

Totterdown Baptist Church Risk Assessments – Jan 2024, to be reviewed Jan 2025

General comments

Slips and trips

One of the most significant hazards in this type of premises is linked to slips, trips and falls. This is also the second most common accident that occurs in UK workplaces.

Floor cleaning is scheduled at times when the numbers of public in the buildings is limited. Staff and volunteers are trained to dry floors after cleaning and to make good use of the slippery floor warning signage. *(Including outside ramps/steps)*

Staff and volunteers are trained to be vigilant to maintain good standards of housekeeping to minimise the risk of tripping. Carpets and rugs are also checked as part of the monthly inspection to ensure that they do not pose a risk. Walkways are required to be kept clear at all times. During cleaning and maintenance activities, items of equipment and cables are positioned so as not to obstruct the walkways and working areas. Steps should be taken to ensure that trailing leads are kept to a minimum.

External areas are provided with adequate levels of lighting to ensure safe access and egress to the premises during periods of darkness.

Electrical appliances

There is a programme for both portable appliance inspections and fixed installation inspections in accordance with HSE and BS 7671 : 2001 guidelines. Inspection certificates and records retained in Vestry. Portable items are visually inspected by users prior to their use. Defective equipment reported and removed from service. Work is undertaken by competent electricians in accordance with IEE requirements

Working at height

Ladders and stepladders are provided to be used for access to high levels on a very occasional basis. Prolonged working at height or work that requires hazardous activities will be contracted to specialist organisations. Scaffolding tower provided when working at height for prolonged durations. Never work alone - always accompanied. Do not over-reach. Only perform activities that can be carried out single handedly. Make sure nobody is below/around working area. Carry all items, e.g. light bulbs, securely.

Food

Pre-prepared food is often brought in to the church premises (e.g. for bring-and-share lunches).

Usual food hygiene practices to be followed.

Allergy details labelled on food. Individual responsibility for checking that it is safe for them to eat. In the event that the Church is made aware of severe intolerances, additional control measures may need to be implemented (e.g. a ban of nuts on the premises).

Food should also be stored in sealed containers. Any containers not kept in cupboards or the fridge should be kept in plastic/metal containers so that they do not become an accessible food source for rodents.

Food hygiene training to be encouraged.

Lone working

Anyone using the building, not for a regular meeting, to sign in and out on the notice board in the Sydenham Road entrance lobby .

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD / PROBABILITY	5	7	14	21	28	35
	4	6	12	18	24	30
	3	5	10	15	20	25
	2	4	8	12	16	20
	1	3	6	9	12	15
		1	2	3	4	5
		SEVERITY / SIGNIFICANCE / CONSEQUENCE				

Score = (Severity x Likelihood) + (2 x Severity)

(this formula places additional emphasis on high severity issues)

Summary		Recommended timeframe for implementing any identified control measures
20+	High	Immediate / within days
15-19	Medium	Within weeks
1-15	Low	Whenever viable to do so

Area assessed: Sanctuary January 2024 to be reviewed January 2025

Who might be harmed?: Minister, Cleaner, all visitors.

What could cause harm?	How could harm occur?	Existing precautions in place	Risk of severity of harm	Probability of harm	Overall risk	Recommendations
Stage Microphones	Falling off stage Tripping over furniture/music stands etc electrocution	First Aider present Regular PAT testing	3 5	3 1	15	Leader on stage warns people if they are close to the edge of the stage.
Musical area microphones	Tripping over instruments/stands electrocution	First Aider present Regular PAT testing	1 5	2 1	4	
Aisles	Tripping over toys Tripping over wires Slipping: Slippery if wet	First Aider present All wires crossing aisles are duct taped down. Duty Deacon clear spills immediately	2 3 3	2 1 2	8 9 12	Parents/duty deacon to clear aisles if toys spread into aisles Regular checks of tape Use wet floor signs
Toy areas	Trips Choking Cuts	First Aider present All toys suitable for under 3s Broken toys removed	2 5 1	2 1 1	8 15 3	Regular tidying of toys Check toys regularly Check toys regularly

Sound/vision	Trips	First Aider present All wires are tidied and not left dangling. Regular PAT testing	2	1	6	
	Electrocution		5	1	15	
Heating	Burns	First Aider present Temperature kept low enough not to harm	1	2	4	
Baptismal pool	Slips, drowning electrocution	Users helped down stairs, suitable foot wear to be used (bare feet?) Pool supervised when open. Heater removed before any user enters. No one to touch the water whilst heaters are in the water.	5	1	15	
Vestibule	Trips Scalds and burns	First Aider present Keep main areas clear Children to be kept away from kettles and coffee machine. Any children running in the area, be asked to walk. Cups not to be filled to the top. Regular PAT testing	2 4	2 3	8 20	Regular checks of state of the carpet Servers to be aware of these precautions – put a notice up by machines. Kettle not to be used by vulnerable adults or children.
	Electrocution		5	1	15	

	Toys Trips and choking	First Aider present All toys suitable for under 3s Broken toys removed	5	1	15	Regular tidying of toys Check toys regularly Check toys regularly
Pews	Trips Objects hitting form above	First Aider present Banners firmly attached. <i>If balcony is used, warn users not to touch banners.</i>	3 1	2 2	12 4	Duty deacon or representative to continually observe users in case of people holding objects over the rail or leaning on banners.
Stairs	Slips and falls	First Aider present Roped off unless in use	5	1	15	Remind users to use handrails Any wet areas cleared immediately, use of wet floor sign.
Balcony	Falls	Users warned to take care, users prevented from leaning over. Risk of fall signs.	5	3	25	Duty deacon or representative to continually observe users in case of people leaning over.
Candles	Burns, fire	Fire safety policy First aider present Bucket of water/sand present Candles not to be left unsupervised	2	1	4	
Fire	Burns, possible of death	Fire safety policy Fire alarms checked weekly and serviced yearly.	5	1	15	

		Fire extinguishers and other fire safety equipment serviced regularly. <i>Fire exits clearly marked and kept clear. Fire drills performed. All deacons to know fire evacuation policy and drills. Training given to deacons yearly.</i>				
Outside steps	Slips especially if icy	Grit used if icy	3	2	12	Check grit is available Provide a notice where it is stored <i>(Boiler room.)</i>
Other	Abuse	Safeguarding policy Children/vulnerable adults supervised.	3	2	12	Duty Deacon to have phone with them in case of emergencies,
	Attacks from intruders	Duty Deacon be aware of what is going on at back of church.	5	1	15	

Area Assessed: Parlour January 2024 Review 2025

Who might be harmed?: Minister, Cleaner, all visitors.

What could cause harm?	How could harm occur?	Existing precautions in place	Risk of Severity of harm	Probability of harm	Overall risk	Recommendations
Toys	Trips Choking	First Aider present Toys tidied away asap Toys suitable for age range, children supervised	2	2	8	
			3	1	9	
Chairs falling	Chairs hitting a child	First Aider present No more than 6 chairs per stack. Notice to state this displayed. Children supervised around chairs.	2	2	8	
Children falling off furniture	Concussion, broken limbs	First Aider present Children supervised by parents or nominated adult	2	2	8	
Plugs and wires	electrocution	Regular PAT testing Wires are tucked away	2	1	6	
Fire	Burns, risk of death	Fire safety policy Fire alarms checked weekly and serviced yearly. Fire extinguishers and other fire safety equipment serviced regularly	5	1	15	
<i>Piano</i>	<i>Trapped fingers</i>	<i>Children supervised</i>	<i>1</i>	<i>1</i>	<i>1</i>	

Other	Abuse	Safeguarding policy Children supervised	3	2	12	
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Area Assessed: Jarman Hall January 2024 Reviewed 2025

Who might be harmed?: Minister, Cleaner, all visitors.

What could cause harm?	How could harm occur?	Existing precautions in place	Risk of Severity of harm	Probability of harm	Overall risk	Recommendations
Toys	Trips Choking	First Aider present Toys tidied away asap Toys suitable for age range, children supervised	2	2	8	
			3	1	9	
Children falling off furniture	Concussion, broken limbs	First Aider present Children supervised by parents or nominated adult	2	2	8	
Plugs and wires	electrocution	Regular PAT testing Wires are tucked away	2	1	6	
Heating	Burns	Radiator guards in place	2	1	4	
Furniture	Trips	First Aider present	1	1	3	
stage	Falling off, concussion, broken limbs	First Aider present Children/vulnerable adults supervised. When moving things on the stage, being aware of surroundings	3	3	15	

refreshments	Scalds choking	First Aider present Refreshment table positioned so there are no dangling wire, Kettles and coffee machine pushed back to the wall. Any children running in the area, be asked to walk. Cups not to be filled to the top.	4	3	20	Servers to be aware of these precautions – put a notice up by machines. Kettle not to be used by vulnerable adults or children.
	Electrocution	Regular PAT testing	5	1	15	
Craft activities	Cuts	Children use scissors under supervision. Cutting/craft knives not to be used by children. Any constructed displays are checked for sharp edges. Appropriate glue and adhesives used for craft activities.	1	1	3	
Storage areas	Falling on children	Storage stacked safely. Children supervised	1	2	4	
Mats/rugs	Trips leading to concussion and broken libs	Ensure all mats are flat to the floor.	1	1	3	Throw out worn mats.
Parquet floor	Splinters Trips Slips	First Aider present Shoes to be kept on.	1	1	3	Check floors regularly,

		<i>Not to be used when floor has been washed, until dried..</i> Any loose tiles replaced securely				
Outside ramp	slips	Grit if icy	2	2	8	Check there is grit , notice as to where it is stored
Fire	Burns, danger of death	Fire safety policy Fire alarms checked weekly and serviced yearly. Fire extinguishers and other fire safety equipment serviced regularly	5	1	15	
Other	Abuse	Safeguarding policy Children/vulnerable adults supervised.	3	2	12	Organisers to have phone available in case of emergencies.
	Attack from strangers	Duty Deacon be aware of what is going on at back of hall.	5	1	15	

Area Assessed: Salt Cellar January 2024 Review 2025

Who might be harmed?: Minister, Cleaner, all visitors.

What could cause harm?	How could harm occur?	Existing precautions in place	Risk of Severity of harm	Probability of harm	Overall risk	Recommendations
Toys	Trips Choking	First Aider present Toys tidied away asap Toys suitable for age range, children supervised	2 3	2 1	8 9	
Stacks of chairs falling on children	Concussion, broken limbs	Stacked chairs no more than 6.	1	1	3	Notice saying only 6 per stack
Children falling off furniture	Concussion, broken limbs	First Aider present Children supervised by parents or nominated adult	2	2	8	
Craft activities	cuts	Children use scissors under supervision. Cutting/craft knives not to be used by children. Any constructed displays are checked for sharp edges. Appropriate glue and adhesives used for craft activities.	1	1	3	
Plugs and wires	electrocution	Regular PAT testing Wires are tucked away	2	1	6	

Heating	Burns	Radiator guards in place	2	1	4	
Furniture	Trips	First Aider present	1	1	3	
refreshments	Scalds <i>choking</i>	First Aider present Only adults in the behind the coffee bar when there are refreshments in the area. Any children running in the area, be asked to walk. Notice in the hall, reminding people to be careful.	4	3	20	Review use of lidded cups once a year.
	Electrocution	Cups not to be filled to the top. Regular PAT testing	5	1	15	
Storage areas	Falling on children	Storage stacked safely. Children supervised	1	2	4	
Mats/rugs	Trips leading to concussion and broken libs	Ensure all mats are flat to the floor.	1	1	3	Throw out worn mats.
Parquet floor	Splinters Trips	First Aider present Shoes to be kept on. Any loose tiles replaced securely <i>Not to be used when washed until dried.</i>	1	1	3	Check floors regularly,

Entrance stairs	Trips, falls leading to concussion and broken limbs	2 people to carry buggies down, small children helped down.	2	1	6	
Fire	Burns, danger of death	Fire safety policy Fire alarms checked weekly and serviced yearly. Fire extinguishers and other fire safety equipment serviced regularly	5	1	15	
Exit doors	Trapped fingers	First aider present	1	1	2	
Exit ramp	Slips, leading to concussion and broken limbs	When icy the ramp is gritted Users told to take care when wet. <i>Safety notice warning of slippery conditions.</i>	2	3	10	Review if ramp can be made safer when wet? notice to where grit is stored in all exit doors.
Other	Abuse	Safeguarding policy Children/vulnerable adults supervised.	3	2	12	Organisers to have phone available in case of emergencies.
	Attack from strangers	Duty Deacon be aware of what is going on at back of hall.	5	1	15	

Area Assessed: Cellar/storage rooms January 2024 Review 2025

Who might be harmed?: Minister, Users

What could cause harm?	How could harm occur?	Existing precautions in place	Risk of Severity of harm	Probability of harm	Overall risk	Recommendations
Toys and other items stored	Trips Falling chairs	First Aider present Toys tidied away asap Children only allowed in under supervision Only 10 per stack in chair storage room.	1	2	6	Notice in storage room to state maximum of 10.
			3	1	9	
Fire	Burns, risk of death	Fire safety policy Fire alarms checked weekly and serviced yearly. Fire extinguishers and other fire safety equipment serviced regularly	5	1	15	
Gas pipe	Concussion	Hazard tape Children only allowed under supervision	1	1	3	
Stairs	Falls leading to concussion and broken limbs	Handrail	2	2	8	Notice to remind people to use safely and not carry too much at one time.
Hazardous materials	Poisoning, burns	Locked in cupboard Chemicals used are selected for least hazard PPE used appropriately	2	1	6	An inventory of hazardous substances to be prepared

Gas Boiler	Explosion, carbon monoxide poisoning	Annual service by a Gas Safe Engineer <i>Door to be kept locked.</i>	5	1	15	
Dumb waiter	Trapped fingers	yearly inspection and a yearly service by a qualified engineer	1	1	3	

Area Assessed: Junior Church room, Vestry, Office January 2024 Review 2025

Who might be harmed?: Minister, Cleaner, all visitors.

What could cause harm?	How could harm occur?	Existing precautions in place	Risk of Severity of harm	Probability of harm	Overall risk	Recommendations
Children falling off furniture	Concussion, broken limbs	First Aider present Children supervised by parents or nominated adult	2	2	8	
Craft activities	cuts	Children use scissors under supervision. Cutting/craft knives not to be used by children. Any constructed displays are checked for sharp edges. Appropriate glue and adhesives used for craft activities.	1	1	3	
Plugs and wires	electrocution	Regular PAT testing Wires are tucked away	2	1	6	
Fire	Burns, risk of death	Fire safety policy Fire alarms checked weekly and serviced yearly. Fire extinguishers and other fire safety equipment serviced regularly	5	1	15	

Area Assessed: Stairs January 2024 Review July 2025

Who might be harmed?: Minister, Cleaner, all visitors.

What could cause harm?	How could harm occur?	Existing precautions in place	Risk of Severity of harm	Probability of harm	Overall risk	Recommendations
Falls	Trips	First Aider present Hand rail	2	2	8	
Chairs and tables being carried up and down stairs	Falls and trips leading to concussion and broken limbs	First Aider present No lone moving of furniture.	2	2	8	
Fire	Burns, risk of death	Fire safety policy Fire alarms checked weekly and serviced yearly. Fire extinguishers and other fire safety equipment serviced regularly	5	1	15	

Area Assessed: Kitchen January 2024 Review January 2025

Who might be harmed?: Minister, Cleaner, all visitors.

What could cause harm?	How could harm occur?	Existing precautions in place	Risk of Severity of harm	Probability of harm	Overall risk	Recommendations
Cooker and hob	Burns	First Aider present Adults to use equipment	2	2	8	
	Fire	Fire safety policy	3	1	9	
Knives	cuts	First Aider present Children supervised by adult	2	2	8	
water	slips	First aider present Any water cleared up immediately Use of wet floor sign	2	2	8	
Electrical goods	electrocution	First Aider present Wires tucked away. Regular PAT testing	2	1	6	
Food	Food poisoning	Food in fridge is dated and removed if past use by date. Pens and labels provided.	2	1	6	Check cleaner is checking food
	<i>Pests</i>	<i>Food stored correctly. If there are any sign of rodents, traps or other</i>	2	1	6	

		<i>extermination used. Professionals called if necessary.</i>				
Fire	Burns, risk of death	Fire safety policy Fire alarms checked weekly and serviced yearly. Fire extinguishers and other fire safety equipment serviced regularly	5	1	15	

Activity assessed: *organised outings. January 2024 review 2025*

Who might be harmed? *All*

<i>What could cause harm?</i>	<i>How could harm occur?</i>	<i>Existing precautions in place</i>	<i>Risk of Severity of harm</i>	<i>Probability of harm</i>	<i>Overall risk</i>	<i>Recommendations</i>
<i>Traffic</i>	<i>Walking in road. Crossing roads</i>	<i>All children supervised. Use crossings if possible. Designated adult has phone in case of accidents.</i>	5	2	14	<i>Traffic free routes planned if possible.</i>
<i>Specialist equipment eg playground, ice rinks.</i>	<i>Slips, falls, concussion, broken bones, choking, drowning, stings.</i>	<i>Separate risk assessments to be written for each organised trip. Designated adult to have phone for emergencies. Safeguarding policy followed if children are involved.</i>	5	2	14	<i>Risk assessments shared. First aid kit taken or knowledge of where first aid is available from.</i>

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