



JULY 2023

COACH HOUSE CHURCH

RISK ASSESSMENT

Name: Coach House Church

Assessment carried out by: Rebekah Baker

Date of next review: 27/07/24

Date assessment was carried out: 27/07/23

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Area of the hazard	What are the hazards?	Area of focus	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Done
Illness	Food poisoning	Kitchen	Everyone eating, food not prepared well	Kitchen volunteers check food is properly heated and cooked	Nothing	
	Food allergies	Kitchen	People with food allergies, ingesting food with allergens	Allergens put on labels by food when served	Nothing	
	Unclean surfaces	Kitchen but also elsewhere	Anyone eating	Kitchen policy	Nothing	
				Regular cleaning undertaken to ensure cleanliness is maintained		
Inappropriate use of cleaning material	Cleaning	Anyone with access to cleaning materials	Only allow those that have seen the cleaning policy into the cleaning cupboard.	Nothing		
			Cleaning materials kept in a locked cupboard			
Injury	Trapped fingers	Doors/ hatches	Anyone near doors and hatches	Not allow children unaccompanied in the kitchen	Nothing	
				Doors hooked or wedged open.		
	Hitting head	Cellar	Anyone tall walking into the cellar	Sign up to remind tall people to duck.	Nothing	

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	Kitchen injury	Burns	Anyone using the oven or in the kitchen	Only allow people that are competent to use the oven. Kitchen policy.	Nothing	
		Not allow children unaccompanied in the kitchen				
		Knife injury	Anyone cutting or using the kitchen	Only allow people that are competent to use knives. Kitchen policy.	Nothing	
		Not allow children unaccompanied in the kitchen.				
		Scalds	Anyone distributing hot water or using the kitchen. Those drinking hot drinks	Only allow people that are competent to use hot water dispenser. Kitchen policy.	Nothing	
		Not allow children unaccompanied in the kitchen.				
Ensure responsible adults in charge of hot drink distribution						

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		Broken crockery or equipment	Those using it	Kitchen policy states this needs flagging Equipment will then be replaced promptly.	Nothing	
	Lifting	Wherever equipment is moved.	Anyone lifting incorrectly	We have a manual handling policy read by all who help set up	Nothing	
	Use of garage	Use of tools	Anyone using tools	Tools and gardening policy	Nothing	
		Use of lawn mower	Anyone using mower	Tools and gardening policy	Nothing	
		Poorly maintained tools or mower	Anyone using tools or mower	Tools and gardening policy says this needs flagging Once flagged, tools are promptly replaced.	Nothing	
Trips	Trailing cables	Everywhere	Everyone. Visually impaired particularly.	All permanent cables put in trunking. Cleaning performed by cleaner. Cables on stage away from walking areas.	Nothing	

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	Worn carpet	Where carpets are (hub, upstairs, minimal in sanctuary, stage)	Everyone. Visually impaired particularly.	Checking carpets regularly	Nothing	
	Steps	Outside sanctuary	Everyone. Old or disabled particularly.	Handrails. Check steps regularly Ramp for wheelchair users	Nothing	
	Poor lighting	Everywhere	Everyone. Visually impaired particularly.	Lighting recently replaced. Lighting regularly checked	Nothing	
	Parkay flooring	Corridor and hub	Everyone, especially old, disabled and visually impaired	Regularly check and fix the parkay flooring	Nothing	
Slips	Wet floor	Cleaning	Anyone who may be in the building	Wet floor sign used Cleaning performed when few people are in the building	Nothing	
		Spills	Anyone around when a spill occurs	Wet floor sign used Spills cleaned up asap	Nothing	
		Walked in water	Anyone in the church on a wet day	People walk through matted entrance hall	Nothing	

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		Water from leaking roof	Anyone in the building	Roof and gutters regularly checked	Nothing	
Falls	Fall when changing lightbulb	Maintenance	Anyone changing bulbs	Anyone working at height reads working at height policy	Nothing	
	Falls when going above ceiling	Maintenance	Anyone working on the building	Anyone working at height reads working at height policy	Nothing	
	Falls when putting up banners etc	Decoration	Anyone decorating	Anyone working at height reads working at height policy	Nothing	
	Damaged ladders	Equipment	Anyone using ladders	Part of the working at height policy	Nothing	
Fire	Blocked escape routes	Maintenance	Anyone in the building	Escape routes regularly checked	Nothing	
	Disabled or old escaping fire	Access	Anyone that struggles with mobility	Ensure disabled access is clear	Nothing	
				Fire Warden in fire evacuation policy to look after anyone struggling		
Gas canisters	Garage	Anyone using the garage	Kept outside in a locked garage in a well-ventilated area	Nothing		

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	Portable heaters	Hub	Anyone through fire	Radiator has safety features built in to ensure that it cannot cause a fire Only used in the middle of a well ventilated area, not near fabrics	Nothing	
	In the event of a fire	Church building	Anyone through fire	Fire Policy and Fire Evacuation Policy	Nothing	
Electric	Faulty or damaged wiring	Maintenance	Anyone in church	Electrician checked wiring when last adjusted	Nothing	
	Faulty, damaged or unauthorised portable electrical equipment	Outside use	Anyone through fire	Any outside parties are made aware that they're responsible for making sure their equipment is safe	Nothing	
	Faulty or damaged extension cables or equipment	Maintenance	Anyone through fire	Equipment is PAT tested regularly	Nothing	
Gas	Defective or poorly maintained boilers or pipework	Maintenance	Anyone through gas risk.	Annual gas inspection	Nothing	
Trees	Protruding tree roots	Outside	Anyone through trips or subsidence	Roots checked regularly	Nothing	

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	Damaged trees	Outside	Anyone through falling parts of trees	Trees annually cut back and maintained Trees regularly checked	Nothing	
Car park	Entrance and Exit	Outside	Anyone in car	Sign to direct traffic	Nothing	
	Lighting	Outside	Anyone in car park in dark	Outdoor lighting outside building	Nothing	
				Lighting regularly checked		
Potholes	Outside	Anyone in a car	Car park regularly checked	Nothing		