipment for visual signs of damage before use and are reminded that any unsafe equipment should reported in Faults booklet. 	Low	Activity leader
Fire	If trapped, risk of fatal injuries from smoke inhalation/burns	High	<ul style="list-style-type: none"> Fire extinguishers will be checked according to regulations annually by the church. 	Medium	Chair of Premises Vision Group

Activity	Risk factors	Risk Level without controls & measures	Controls & measures	Risk Level with controls & measures	Named person responsible
		High	<ul style="list-style-type: none"> Hall users must keep the fire exits clear during any event and know how to get out safely from the building. 	Medium	Activity leader
		High	<ul style="list-style-type: none"> Hall users to then call emergency services from their own mobile phone, or from a nearby house, keep all people clear of the car park entrance so there is access for emergency vehicles and to check that everyone is out of the building. 	Medium	Activity leader
		High	<ul style="list-style-type: none"> Hall users to evacuate to the church field. 	Medium	Activity leader
			<ul style="list-style-type: none"> Church Warden or Bookings Secretary to be informed of incident. Phone numbers on the notice board in the entrance. 	Medium	Activity leader
Main Hall					
Stacking chairs <ul style="list-style-type: none"> Adult chairs 	Chairs falling off rack	Medium	<ul style="list-style-type: none"> Hall users to ensure chairs are stacked correctly on the racks. 	Low	All users
	Collisions with rack protrusions	Medium	<ul style="list-style-type: none"> All users to be aware of the sticking out portions. 	Low	All users
	Collisions or wheeling over feet while moving rack	Medium	<ul style="list-style-type: none"> If moving the racks, hall users to use several people to control the racks. 	Low	All users
<ul style="list-style-type: none"> Children's chairs 	Falling stack of chairs	High	<ul style="list-style-type: none"> Stack no more than 8 High. 	Low	All users

Activity	Risk factors	Risk Level without controls & measures	Controls & measures	Risk Level with controls & measures	Named person responsible
			<ul style="list-style-type: none"> Stack of chairs to face the wall 		
<ul style="list-style-type: none"> Tables 	Risk of tables falling on people while carrying	High	<ul style="list-style-type: none"> Two people to carry large tables. 	Low	All users
	Risk of catching fingers while opening or closing	High	<ul style="list-style-type: none"> Hall users to make sure people are strong enough to open/close tables. 	Low	All users
<ul style="list-style-type: none"> Piano 	Injury from moving the piano	High	<ul style="list-style-type: none"> Do not move the piano without permission from the Bookings Secretary. 	Low	All users
	Injury from colliding with piano	High	<ul style="list-style-type: none"> Hall users to ensure children are supervised during running-around activities. 	Low	All users
<ul style="list-style-type: none"> Laptop/projector/trolley/extension leads 	Tripping on trailing lead.	Medium	<ul style="list-style-type: none"> Hall users are to ensure electrical leads are out of the way of children and covered with cable protector found in cleaning cupboard in foyer. 	Low	All users
	Electrocution	Medium	<ul style="list-style-type: none"> Hall users to visually check laptop/projector and do not use if faulty. 	Low	All users
<ul style="list-style-type: none"> Windows 	Opening or closing windows	Medium	<ul style="list-style-type: none"> Always use small steps found inside cupboard next to men's toilets if unable to reach. 	Low	All users
Hall Porch					
<ul style="list-style-type: none"> Notice board 	Minor injury from treading on pins	Medium	<ul style="list-style-type: none"> Hall users who use the pinboard must ensure large enough pins are used so notices stay in the board. 	Low	All users

Activity	Risk factors	Risk Level without controls & measures	Controls & measures	Risk Level with controls & measures	Named person responsible
<ul style="list-style-type: none"> • Fire extinguishers 	Accidental use leading to risk to eyes	Medium	<ul style="list-style-type: none"> • Hall users to supervise children properly so they don't play with the fire extinguishers. 	Low	All users
<ul style="list-style-type: none"> • Cupboards 	Falling items	Medium	<ul style="list-style-type: none"> • Hall user groups to keep items safely stored in cupboards so items cannot fall out. 	Low	All users
<ul style="list-style-type: none"> • Cleaning cupboard 	Accessible – poison	Medium	<ul style="list-style-type: none"> • Ensure doors kept closed and bolted. • Cleaning materials stored on High shelves. 	Low	All users
<ul style="list-style-type: none"> • Radiator 	Burns	High	<ul style="list-style-type: none"> • Cover to be kept on at all times and nothing to be poked into the radiator holes. Cover to remain unobstructed for ventilation. 	Medium	All users
<ul style="list-style-type: none"> • Storage Box 	Trapped fingers in lid	Medium	<ul style="list-style-type: none"> • All users to be aware 	Low	All users
Hall Toilets					
<ul style="list-style-type: none"> • Rubbish bins 	Falling bins/unsuitable rubbish	Medium	<ul style="list-style-type: none"> • Hall users to ensure bins have proper lids and rubbish sacks are properly put in the bins. • Hall users to ensure any dirty nappies are put in the outside bins only. 	Low	All users
<ul style="list-style-type: none"> • Radiators 	Burns	Medium	<ul style="list-style-type: none"> • Users to keep children/adults clear. 	Low	All users

Activity	Risk factors	Risk Level without controls & measures	Controls & measures	Risk Level with controls & measures	Named person responsible
Hall Kitchen					
<ul style="list-style-type: none"> Boiler 	Fire/gas escape	Medium	<ul style="list-style-type: none"> Church to ensure hall users know where to turn off the gas supply in the event of an emergency – in marked cupboard in the meeting room adjacent to the gents' toilets. 	Low	Activity leader
		Medium	<ul style="list-style-type: none"> Activity leader must evacuate the building. 	Low	Activity leader
		Medium	<ul style="list-style-type: none"> Activity leader to report immediately any smell of gas to the emergency contact on the list and to call 0800 111 999 to report if gas is leaking. 	Low	Activity leader
<ul style="list-style-type: none"> Cooker 	Burns/electrocution/fire	High	<ul style="list-style-type: none"> Hall users must turn off the cooker at the wall after use and do not leave tea towels lying on top of the cooker. 	Medium	All users
<ul style="list-style-type: none"> Microwave 	Burns/radiation	Medium	<ul style="list-style-type: none"> Hall users to visually check microwave before use. 	Low	All users
<ul style="list-style-type: none"> Electric heater above door 	Burns/falling heater/fire	High	<ul style="list-style-type: none"> Hall users to ensure heater is turned off after use and to visually check for damage before use. 	Medium	All users
<ul style="list-style-type: none"> Urn/kettles/coffee maker 	Risk of electrocution/scalding	Medium	<ul style="list-style-type: none"> Hall users to visually check urns/kettles/coffee maker before use and to report any damage in the Faults booklet. 	Low	All users

Activity	Risk factors	Risk Level without controls & measures	Controls & measures	Risk Level with controls & measures	Named person responsible
Flood	Damage to wall cupboards	Medium	<ul style="list-style-type: none"> Hall users to take care near hot urn/kettle/coffee maker. Hall users to make sure urn is not continuously boiling, so as not to damage the cupboards and is positioned away from the cupboards if possible. Hall users to be aware where the water stock cock is situated in the Sunday School/Children's cupboard located in the men's toilet area, behind the bottom shelf just inside the door. 	Low	All users
		Medium		Low	All users
	Damage caused by a flood	Medium		Low	All users
<ul style="list-style-type: none"> Fridge Knives Preparing hot food 	Contamination of food	Medium	<ul style="list-style-type: none"> Hall users are not to leave leftover food or drink in the fridge. Hall users to be careful using any sharp knives in the kitchen. ANY accidents to be reported to the church via the accident reporting book stored in the First Aid cupboard in the kitchen by the cooker. Care to be taken cooking with the oven to avoid too many people in the kitchen. Oven gloves to be used to move hot food. Check floor to ensure it is not wet before carrying hot food into the hall. If possible serve near to the kitchen to avoid carrying the food far. 	Low	All users
	Cuts	Medium		Low	All users
	Burns/scalds when cooking or carrying food	Medium		Low	All users
	Food poisoning				

Activity	Risk factors	Risk Level without controls & measures	Controls & measures	Risk Level with controls & measures	Named person responsible
			<ul style="list-style-type: none"> • Food to be cooked thoroughly and heated to kill germs. • Food Hygiene standards to be followed at all times, including advertising allergens in food. 		<p>All users</p> <p>All users</p>
<ul style="list-style-type: none"> • Serving alcohol 	<p>People drinking too much</p> <p>Underage drinking</p>	Medium	<ul style="list-style-type: none"> • Care to be taken to not serve too much alcohol and servers to be aware of those drinking. If it is being sold a licence must be obtained from Guildford Borough Council. • No alcohol to be sold to under 18s under any circumstances. 	Low	<p>Activity leader</p> <p>Activity leader</p>
Risks to Fabric					
<ul style="list-style-type: none"> • Security • Heaters 	<p>Theft</p> <p>Damage from items being put down the heater or from people sitting on them</p>	<p>Medium</p> <p>Medium</p>	<ul style="list-style-type: none"> • Hall users to ensure that all windows and doors are shut and fire exit to be checked that it is shut before leaving the building. • Hall users to lock main exit door on leaving. • No extra keys to be cut by hall users. • No valuables or cash to be left in cupboards used by regular hall users. • Hall users to ensure children are supervised so they don't put things down the heaters or sit on them at all. 	<p>Low</p> <p>Low</p>	<p>Activity leader</p> <p>Activity leader</p> <p>All users</p>

Activity	Risk factors	Risk Level without controls & measures	Controls & measures	Risk Level with controls & measures	Named person responsible
<ul style="list-style-type: none"> • Projector screen 	Damage to screen from being pulled incorrectly	Medium	<ul style="list-style-type: none"> • Only adults to pull down or put up projector screen. 	Low	All users
<ul style="list-style-type: none"> • Ceiling tiles/lights 	Damage from things being thrown and hitting the ceiling.	Medium	<ul style="list-style-type: none"> • Hall users are to ensure that there are NO ball games in the hall, apart from table tennis and nothing to be thrown up towards the ceiling. 	Low	All users
<ul style="list-style-type: none"> • Laptop/projector/trolley/extension leads 	Damage to equipment from falling onto ground Person tripping on trailing lead.	Medium	<ul style="list-style-type: none"> • Hall users to ensure electrical leads are out of the way of children and use cable protector. 	Low	All users
<ul style="list-style-type: none"> • Failure to protect children and vulnerable adults 	Physical/mental/sexual abuse	Medium	<ul style="list-style-type: none"> • Church volunteers to ensure safeguarding policy is read and adhered to. At least 2 adults to be present in any room for any activity involving children and/or vulnerable adults. Adult/child ratios to be maintained. 	Low	Activity leader
<ul style="list-style-type: none"> • Walls 	Damage to paint work from blutac or sellotape.	Medium	<ul style="list-style-type: none"> • All Hall users to ensure they take appropriate safeguarding measures eg Guides to follow Girl Guiding UK safeguarding. 	Low	Activity leader
Outside Sheds	Damage to person from equipment from falling down.	Medium	<ul style="list-style-type: none"> • Contents to be packed with care 	Low	All users
	Injury whilst moving large items	Medium	<ul style="list-style-type: none"> • 2 people or more to carry large items at all times 	Low	All users
			<ul style="list-style-type: none"> • No children under the age of 18 to be allowed in the sheds. 	Low	All Users

Activity	Risk factors	Risk Level without controls & measures	Controls & measures	Risk Level with controls & measures	Named person responsible
The Field	Risk of slips, trips, being stung by nettles, falling out of trees.	High	<ul style="list-style-type: none"> All users to take care while on the field, the ground is uneven and when wet the grass can be very slippery. All users of the field to be aware that many dog walkers use this field, so look out for excrement The stairs are steep and care should be taken on them All children should be supervised and never left without an adult in attendance The field is not secure and has many entrances and paths leading to it. Care to be taken at all times. No one to access the area by the Remembrance garden that is cordoned off and marked as No Access. 	Low	All users
	Risk of falling bricks and masonry from the area behind the Chapel and Library which is damaged by subsidence	High		Low	All users

For all activities associated with All Saints Church this assessment must be accompanied by an All Saints' Church Activity Risk Assessment Form which is signed and submitted for approval. The activity must be approved by an authorised individual before taking place.