



**RISK**  
**ASSESSMENT**

**FOR**

**SANDON ROAD**  
**BAPTIST**  
**CHURCH**

**Reviewed. 3 March 2022**

**THIS COPY BELONGS TO.....**

### General Risk Assessment Form

Date: 22 June 2009	Assessed by: Martin Gray B.Eng MCIBSE	Checked / Validated by: G Biggin	Location: SANDON ROAD BAPTIST CHURCH STAFFORD	Assessment ref no MGG/SRBC/01	Review date: 3 March 2022
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Task / premises:  
Place of worship and community hall.  
Typical activities: General assembly for worship and meetings.  
Organised youth groups.  
Organised pre-school nursery.  
Hire to third parties.

Activity	Hazard	Who might be harmed and how	Existing measures to control risk	Risk rating	Result
1. Walking and running	Slips trips and falls	All on site	<p>Running:</p> <ul style="list-style-type: none"> <li>- Supervisory personnel instructed to discourage running throughout the building and grounds at all times; in the case of children this is considered the responsibility of their guardian until such times as they are under the supervision of organisational personnel. The exception being suitably supervised activities. i.e., games</li> </ul> <p>Obstacles:</p> <ul style="list-style-type: none"> <li>- Organisational personnel made aware of the danger of leaving unattended potential trip hazards.</li> <li>- All loose objects not in use to be removed and stored in safe place.</li> <li>- All circulation areas to be kept clear of obstructions at all times.</li> <li>- All fire exits to remain clear at all times.</li> <li>- In the front hall, chairs to be stacked at the rear of the room. Back row in stacks of 8 chairs and front row in stacks of 6 chairs.</li> <li>- All tables to be returned to the trolley and secured at the end of every event.</li> <li>- All equipment including items such as cables and stands to be packed away at the end of each event.</li> </ul> <p>Spillages:</p> <ul style="list-style-type: none"> <li>- All liquid spillages to be mopped up immediately and suitable hazard signage to be positioned. Hazard signage can be found in the foyer of the pre-school.</li> </ul>	Medium	A

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2. Use of baptistery	Drowning	All on site	<ul style="list-style-type: none"> <li>- As the baptistery is a portable above ground unit the risk of persons drowning is considered to be low. However, if children are on the premises the baptistery must not be left unattended during filling, once full and during emptying.</li> <li>- Immediately after use the baptistery must be emptied and dismantled.</li> </ul>	Low	A
3. Movement of vehicles	Injury through collision	All on site and public	<ul style="list-style-type: none"> <li>- All children to be supervised by parents/carers outside the confines of the building and garden.</li> <li>- Safe movement of vehicles is the responsibility of the driver.</li> </ul>	Low	A
4. Cooking	Burns and scalds	All on site	<ul style="list-style-type: none"> <li>- Unsupervised children are not permitted in the Kitchen area during use of cooking equipment.</li> <li>- Children under the age of five years are not permitted in the Kitchen area during use of cooking equipment at any time unless covered by specific risk assessment.</li> <li>- Only competent personnel permitted to use and supervise the use of cooking and water boiling equipment.</li> </ul>	Medium	A
5. Use of electrical equipment	Electrical shock	All on site	<ul style="list-style-type: none"> <li>- The use of electrical equipment is confined to the operation of fixed and portable appliances by competent adults only. These are limited to cooking, cleaning, grass cutting and sound amplification equipment.</li> <li>- All equipment to be periodically PAT tested as required by BS 7671.</li> <li>- Any faults or damage to equipment to be reported and appliance to be taken out of service until repaired.</li> <li>- Grass cutting equipment to be used in conjunction with a Residual Current Device (RCD)</li> </ul>	Low	A
6. Use of sharp objects	Cuts	All on site	<ul style="list-style-type: none"> <li>- Only responsible adults permitted to use sharp objects.</li> <li>- All sharp objects to be stored in a safe place out of the reach of children when not in use.</li> </ul>	Low	A
7. Noise	Hearing loss	All on site	<ul style="list-style-type: none"> <li>- Noise levels should be restricted to acceptable level. An acceptable prolonged level being defined as that where you can be heard at 2 metres without having to shout.</li> </ul>	Low	A
8. Gardening not including grass cutting	Cuts and grazes	All on site	<ul style="list-style-type: none"> <li>- General and educational gardening activities to be carried out or supervised by competent personnel.</li> <li>- Hygiene measures to be observed post activity.</li> <li>- Eating to be avoided during activity.</li> </ul>	Low	A

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9. Grass cutting	Personnel injury	Operatives	<ul style="list-style-type: none"> <li>- Grass cutting to be carried out by competent personnel only and by prior arrangement.</li> <li>- Any faults with equipment to be reported immediately to the Ops Manager for appropriate attention. Any equipment considered a risk to health and safety by virtue of a fault not to be used until repaired.</li> <li>- Petrol fuelled equipment not to be stored on site.</li> </ul>	Low	A
10. Lifting and moving heavy objects	Strains	Operatives	<ul style="list-style-type: none"> <li>- Manual handling is governed by the Manual Handling Operations Regulations. Persons involved in manual handling have a duty to make full and proper use of anything provided in connection with manual handling. This includes following advice and training given on lifting.</li> <li>- Manual handling only to be executed voluntarily by able bodied adults.</li> <li>- Basic rules for safe Manual Handling: <ol style="list-style-type: none"> <li>1. Think before lifting. Is it heavier than 16kg? Is it large or awkward? Where is the centre of gravity? Can you handle it alone?</li> <li>2. Use leg muscles not back muscles, Keep back straight and bend legs.</li> <li>3. Make sure you have a good grip of the load and that you can sustain the grip for the duration of the lift. Wear industrial gloves to protect hands from sharp edges.</li> <li>4. Make sure you know where you are going to put the load and that the way is clear of obstacles and not slippery.</li> <li>5. If in doubt get help.</li> </ol> </li> </ul>	Medium	A

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11.Substances hazardous to health		All on site	<ul style="list-style-type: none"> <li>- Substances hazardous to health: categories include toxic, harmful, irritant, corrosive and flammable.</li> <li>- Substances used on site have been identified as cleaning, painting, craft and photocopier products.</li> <li>- Cleaning products: to be stored in locked store cupboard in right -hand toilet in foyer.</li> <li>- Painting products: small quantities of surplus paint to be stored at high level in the store room or in shed.</li> <li>- Craft properties: craft products with health warnings to be identified, stored out of reach of children and only used under constant supervision.</li> <li>- Large quantities of Flammable products not to be stored on site.</li> <li>- Photocopier products: to be stored out of reach of children.</li> </ul>	Low	A
12.Naked flames	Burns	All on site	<ul style="list-style-type: none"> <li>- The use of anything emitting smoke is not permitted anywhere in the building due to the presence of smoke detectors.</li> <li>- Limited use of candles in fixed locations under the supervision of a competent adult.</li> <li>- When lit, candles must be retained by a suitable non-combustible holding device.</li> <li>- At no time must lit candles be placed close to combustible material or in a location where combustible material may come into close contact with them.</li> <li>- Lit candles must never be left unattended or within reach of young children.</li> </ul>	Low	A

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13.Working at heights	Falls and falling objects	All on site	<ul style="list-style-type: none"> <li>- Step ladders are provided for access to fixture and fittings up to a height of 2.5 metres.</li> <li>- Step ladders are to be used voluntarily by able bodied adults only.</li> <li>- Step ladders to be stored in alcove next to cupboards in back hall.</li> <li>- Step ladders must not be left unattended when not in the stored.</li> <li>- Basic rules for use of step ladders:               <ol style="list-style-type: none"> <li><b>1.</b>Check folding mechanism (hinges,pins,rivets,etc)</li> <li><b>2.</b> Always spread ladder to its full extent, so that it can't suddenly jerk while you are on it.</li> <li><b>3.</b> Ensure that all four stiles are on firm, level floor.</li> <li><b>4.</b> You must have a secure handhold not less than 1.06 metres above the highest level reached by your feet. Clearly this means that you cannot stand on the top step unless there is some other handhold.</li> <li><b>5.</b> Place the ladder at right angles to the activity so that twisting the body is not necessary.</li> <li><b>6.</b> An assistant standing on the bottom step lowers the centre of gravity very effectively, but make sure they understand and so do not step off suddenly.</li> <li><b>7.</b> Ensure that personnel are clear of the working area, this is particularly important in the case of children, if possible, avoid the use of step ladders when children are present. If unavoidable ensure that any children are suitably supervised by another person or persons.</li> </ol> </li> </ul>	Low	A

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14.	Risk of Covid infection	All on site	<ul style="list-style-type: none"> <li>- Each event on the website will include advice that anyone unwell and particularly with Covid symptoms should remain at home.</li> <li>- Hand sanitiser available at building entrance with instructions for everyone to sanitise their hands. Hand sanitiser can be found in the cupboard under the sink. Refills can be found in the locked storage cupboard in the right-hand toilet in the foyer.</li> <li>- For seated events, chairs to be placed with adequate spacing between them to ensure that people do not feel cramped. In addition to this, for events when chairs are laid out in rows, blue 'X's' will be available for people to place on the chairs next to them if desired.</li> </ul>	Low	

**Sandon Road Action plan**

Ref No	Further action required	Action by whom	Action by when	Done