

General Risk Assessment

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Site: Queen Mary Centre and Church Rooms

Date: May 2025

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Significant Hazards	Who Might be Harmed and How	Existing Control Measures	Further Control Measures
Church Meals	<p>Employees, volunteers and the congregation may experience food poisoning or allergic reactions to food ingested.</p> <p>Employees, volunteers and the congregation using knives may receive cuts, lacerations and/or stab wounds.</p> <p>Hot food can scold.</p>	<ul style="list-style-type: none"> Church meals to be supervised by an individual with a level 2 in Food Hygiene training. All items provided at church meals should either have an allergen list provided or this information should be available upon request. Any potentially hazardous food being served should be removed after 4 hours of being unrefrigerated. Adequate serving equipment should be provided and not transferred between dishes. Any knives used should be appropriate to the task. Children should not be allowed to use sharp knives. Caution should be exercised when carrying knives. Appropriate utensils should be used when serving hot food. Parents/guardians should supervise their children at all times. 	<ul style="list-style-type: none"> All staff and volunteers should be wary of the existing control measures and should help to ensure these are in operation during church meals.
Display Screen Equipment (DSE)	<p>All employees and volunteers only work with DSE part-time and so there is no substantial risk.</p>		

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Electricity	Employees, volunteers, or the congregation could suffer electrical shock, burns and secondary injuries as a result of defective or faulty electrical installation & equipment.	<ul style="list-style-type: none"> Church electrical appliances to be PAT tested every 3 years. Employees/volunteers are provided with information, instruction and training relating to electrical safety during their health and safety induction training. Church volunteers should be 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. Any equipment that appears damaged should not be used and should be reported to the team leader. All extension cables should be fully unwound before use. Any drinks around electrical equipment should have a lid and be treated with due care and attention. All electrical equipment should be stored in a manner which will not cause damage to the item. 	<ul style="list-style-type: none"> Any concerns around electrical items or any shocks/burn etc. should be reported to the team leader immediately, the first aider sought if required and an accident form (available on the church website or in the church cupboard) to be completed. If defibrillator use is required, ensure all persons are standing clear of casualty before shock is delivered. Church to purchase CO2 fire extinguisher to store by the PA desk in case required for electrical equipment
Falls from Height	Employees, volunteers or the congregation could be injured if they fall from height whilst working at the premises.	<ul style="list-style-type: none"> Only staff or volunteers who are capable and confident of safety precautions when working at height should do so. The congregation and children should not be at height. Volunteers are permitted to use ladders only with another person present. Ladders are visually inspected before use. Ladders should always be in good condition, stable and on flat ground before use. 	<ul style="list-style-type: none"> Any falls from height should be reported on an accident form (available on the church website or in the church cupboard). The First Aider should be alerted if necessary.
Fire	Employees, volunteers and the congregation could suffer burns, smoke inhalation & suffocation in the event of a fire.	<ul style="list-style-type: none"> The Queen Mary Centre and Octavia View are responsible for ensuring the fire alarm system and fire doors are in working order and fire extinguishing appliances are serviced. The church will conduct fire drill at the QMC during a Sunday service every 6 months with the results to be sent to the QMC. 	<ul style="list-style-type: none"> Church to provide own fire extinguishing equipment, specifically an ABC Powder extinguisher as these can be used safely on electrical equipment.

		<ul style="list-style-type: none"> • Fire exits should not be blocked at any time. • During health and safety induction training volunteers will be informed not to use fire extinguishers unless they are capable and confident to do so. • Fire procedure to be included in notices at the start of Sunday morning services. • The service leader is responsible for ensuring the building is clear. 	
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Hazardous Substances	Employees or volunteers could suffer injury or ill health from the chemicals that are used.	<ul style="list-style-type: none"> • Volunteers who may use chemicals as part of their role should have adequate training to do so safely. • Cleaning substances are stored in a secure cupboard and are only for use of volunteers who have been trained and provided with a COSHH Safety Data Sheet. • First aid provisions including eye wash facilities are readily available. • Maintain COSHH register and provide Safety Data Sheets to all volunteers who may use the chemicals. • All substances should be used and stored in accordance with the Safety Data Sheets. 	<ul style="list-style-type: none"> • Gloves are available in a dispenser in the cupboard. • Any problems associated with chemical use should be reported on an accident form (available on the church website or in the church cupboard). The First Aider should be alerted if necessary.
Hot Liquids	Hot water used for tea and coffee making could scald someone.	<ul style="list-style-type: none"> • Only cups appropriate for hot drinks should be used. • All those with a hot drink should use the lids provided. 	<ul style="list-style-type: none"> • Hot drink station should be monitored.
Lone working	<p>Employees or volunteers may get injured when alone in the building.</p> <p>Individuals may become hostile or violent during pastoral visits.</p>	<ul style="list-style-type: none"> • Employee's / volunteers should try to avoid conducting church activity in empty buildings or doing pastoral work on their own where possible. • Where this is not possible a buddy and communication system is in place. Meaning that: <ul style="list-style-type: none"> ○ If a staff member or volunteer is to enter a location alone to conduct church activity they should inform someone (a 'buddy') of where they are going, what they are doing and how long they expect to take. 	

		<ul style="list-style-type: none"> ○ They should then inform this person when the activity is complete, or the buddy should call to check up on them after the specified time has passed. ○ If the buddy cannot get in contact or is concerned they should contact an Overseer or Trustee immediately. ○ If a staff member or volunteer is to enter someone's house on a lone pastoral visit they should do a dynamic risk assessment of the situation and decide whether they should use the procedure outlined above. They should also ask their buddy to phone at a designated time to enable a non-confrontational exit if required. 	
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Manual Handling	<p>Employees may suffer injuries to their back and other parts of their body whilst lifting, carrying, pulling or pushing.</p> <p>Expectant mothers and the elderly are particularly at risk from manual handling injuries.</p>	<ul style="list-style-type: none"> • Manual handling aids are available to reduce the risks from carrying over distance i.e. trolleys. • Employees and volunteers are provided with basic manual handling instructions and guidance during their health and safety induction training. • Manual handling poster displayed on church cupboard door. • Additional manual handling training is carried out where necessary. • Heavier items or large boxes are stored at waist height. • Volunteers and the congregation are told not to carry anything that they are not comfortable with. • Two persons are required to carry tables when clearing the hall after a meeting. • Up to two persons should pack away items into the cupboard at the end of meetings. • Two persons are required to set up and take down the main speakers. 	<ul style="list-style-type: none"> • Any injuries from manual handling should be reported on an accident form (available on the church website or in the church cupboard). The First Aider should be alerted if necessary.

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Minor Accidents	Employees, volunteers and the congregation may require first aid attention for minor injuries on the premises.	<ul style="list-style-type: none"> Adequately trained first aiders should be provided at every church meeting of >20 people. First Aid Boxes are kept in the church cupboard, the church rooms and at the homes of those who regularly host small groups. First Aid Boxes are regularly maintained and replenished as necessary by church administrator. At the start of Sunday morning meetings the congregation should be informed of who is the first aider for that service. 	<ul style="list-style-type: none"> Provide refresher training for first aiders as necessary. All injuries should be reported on an accident form (available on the church website or in the church cupboard).
Noise	Volume of sound system could be too loud / individual instrument amplifiers being too loud / hearing loop being too loud etc. 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.	<ul style="list-style-type: none"> Sound levels need to be observed by sound engineer to ensure sufficient volume to allow all to hear, but is not uncomfortable for the average person. 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 staff, volunteers and the congregation upon request. Sound engineer to ensure the hearing loop is not turned up too loud. Front of house speakers to be raised (not set upon the floor) so more sound can be heard without increasing volume levels too much. Band members keep amplifiers/monitors at an acceptable level during rehearsal (as determined by the band leader). 	<ul style="list-style-type: none"> Continue to monitor noise levels periodically and take further action if necessary.
Safeguarding	Children and vulnerable adults could be groomed or abused during church activities or may inform church staff, volunteers and the congregation about abuse in any setting.	<ul style="list-style-type: none"> Safer recruitment is in place. Volunteers are given an annual reminder about what to do if a disclosure is made, if they see something which makes them feel uncomfortable or if they have concerns about anyone within the church. Every quarter safeguarding is added to the church notices. The church has 2 safeguarding leads and a safeguarding Trustee. 	<ul style="list-style-type: none"> See the church's Safeguarding Policy and Procedure for more information. The church should keep abreast of changes to legislation and best practice advice through training.

		<ul style="list-style-type: none"> All church leadership undertake safeguarding training. 	<ul style="list-style-type: none"> Reporting a Concern forms can be found in the church cupboard, church rooms and on the church website. These should be given to a safeguarding lead when completed.
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Slips/Trips	Employees, volunteers, and the congregation could suffer injuries if they trip over obstacles or damaged / uneven floors, or if they slip on wet or greasy floors.	<ul style="list-style-type: none"> Floors are cleaned regularly by the Queen Mary Centre and the Church should so in the church rooms. Wet floor signs are available in the cleaning cupboard of the QMC or via the Octavia View reception for the church rooms. The risks from tripping over trailing leads are reduced through the selected location of sockets and electrical appliances, away from walkways, keeping wires around the edge of the room where possible. Wires into the centre of rooms should be kept to a minimum, kept together and at right angles from the wall where possible. The band and sound desk should be positioned to prevent people from walking over wires. Anyone seen walking over wires during set-up or packing away should be asked to walk around. Wherever necessary/practical, cables are covered using cable protector mats/covers. Be sure to clean up any spillages immediately. Adequate lighting should be provided throughout the premises at all times. Keep walkways as clear as possible. Obstacles should be removed where possible e.g. toys should be used on the tables or on the play mat and should not be around the floor. No children under secondary school age should be allowed onto the stage without direct adult supervision. 	<ul style="list-style-type: none"> Any slips or trips should be reported on an accident form (available on the church website or in the church cupboard). The First Aider should in alerted if necessary.