



**Hammersmith Christian Fellowship**

**Risk Assessment**

**March 2021**

**HAMMERSMITH CHRISTIAN FELLOWSHIP**  
**RISK ASSESSMENT – MARCH 2021**

NATURE OF CHECK	RESULT OF CHECK AND NOTE OF ACTION REQUIRED	PROGRAMME FOR ACTION
1. Are the Church premises, paths, steps, staircases, floors and toilets in a safe, clean and tidy condition and adequately lighted? Are there satisfactory arrangements for their cleaning and maintenance?	Yes Outside steps bordered in yellow for visibility Baptistery edge covered in tape.	
2. Is the electrical wiring safe? Is it tested regularly?	Yes	
3. Are portable electrical appliances regularly checked for safety net faulty flexes, appropriate fuses and trailing wires. Are they plugged into a sufficient number of sockets for their use without the use of adaptors? Is there a clear rule concerning the electrical equipment which can be brought onto the Church premises?	Yes  Yes	Regular PAT testing takes place
4. Is the gas installation regularly serviced? At the church building? At the Manse? When was it last tested?	Yes      2020 Yes      ?	
5. Has anybody at the church read the leaflet C15 Control of Asbestos at Work Regulations 2006 and Churches?  Has an investigation been made to check whether asbestos is present:- In the church building? In the Manse?  Is the situation being adequately managed?	Not known No known asbestos present  The church has been checked by builders  Yes	
6. Are all exits and escape routes clearly marked with appropriate signs which comply with the Health and Safety (Safety Signs and Signals) Regulations 1996?  Are the emergency exit escape routes kept clear of obstruction and properly lighted?	Yes  Yes Back exit door checked before leaving the building on every occasion.	
7. Should emergency exits and any emergency exit route be provided with emergency lighting?	Emergency lighting fitted in all toilets, stairs and vestibule	
8. What provisions are made to ensure that emergency exit doors are either unlocked or fitted with panic bolts?  Where possible do they open outwards?	Doors unlocked during occupation of premises.  External doors open outwards	

9. If appropriate, are clear instructions issued giving instructions as to what to do in the event of a fire?	Yes	
10. Are there appropriate arrangements for giving warning in case of fire?	Yes – fire alarm	
11. Is the fire fighting equipment adequate, easy to use, properly positioned and signed in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996, and is it regularly maintained? Do a number of people understand how to use the equipment?	Yes – placed in accordance with extinguisher experts  Fire doors fitted in all rooms  Yes	
12. Is it appropriate to specify the maximum number of people that may be present at any one time in any part of the premises?	N/a	
13. Is contact with the emergency services necessary regarding rescue work and fire fighting?	N/a	
14. Does the kitchen and any equipment in it comply with modern hygiene requirements?	Yes	
15. If heavy items need moving, is proper advice given on how this should be done and how furniture and equipment should be stacked and stored?	Yes – trolley provided	
16. Are chairs stored safely – no more than five chairs high?	Yes	Needs regular monitoring
17. Are all tables stacked safely when not in use – on the provided trolley with the safety strap clipped shut, or behind the football table?	Yes	Needs regular monitoring.
18. Is a first aid box available and is someone responsible for ensuring that it is adequately stocked?	Yes	Kept in the office with the log book
If appropriate, is somebody designated as a first aider?	No	First Aid course held in June '18 All leadership + attended Appoint Louis as First Aider?
19. Where a VDU is used on a daily basis, has the appropriate check and advice been given?	N/a	
20. If any hazardous or harmful substances are used or stored on the church premises, are there proper precautions for their use, labelling and storage? Is cleaning and decorating equipment stored away from children? Is safety equipment such as rubber gloves, goggles and aprons available?	Yes  Yes  Yes	Needs regular monitoring – should be kept in locked cupboard under the stairs in the men's toilet.
21. Is the outside of your building safely maintained? Can doors be exited safely?  Are ramps safe? Is external land properly maintained?	Yes  Yes  Yes  Yes	

22. Can children be safely escorted between different parts of the premises?	Yes	
23. Are appropriate arrangements made for planning and supervising volunteer work parties undertaking maintenance or repairs on the church premises?	Yes Yes	
24. Are arrangements made for members and volunteers to be consulted or supplied with appropriate information about health and safety and fire precautions?	Yes	This training / information could be improved
25. Are there adequate arrangements for outside contractors who carry out work on the church premises to ensure that they work safely and do not create a safety hazard for others?	Yes	
26. Where outside organisations use the church premises, are the users aware of the church's Health and Safety Policy and is it clear to them that they must take responsibility for their own operations?	Yes – all outside organisations receive church policy and are responsible for their own insurance.	
27. Where a door can swing both ways, does it have a visibility panel and if so is this fitted with safety glass?  Are there any other glazed areas that should be fitted with safety glass?	n/a  All safety glass fitted.	
28. Are there proper arrangements for investigating, recording and reporting accidents?	Yes – accident book located in the office	
29. Are there any other 'hazards' which need consideration?	When the baptistry is to be used, rope bar should be used around the area.	
30. Do new members or volunteers (including the minister) receive instructions and information about the church's health and safety policy?	Yes	Everyone needs reminding on an annual basis.
31. Do new members or volunteers (including ministers) understand any rules or agreed advice about working alone in the building?	Yes	
32. Are there proper arrangements for monitoring the action required as a result of this risk assessment and for its annual review?	Yes	
33. Is there an annual review of the health and safety policy by the Charity Trustees?	Deacons review annually	
34. Burial Grounds – Regular maintenance and inspection is very important.	No burial ground.	
35. Are all toys for the toddler group and youth resources regularly safety checked?	Yes	
36. Do all members and volunteers working in regulated activities with vulnerable people have a DBS check?	Yes	Ongoing monitoring
37. Are volunteers ever left alone with children, youth or vulnerable adults?	Yes	They must have an enhanced DBS check.