



RISK ASSESSMENT

Organisation Name: The King's Church Wisbech

Date of risk assessment: 20th April 2015

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

Meeting: Sunday Morning Service

Location of First Aid box: In Main Hall on wall by door

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 QMC 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 (corridor / isle) if possible, or relocate to a safer position • Ensure electrical and sound cables are kept to a minimum and that they are underneath a table and not a hazard in walkway • 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 				

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<p>Manual Handling eg. Carrying of heavy boxes with tea /coffee making equipment.</p>	<p>Hospitality team members / congregation members who help pack up may suffer back pain if they try to lift objects that are too heavy or awkward</p>	<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. 		<p>Secretary (V McChlery)</p>	<p>Continuously</p>	
<p>Fire</p>	<p>If trapped, any user of the theatre could suffer fatal injuries from smoke inhalation / burns</p>	<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 • Locate fire extinguishing equipment provided by the Queen Mary Community Centre 		<p>Secretary (V McChlery)</p>	<p>Continuously</p>	



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<p>Electricity eg. Exposed wires, equipment that is incorrectly connected etc.</p>	<p>Those using the urn or kettles 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 	<ul style="list-style-type: none"> • Arrange for renewal of PAT test 	<p>Lead Musician (M McClery)</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 • Equipment used to boil / contain hot water to be checked (visually) on a regular basis by those on the hospitality team. Any damage to be reported immediately and equipment taken out of use until repair or replacement. 				



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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)