

**ST MARK'S CHURCH HALL – GENERAL RISK ASSESSMENT, January 2023**

People at Risk	Risk Identified	Level	Mitigation action	Responsibility
Hall users, cleaner, volunteers, contractors, passers-by in car park, children (e.g. games, dance, accessing the stage).	<b>Slips, trips and falls</b> Bruising, cuts/grazes, fractures caused by uneven surfaces, slippery floors, trip hazards (cables etc), use of the stage/stage steps.	M	Car park has a good tarmac surface with no potholes or cracks. Disabled parking directly opposite entrance. Hall entrance is level with outside path. Floor mopping at times allowing floors to dry before users arrive; signage. Edge strip painted on stage and mobile stage steps provided. User groups responsible for ensuring safety of activities, use of equipment, cables, cleaning up spills and supervision of children in the hall. Use of the stage is restricted; users advised to use the stage steps for activities requiring its use and to ensure supervision - children should not be on the stage unsupervised. Contractors required to follow safe working practices with Risk Assessments and Method Statements for significant works.	Hall group Cleaner Group leaders/hirers Contractors
Hall users, cleaner, volunteers, children, older people	<b>Other injury</b> Scalds from kettles, water boiler, hot drinks Bruises & abrasions from active games, ball games etc	M	Children are not allowed in the kitchen without supervision Users responsible for taking reasonable care when using kettle, water boiler, coffee machine etc User groups responsible for ensuring safety of activities and supervision; activities should be age-appropriate and care taken with mixed age children's groups Particular attention required when there are mixed activities Guidance issued including unsuitability of the hall for ball-kicking etc – ball games prohibited when hot drinks/refreshments are also being served; soft foam balls only at other times and only as part of supervised activities	Hall group Cleaner Group leaders/hirers
Users, cleaner, volunteers, contractors	<b>Cleanliness/Covid</b> Infection leading to illness	L	Regular cleaning of surfaces throughout the week Covid awareness posters on display Covid hand-washing notices on display Hand sanitiser available in the entrance lobby Guidance issued to users	Hall group Cleaner Group leaders/hirers
Contractors, cleaner, volunteers, users of the Hall installing decorations.	<b>Working at height</b> Sprains, fractures, breaks, head/neck/spinal injury and potentially death from falling off ladders and other means of access.	H	Contractors required to follow safe working practices as above. St Mark's H&S policy document. H&S information included in guidance issued to cleaner, volunteers and hirers – including a policy of no use of ladders when working alone on-site. Contractors used for jobs at significant height rather than volunteers.	Hall group Cleaner Group leaders/hirers Volunteers Contractors
Users/volunteers setting up or clearing away, cleaner, children.	<b>Poor storage of tables and chairs</b> Strains, crush injuries	M	Portable table storage trolley in main hall. Orderly stacking of items in specified locations. Notices and H&S information issued specifying chair stacking/storage. Users responsible for ensuring that items are stowed away properly and in accordance with guidance.	Hall group Cleaner Group leaders/hirers
Users, cleaner, volunteers, children, contractors.	<b>Hazardous substances</b> e.g. cleaning products, paints, solvents.	M	Cleaning products stored in locked cleaner's cupboard and cabinet. Paints, solvents, weed-killer etc stored in locked side-cupboard or shed.	Hall group Cleaner

## ST MARK'S CHURCH HALL – GENERAL RISK ASSESSMENT, January 2023

People at Risk	Risk Identified	Level	Mitigation action	Responsibility
	Skin irritation or poisoning (especially for young people).		Group leaders are responsible for safe storage of any products they require. Group leaders are responsible for safe use of Covid-related products. Contractors required to follow safe working practices as above.	Group leaders/hirers Contractors
Users, cleaner, volunteers, contractors.	<b>Manual handling</b> Strains, back injury when moving heavy items, e.g. tables and chairs	M	Portable table storage trolley in main hall. H&S information about safe manual handling issued. Contractors required to follow safe working practices as above.	Hall group Cleaner Group leaders/hirers Contractors
Cleaner, volunteers, group leaders, contractors.	<b>Lone working</b> Injury, illness, personal safety	M	Anlaby Churches Lone Working policy applies to the hall. Advice issued in user guidance. Contractors are expected to follow their own lone working policy.	Hall group Cleaner Group leaders/hirers Contractors
Users, cleaner, volunteers, children, contractors.	<b>Fire</b> Smoke inhalation, burns and potentially death.	M	Fire risk assessment completed and measures in place. Annual fire equipment checks undertaken by competent contractor. Smoke detector fitted in main hall. Users responsible for identifying a Responsible Person for H&S including fire.	Hall group Cleaner Group leaders/hirers Contractors
Users, cleaner, volunteers, children, contractors.	<b>Electricity</b> Shocks, burns and potentially death from faulty equipment or installation.	M	Full electrical system checks by a qualified electrician every 5 years (as advised by Insurers). (Last completed Nov 2021). Emergency lighting system check annually (last check Jan 2023). Portable appliance testing schedule every 2 years (as advised by Insurers in view of nature of portable electric equipment and use levels). (Last check Oct 2022) Users are responsible for their equipment on site and advised of need to check it. All electrical work is completed by a qualified electrician.	Hall group Contractors Group leaders/hirers
Users, cleaner, volunteers, children, contractors.	<b>Asbestos</b> Respiratory illness from sustained, long-term exposure to asbestos particles.	L	Asbestos check/report completed annually by competent contractor. Management plan in place - low grade asbestos panelling labelled; H&S information issued.	Hall group Cleaner Group leaders/hirers Contractors
Users, cleaner, volunteers, children, contractors.	<b>Carbon monoxide poisoning</b> Emissions from faulty gas connection/boiler.	L	Gas heating system/boiler serviced annually by a certified contractor (next check scheduled Feb 2023). Carbon monoxide monitor in place near the boiler and gas meter cupboard.	Hall group
Users, cleaner, volunteers, children.	<b>Legionella</b> Disease from contaminated water.	L	Anlaby Churches Legionella risk assessment in place covering all buildings, following risk report and testing undertaken 2020 by a qualified plumber. Monthly water testing regime in place.	Hall group Cleaner
Users, volunteers, children	<b>Food poisoning</b> Illness from poorly prepared food or basic lack of hygiene.	L	Kitchen is described as a basic facility for simple refreshments/basic cooking only. Food safety information displayed in kitchen. Party hirers are required to bring in pre-prepared food. User groups responsible for their own risk assessment and ensuring that relevant people have suitable food hygiene training, as appropriate. Cleaning schedule in place to ensure appropriate cleanliness.	Hall group Cleaner Group leaders/hirers

**ST MARK'S CHURCH HALL – GENERAL RISK ASSESSMENT, January 2023**

People at Risk	Risk Identified	Level	Mitigation action	Responsibility
Users, cleaner, volunteers, contractors	<b>Theft</b> Loss of church hall property or personal property	L	No cash or items of significant value are left on the premises. Hirers & users are responsible for ensuring that the building is locked and fully secure at the end of their use. Users are advised to use the simple locking mechanism on the inside of the main door during use for security reasons.	Hall group Cleaner Group leaders/hirers