**Meeting House Risk Assessment**

**Risk assessment for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Area Meeting/ Local Meeting**

**Completed/reviewed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_ Next review due \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*The contents of this template are included as typical risks and actions at a typical meeting house. Each line should be reviewed and edited to make it relevant to the particular building. Any missing significant risks and actions should be added where appropriate.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **What is the risk?** | **What can go wrong, how, who might be affected?** | **What are you already doing?** | **What further action is necessary?** | **Action by whom?** | **Action by when?** | **Date done** |
| 1 | Slips, trips and falls | Staff, Friends and other building users might trip over pot holes, loose floor coverings, poorly lit steps, trailing extension leads or slip on spilt liquids. | * Regularly check that floor coverings are fixed securely
* Have a door mat at the entrances to reduce rainwater being carried into the building
* Check car park for uneven ground/ potholes periodically
* Ensure mop is available for spills
 | * Mark step edging with white paint if poorly in poorly lit areas
* Provide handrails to steps if concerned.
* Tape extension leads to the floor when being used.
 |  |  |  |
| 2 | Work at heightE.g. changing light bulbs, clearing gutters, cleaning windows | Staff or Friends might fall from ladders or step ladders | * Always have two people when working at height
* Always ‘foot’ ladders and place on firm ground
* Check ladders are in good condition before using them
 | * If concerned pay a professional to do the job.
 |  |  |  |
| 3 | Kettles | Staff, Friends and other building users could suffer scalds from spills from kettles filled with hot water. | * Place kettles on solid surface and place tea pots etc. next to them for filing to avoid carrying full hot kettles
* Don’t overfill kettles
 | * Think about a wall mounted water boiler in place of a boiler
 |  |  |  |
| 4 | Lifting and carrying i.e. Manual handling | Staff and Friends may damage their back lifting heavy or awkward objects and boxes etc. | * Store stuff in easy to access places, not on high shelves
* Use two people to lift stacking tables.
 | * Consider online training for warden
* Put up info sheet on notice board
 |  |  |  |
| 5 | Fire – see also separate more detailed fire risk assessment and fire management plan.  | Staff, Friends and other building users, might be caught in a fire and unable to escape. Damage to the building and contents. | * Fire risk assessment done
* Management plan done
* Extinguishers and blanket in place and checked
* Emergency lighting and smoke alarms in place and tested.
* Warden to remain vigilant for burnable materials left in unsuitable places.
 | * Review management plan and carry out incomplete actions.
 |  |  |  |
| 6 | Vehicle movement in car park | Staff, Friends and other building users could be hit by manoeuvring cars and vans. | * Nothing
 | * Consider putting up 5mph signs
* Put up external light
 |  |  |  |
| 7 | Exposure to hazardous substances e.g. cleaning products | Staff and Friends could have skin problems, eye damage and vapour could cause breathing problems. | * Store harmful products safely
* Mops, brushes and gloves to be used for cleaning.
 | * Clearly label harmful products
* Look at replacing harmful products with less powerful alternatives
 |  |  |  |
| 8 | Electricity | Staff, Friends and other building users could be electrocuted by faulty equipment.Electrical wiring could degrade leading to shocks or fire. | * PAT testing done
 | * Arrange for electrical system check (5 yearly)
 |  |  |  |
| 9 | Use of equipment | Staff, Friends and other building users could be injured by using garden strimmer and kitchen equipment improperly. | * Ensure instructions and warning labels are in place
 | * Encourage people to ask how to use equipment if they are unfamiliar with it
 |  |  |  |
| 10 | Gas equipment | Staff, Friends and other building users could suffer from carbon monoxide poisoning  | * Gas checks and servicing of boiler and wall heaters done annually
 |  |  |  |  |
| 11 | Food poisoning | Friends and other building users could suffer food poisoning if food if poor food hygiene occurs, especially cross contamination from raw meat. | * Be familiar with basic kitchen practice and place notices on the wall
* Have separate chopping boards for raw meat, fresh fruit, salad and veg, cooked food.
* Ensure food is properly stored in the fridge.
 | * Periodically check fridge to ensure storage instructions are being followed
* Run simple briefing exercise for people using the kitchen
* Ban cooking raw meat in the kitchen
 |  |  |  |
| 12 | Asbestos | Staff, Friends and other building users have very low risk but maintenance tradesmen may be at risk if they disturb asbestos in the building. | * Nothing
 | * Carry out asbestos survey and act on findings.
* Have briefing for any tradesmen employed.
 |  |  |  |
| 13 | Personal security fears from being alone in the building | Staff, Friends or other building users may be concerned about their personal security if they are in the building alone at night. | * Lock front door when in the building alone.
* Advise people to have a mobile phone with them
* Ensure someone knows where you are
 | * Install movement sensitive external security lighting around building.
 |  |  |  |
| 14 | Building decay | Friends have to manage large repair works due to inadequate routine maintenance, inspection and repair work being delayed such that it is a large task requiring much time, effort and money instead of it having been a modest easily managed cheaper task. | * Walk round the building and garden with open eyes periodically.
* Carry out annual check of the building – see BYM Property advice sheet 5, ‘Check list and annual of premises safety’ and act on findings.
 | * Undertake full Quinquennial inspection every five years and plan work arising from report.
 |  |  |  |
| 15 | Blocked gutters | Friends have to deal with damp entering the building due to overflowing gutters. | * Clear gutters of leaves and debris late autumn
 | * Clear gutters of leaves and debris a second time in the year!
 |  |  |  |
| 16 | Blocked drains | Friends and other building users are unable to use toilets and have to deal with a flood. | * Lift drain chamber covers once a year and check they are free running
 | * Commission CCTV survey of drains
 |  |  |  |
| 17 | Display screen equipment  | Computer users get eye strain or back aches from over use and poor posture. | * Ensure computer set and desk are comfortable for users
 | * Install window blind to cut out glare
 |  |  |  |
| 18 | Legionella | Shower is infrequently used thus water can remain in the system for weeks allowing legionella bacteria to potentially grow and infect a shower user. | * Run shower hot for five minutes each week.
 |  |  |  |  |