



RISK ASSESSMENT

Organisation Name: The King's Church Wisbech

Date of risk assessment: 20th April 2015

Venue being assessed: Church Rooms – Octavia View, 10a – 14 South Brink, Wisbech, PE13 1JQ

Meeting: General Office Use

Location of First Aid box: In office area on white shelving unit

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Slips, trips and falls eg. Slippery surface, cables on floor, objects on floor etc.	Users of the church rooms may suffer injuries such as fractures or bruising if they slip or trip, eg. On spillages or trip over objects / cables.	<ul style="list-style-type: none"> • Be sure to clean up any spillages immediately • Remove any obstructions from walkways if possible, or relocate to a safer position • Ensure electrical and sound cables are kept to a minimum and that they are securely taped down or covered with a carpet. • The building is wheelchair accessible, although there are some steps too with adequate railings on both sides. • There are two steps separating the two church rooms. These have handrails, hazard tape and trip hazard warning sign. • Check there are mats provided at entrances to stop rain water being carried in 				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Fatigue, eye strain, upper limb problems, backache, RSI eg. Prolonged computer use	Users of the church laptop such as church secretary, treasurer etc.	<ul style="list-style-type: none"> • Adjust angle of screen so it is easy to look at from seated position • Arrange desk and screen to avoid glare or bright reflections • Ensure provision of a comfortable chair • Ensure enough space under desk for movement of legs • Take short, frequent breaks from computer work (eg. Walk about, look away from screen for a little while) or change activity. 				
Fire	If trapped, any user of the theatre could suffer fatal injuries from smoke inhalation / burns	<ul style="list-style-type: none"> • Fire drill procedure to be clearly displayed on walls of each room • Fire exits are clearly indicated by signage courtesy of Octavia View • Check Fire Exits are accessible (unlockable) each week • Octavia View has working smoke detectors and a fire alarm in place • Locate fire extinguishing equipment provided by Octavia View 	Find out procedures from OV and create and display poster.	Secretary (V McChlery)	May 2015	



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Electricity eg. Exposed wires, equipment that is incorrectly connected etc.	Secretary, Treasurer, Elders etc. who use the church office	<ul style="list-style-type: none"> Any electrical equipment owned by The King's Church Wisbech to have a current PAT test conducted by a qualified electrician and carries the PAT test sticker, and inspected on an annual basis All repairs to The King's Church Wisbech electrical equipment to be carried out by qualified electrician All extension leads to be fully extended when in use Portable equipment checked for visual signs of damage before use Do not connect or use incompatible items of equipment Residual current devices (RCD) provided should be used when plugging extension cables into mains. 	<ul style="list-style-type: none"> Arrange for renewal of PAT test 	Lead Musician (M McChlery)	01/05/2015	
Objects incorrectly stacked	Anyone using the storage area	<ul style="list-style-type: none"> Heavy objects should not be stored above head height on shelving Chairs should be stacked no more than 4 high. Take care when moving the folding tables in an out of the storage area. Make sure folded tables cannot slip and injure someone once you have placed them in the storage area 				



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Trapped fingers eg. when setting up folding tables	Anyone setting up folding tables	<ul style="list-style-type: none"> Take care when setting up / packing away folding tables that fingers are clear of moving parts 				
Uncleanliness & poor hygiene	Anyone using the church rooms, risk of illness	<ul style="list-style-type: none"> Bins in the church rooms are to be emptied at least once a week on a Thursday General cleaning to be done by each group after it has finished using the church rooms 		Secretary (V McChlery) Group Leader		
		FIRST AID <ul style="list-style-type: none"> A First Aid box is available in the church rooms. Any first aid administered must be recorded in the accident book (inside the First Aid box) 				

Review Date: 01st February 2016 (Or if any major changes occur before review date)