

Document Title	Risk Assessment
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1. Introduction

This document is in accordance with advice from the HSE and Ecclesiastical Insurance (Refs. 1 and 2) and forms the risk assessment for the

Community Centre @ Christ Church
 Cricklade Street,
 SWINDON,
 Wilts
 SN1 3HB

Christ Church PCC has appointed Chris Smith as Centre Manager. Chris Smith has overall management responsibility, including responsibility for health and safety, in the CC@CC building and in the adjacent east end garden immediately outside the Garden Room of the CC@CC.

The risk assessment is included in Table 1.

2. Review

It is intended that the risk assessments included in this document will be updated as necessary and this document will be reviewed at a period of no more than 12 months. The Policy is kept up to date to take account of the changes in legislation and directives and reviewed at least annually by the Community Centre Development Manager.

3. References

1. Ecclesiastical Guidance Notes. Church – Health and Safety version 2. Ecclesiastical Insurance Office plc. 2010.
2. HSE Website – www.hse.gov.uk/pubns/indg449.pdf
 HSE Health and safety made simple. Web version of leaflet INDG449, published by HSE 02/14 (first published 07/11).

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What are the hazards?	Who might be harmed and how	What is already being done?	What further action is necessary?	Action by whom?	Action by when?	Done
1. Floor surfaces and floor coverings – slips trips and falls	Staff, volunteers, users, Christ Church congregation, and members of the public. Injuries from slips trips and falls.	Floors all flat and to high standard of installation. No coverings. All are in good condition and are properly maintained. A regular cleaning regime is established.	Other than general awareness of possible deterioration, no further action is necessary.	Centre Manager		
2. Paths, steps and ramps. Slips trips and falls.	Staff, volunteers, users, Christ Church congregation, and members of the public. Injuries from slips, trips and falls.	Disabled ramp installed as part of the original building construction. Necessarily steep, because of site and ground constraints.	Other than general awareness of possible deterioration, no further Action is necessary	Centre Manager		
3. Kitchen Slips, scalds, burns, electrocution, cuts, carbon monoxide poisoning, asphyxiation from gas leaks, explosion from gas leaks.	All users of the kitchen. Unauthorised children are vulnerable.	Kitchen inductions provided. Only competent persons allowed to use the kitchen. Automatic gas shut-off if extract fans not working. Specific kitchen risk assessment and instructions.	A stand-alone kitchen risk assessment and instructions are being developed. These need to be completed within a target period of 3 months.	D Pitt	June 2014	
4. Food Hygiene Food poisoning	Staff, volunteers, users, church congregation.	Kitchen safety briefing to all users. Use of kitchen by competent persons only. Public events subject to guidance on food hygiene legislation, The Food Safety Act and General Food Regulations 2004. Catering policy document and risk assessment is under development.	Monitor and review the adequacy of controls.	Centre manager, Kitchen Champion	June 2014	
5. Toilet hygiene. Illness through bacteria	All users of the toilets.	Toilets kept in clean condition. Cleaner is employed with specific duties including cleaning the toilets.	Monitor effectiveness of cleaning	Centre manager		

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			procedures.			
6. Falls from height. Falls from stepladders/ladders (Note - single storey building, so stairways are not applicable.)	Staff and volunteers	Lifting and handling instruction and training is given.	Monitor safe practice.	Centre manager		
7. Substances hazardous to health. Injuries to mouth and throat if corrosive/oxidising substances are swallowed or used not as instructed. Injuries to eyes if splashed.	Children (Harm as identified in LH column.)	Cleaning materials are locked in a cupboard in the store room. Store room kept locked. Cleaning staff appropriately trained, and rubber gloves provided.	Monitor safe practice.	Centre manager		
8. Asbestos – building is to present standards and complete new-build, therefore asbestos not present.	-	-	-	-		
9. Public performances. Formal safety procedures in the event of an evacuation of the building	Persons of limited mobility – injuries if uncontrolled evacuation of building.	Emergency procedures in place. Fire protection – smoke detectors, fire detectors and alarms. Fire safety certificate. Fire Risk Assessment (Doc. 4) Evacuation and emergency procedures (Doc. 7)	Continue to monitor operation of the CC@CC during larger public events and revise procedures as necessary.	Centre manager		
10. Lifting Equipment - no lifting equipment is used	-	-	-	-		
11. Glass in doors and windows.	Staff, volunteers, users and members of the public. Especially children.	Glass is not at body height.	-	-		
12. Doors – pinching of fingers	Staff, volunteers, users and members of the public, especially children	Finger guards have been fitted to the main corridor doors and the screen door.	Monitor condition of finger guards.	-		
13. Plant and machinery – Unauthorised interference with the Ground Source Heat Pump.	Unauthorised people. Plant room is locked except for access by authorised persons – for inspection, meter readings, maintenance of the GSHP equipment.	Controlled access. Key to plant room kept by Centre Manager.	-	-		
14. Manual handling Ladders, scaffolding towers and staging. (These items are not used at present.)	Staff, volunteers, users	Chairs storage and racking installed in the store room. Chairs transporter trolley used.	Continue to monitor the ways that tables and chairs are set up, used and put	Centre Manager.		

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			away. Instruction is given to staff, volunteers and users on methods of setting up the tables. Maintain adequacy of approach under review.			
15. Lone occupancy of the building	Staff and volunteers.	Lone working policy (Doc 12).	Monitor the application of this policy and any reported issues.	Centre Manager		
16. Recording of accidents and reporting of injuries, diseases and dangerous occurrences.	Staff, volunteers, users	Health and safety Policy (Doc 2) Accident form included in Doc 10. Accident book is kept in Managers Office.	-	Centre manager		
17. Working with children and vulnerable adults	Users – children and vulnerable adults	Compliance with safeguarding and vulnerable adult policy (Doc 11). Appropriate guidance followed from Swindon Local Safeguarding Board (LSCB).		Designated contact persons		
18. Disabled access	Persons with limited mobility or other disabilities possibly vulnerable to being knocked during an evacuation, and also of hindering others.	Building is kept clean and uncluttered, so as to maintain access ways clear.		Centre manager		
19. Procedure for fetes and outdoor activities	Staff, volunteers, users, members of the public	Would be covered by a specific risk assessment	Carry out specific risk assessment when necessary.	Centre Manager & organising agent.		
20. Fire Risk Assessment	Staff, volunteers, users, members of the public	Fire Risk Assessment has been completed (Doc 4).	Maintain under review.	Centre Manager		
21. Building security measures	Staff, volunteers, users	All key holders trained in locking up procedure. Log of key holders kept.	Maintain under review	Centre Manager		
22. Alterations to the building. Building and modification works	Staff, volunteers, users, members of the public, including church congregation.	Safe systems of work and work planned around Centre users. Controls on a case by case basis	Work plan identified and agreed.	Centre manager		