

General Risk assessment

**Company name: Harden Congregational Church
Keighley**

Assessment carried out by: Rev. Helen

**Date of next review: 2024
2023**

Date this assessment was created: 14th April

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Trip hazard on main entrance steps	Members and visitors	Handrail in place, both sides	Church member on the door	Door rota volunteers	All opening times	
Trip hazard on small steps into main church room.	Visitors unfamiliar with the premises or regular members.	Instructions to mind the step	Signage	Minister and deacons	ASAP	
Malfunction of electrical equipment resulting in shock or fire.	Members and visitors	All electrical equipment is PAT tested each year.	All members to report any equipment not working or frayed leads.	All	Ongoing monitoring.	
Bumping hazard caused by energetic children	Members and visitors, particularly the elderly and frail.	Supervision by parents and deacons	Diligence	Parents and deacons	Ongoing at each worship session.	

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Risk of fire	Members and visitors and group users.	Weekly test of fire alarm. Record to be kept in the book. Check all appliances turned off before leaving the building. Maintain electrical equipment to a good safe standard. Clear fire exit signage including assembly point. Fire exits kept clear.	Diligence	Deacons Last user in building	Ongoing	
Medical emergency	Church buildings users	Information displayed clearly on wall. Location of nearest defibrillator given on sign. Postcode displayed for use if ambulance needs to be called. Paediatric first aider trained. (Church events) First aid kit in kitchen Accident book in kitchen All accidents and emergencies to be recorded.	First aid kit requires updating. Adult first aid training required for minister and other individuals.	Deacons	Urgently New first kit has been ordered. Training is currently being planned.	

Risk from harm from heating and water systems.	All	Regular checks of all systems, e.g. fire, heating, water.	All systems to be checked regularly. Building security to be checked. Checks for water ingress. Doors checked.	Deacons	Rechecks to take place weekly.	
Trip hazard on main stairs to downstairs rooms.	All	Care to be taken on stairs. Lift available for disabled.	Diligence	All	Ongoing	
Abuse/violence	All	Code of conduct in place. Users aware of who is in the building. Safeguarding	Diligence	All	Ongoing for all events.	
Slip hazard in 'wet' areas	All	All hard floor surfaces maintained, cleaned and dried regularly and checked for safety.	Diligence	All	Ongoing for all events.	