



RISK ASSESSMENT

Organisation Name: The King's Church Wisbech

Date of risk assessment: 20th April 2015

Venue being assessed: Main Hall - Queen Mary Centre, Queens Road, Wisbech, Cambs, PE13 2PE

Meeting: Sunday Morning Service

Location of First Aid box: Back of Hall on Wall

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 Hall (music group members, sound technicians and congregation) 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 • Bottled water for musicians to have secure lids/tops so that even if bottle falls, it does not spill. • Remove any obstructions from walkways (corridor / isle) 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 and therefore does not have steps. • Check there are mats provided at entrances to stop rain water being carried in • 'Trip Hazard' sign displayed on door of storage cupboard to remind musicians, sound technicians and multimedia teams of the potential dangers that may exist with cables on the floor 	<p>Bottles to be bought</p> <p>Tape loose cables every week</p>	<p>Lead musician (M McChlery)</p> <p>Any member of sound team / band</p>	<p>May 2015</p> <p>Continuously</p>	

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Manual Handling eg. Carrying of heavy amplifiers, drum equipment etc.	Elders, sound technicians, band members, multimedia team and congregation members who help pack up may suffer back pain if they try to lift objects that are too heavy or awkward	<ul style="list-style-type: none"> When lifting heavy objects, follow correct Manual Handling procedures – advice clearly displayed on large poster on storage cupboard door as well as downloadable HSE document ‘Getting to Grips with Manual Handling’ from church website ‘Lift Heavy Objects Correctly’ sign displayed on door of storage cupboard to remind musicians, sound technicians and multimedia teams and those who set up the hall of the potential dangers of incorrect lifting methods Include a safety message about lifting heavy objects carefully and correctly in the weekly church newsletter. 		Secretary (V McChlery)	Continuously	
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 included as part weekly newsletter Fire exits are clearly indicated by signage courtesy of the Queen Mary Community Centre Check Fire Exits are accessible (unlockable) each week The Queen Mary Community Centre has working smoke detectors and a fire alarm in place Church to provide own fire extinguishing equipment, specifically an ABC Powder extinguisher as these can be used safely on electrical equipment Locate fire extinguishing equipment provided by the Queen Mary Community Centre 		Secretary (V McChlery)	Continuously	
			<ul style="list-style-type: none"> Purchase an ABC Fire Extinguisher & signage (to be kept at back by sound desk) 	Elders	29/04/2015	



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<p>Noise Eg. Volume of sound system being too loud / individual instrument amplifiers being too loud / hearing loop being too loud etc.</p>	<p>Serious hearing damage (permanent or temporary) or tinnitus can be caused by exposure to high levels of noise. This damage can happen over a period of time.</p>	<ul style="list-style-type: none"> • If noise (volume) level is judged to be too loud by the Lead Musician, a discussion will take place with the sound technician to turn the volume down • Drum kit is not to be amplified electrically as the drums are adequately loud enough acoustically – Bass drum contains sound absorbers within it • Monitor speakers should provide the performers with enough volume for them to hear what they are doing • Hearing protection in the form of disposable foam ear plugs to be available to band members (and congregation members) upon request • Ensure that hearing protection is used properly • Considering purchase of a Digital Sound Level Meter so we can check volume levels weekly and to help us accurately measure levels of noise exposure • Ensure the hearing loop is not turned up too loud • Front of house speakers to be raised so more sound can be heard without increasing volume levels too much • HSE advice about Sound and Noise levels available for download from church website 	<p>Inform congregation in newsletter</p>	<p>Secretary (V McChlery)</p>	<p>Continuously</p>	<p>.</p>



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
<p>Electricity eg. Exposed wires, equipment that is incorrectly connected etc.</p>	<p>Sound technicians, band members, multimedia team, those using the front of house microphone and those using the urn to boil water risk electric shocks or burns from faulty equipment or installation</p>	<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 • Church volunteers informed of responsibility of the safety of any of their own electrical equipment being used as part of a church event – PAT testing offered by church • Residual current devices (RCD) provided should be used when plugging extension cables into mains. • HSE advice about electrical safety for those in bands available for download from the church website 	<ul style="list-style-type: none"> • Arrange for renewal of PAT test 	<p>Lead Musician (M McChlery)</p>	<p>01/05/2015</p>	
<p>Very Hot Water being used for tea and coffee making</p>	<p>Very hot water used for tea and coffee making could scald someone.</p>	<ul style="list-style-type: none"> • 'Hot Liquids' signs are displayed on the hot water urn as well as on the tea and coffee table • Cup holders are provided to prevent someone's hand being burnt while holding the disposable cup 				



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		<p>FIRST AID</p> <ul style="list-style-type: none"> • A qualified First Aider to be present at every main meeting and to be clearly identified by wearing a 'First Aider' badge. • Any accidents to be recorded in the church 'Accident Book'. • Church to consider First Aid training for volunteers. 	<ul style="list-style-type: none"> • Discuss possibilities of First Aid training for new volunteers 	Elders (Elders Meeting)	29/04/2015	

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