**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.*

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **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 height  E.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. |  |  |  |  |