

Risk Assessment - St Michael's Bray & Braywood

Area Assessed - Church Hall

Activities Assessed - Ministry Team, Administration, Catering, Cleaning, Routine Light Maintenance, Church Hall Visitors.

What could cause the harm?	Who might be harmed and how?	Existing precautions in place	Additional precautions required	Who needs to take action?	By when?	Completed (Y/N)	Date
Unfamiliarity	New Church members	Ensure that new Church members are suitably advised of the following risks and the control measures to protect them.	Welcome and familiarisation talk/instruction given.	Church Wardens, HSE Officer	Prior to their involvement in any of the following activities		Ongoing
Working Alone	Administrator, Ministry Team, Cleaners, Flower Arrangers, Maintenance staff, Church Watch	Working Alone Policy. Only when absolutely necessary.	If Working Alone ensure other Church personnel are aware. Have means of raising the alarm if required.	Church Wardens			
Slips, Trip, Falls.	All Church Hall users	General good housekeeping. All areas are adequately lit. Trailing cables are minimised. Use of nearest socket advised. Wet mopping of floors only during prescribed cleaning sessions. Caterers ensure water spillages are cleared immediately.	Personnel working in Church advised to wear appropriate footwear. Ensure adequate training & information given. Report any concerns to Church Wardens promptly Recording of accidents in Accident book.	All Church users, Church Wardens to monitor			

Assessment Date - July 2024

Review Period - Annual

		Handrail on stairs.	Ensure three points of contact when on the stairs				
Working with Food	Caterers	Caterers are familiar with general Food Hygiene protocols. Frequent hand washing can cause skin damage. Some foods can cause some staff to develop skin allergies	Where possible and sensible, use tools (cutlery, tongs, scoops, etc) to handle food rather than hands. Where handling cannot be avoided hands are rinsed promptly after finishing the task.	HSE Officer			
Work Equipment	Ministry Team, Cleaners, Flower Arrangers, Maintenance staff, Church Watch	Check condition prior to use. Do not use if damaged. Use to the manufacturer's instructions. Be aware of hot surfaces/liquids and sharp items of catering utensils/equipment.	Check Work Equipment regularly. Display 'hot water' signs at sinks and 'hot surface' signs at hot plates.	HSE Officer HSE Officer	6 monthly 30/08/2024		
Display Screen Equipment	Administrator	Check workstation and equipment condition prior to use. Do not use if damaged. Use to the manufacturer's instructions.	Ensure Workstation Assessment is undertaken and any actions identified addresses	HSE Officer	30/09/2024		
Electricity	All Hall Church users	Only use equipment supplied. Do not tamper with electrics. Report any defects.					
Hazardous Substances	Ministry Team, Cleaners, Flower	Only use products supplied. Read instructions for					

	Arrangers, Maintenance staff, Church Watch	use/precautions.					
Manual Handling	Administrator, Ministry Team, Cleaners, Flower Arrangers, Maintenance staff, Church Watch	Do not attempt to lift heavy items that are beyond your personal ability. Use equipment supplied/ employ 2 person lifting					
Safeguarding	All Church Hall users.	Safeguarding Policy Secure door to prevent unauthorised access.	Ensure all personnel are aware of and follow Policy/advice. Report any concerns to Parish Safeguarding Officer (PSO) promptly	PS Officer			

Please report any incidents, accidents and concerns to a Church Warden or Parish Safeguarding Officer as soon as possible following any event