

**ST. MICHAEL & ALL ANGELS CHURCH CENTRE & GROUNDS,  
Colehill Lane, Colehill, Wimborne, Dorset, BH21 7AB**

**RISK ASSESSMENT FORM**

Area Assessed: **CHURCH CENTRE & GROUNDS**    Assessment undertaken by: **Karen Rimmington**    Date: **April 26**    Review Date: **April 27**

Likelihood x  
Severity  
=  
Risk Rating

SEVERITY		
1 Low - Minor cuts & bruises	2 Medium – Serious injury, Lost time <7 days	3 High – Major injury, Fatality
1 Rare	2	3
2 Unlikely	4	6
3 Likely	6	9

RISK RATING (Likelihood x Severity = Risk Rating)		
1 – 2	Low	No further action necessary. Controls to be monitored to ensure that they remain suitable.
3 – 4	Medium	If likelihood is likely, identify and implement further controls as soon as is practicable. In all cases controls to be monitored to ensure that they remain suitable.
6 – 9	High	If likelihood is likely, identify and implement further controls without delay. In all cases controls to be monitored to ensure that they remain suitable.

**Terminology:** ‘Centre personnel’: The staff; volunteers and other such personnel working for, and on behalf of, the establishment of St Michael’s Church and Church Centre  
 Form based on Ecclesiastical Insurance  
**Additional Controls:** note the measures that are needed to reduce the risk to an acceptable level. Record when they have been implemented.

LIKELIHO	1 Rare	2	3
2 Unlikely	2	4	6
3 Likely	3	6	9

Area	Hazards / Risks	Centre & Grounds Existing Controls	Existing Controls for hirers including in the Conditions of License	Existing Controls date:	L	S	L x S	Additional Controls	Additional Controls Completed:
<b>CHURCH CENTRE &amp; GROUNDS</b>	Risk of accident or injury to Centre personnel, hirers and associated attendees: <b>IT IS IMPORTANT TO NOTE THIS RISK ASSESSMENT IS FOR THE BUILDINGS &amp; GROUNDS OF ST. MICHAEL’S AND ALL ANGELS CHURCH CHURCH CENTRE &amp; NOT FOR HIRERS ASSOCIATED ACTIVITIES</b>	Centre & Grounds Risk Assessment in place	‘Meet & Greet’ policy for first time hirers to provide information on use, safety & security – KR & AH 2021	On hirers arrival for first hire	1	3	3	Ongoing Monitoring	
		<b>SEPARATE ASSESSMENT IS REQUIRED FOR INDIVIDUAL AND GROUP ACTIVITIES OF THE STAFF; VOLUNTEERS AND OTHER SUCH PERSONELLE WORKING FOR, AND ON BEHALF OF, ST MICHAEL’S CHURCH &amp; CENTRE</b>  Facilities Management Committee oversee maintenance and safe use of buildings, fixtures and fittings.  Hirers report any accidents, injuries or near misses to the Bookings Administrator for formal recording and forwarding on to the committee.	<b>EACH HIRER, WHETHER INTERNAL OR EXTERNAL, MUST ADD A RISK ASSESSMENT FOR THEIR OWN ACTIVITIES</b>  • <b>Conditions of License 17.1</b> The Licensee is reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the Premises. It is the responsibility of the Licensee to ensure that the Premises are safe for the purpose for which they intend to use them  • <b>Conditions of License 17.12</b> The Licensee undertakes to comply with the actions identified in the Church Centre Risk Assessment, of which a copy is available on the Church Website or via request	Signature required to finalise hire - before 1 <sup>st</sup> date of hire / activity          Signature required to finalise hire - before 1 <sup>st</sup> date of hire / activity	1	3	3	Ongoing Monitoring	

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Car Park	<p>Risk of injury to pedestrians, particularly children, on public path crossing the car park entrance:</p> <ul style="list-style-type: none"> <li>• collisions with exiting vehicles, particularly at school start &amp; finish times</li> </ul> <p>Risk of injury to pedestrians using car park:</p> <ul style="list-style-type: none"> <li>• trip on uneven ground</li> <li>• collisions with vehicles</li> </ul> <p>Risk of injury to drivers:</p> <ul style="list-style-type: none"> <li>• collisions</li> </ul> <p>Risk of damage to vehicles:</p> <ul style="list-style-type: none"> <li>• collisions with other vehicles</li> <li>• advertising sails belonging to the café</li> <li>• unsecured gate blowing in the wind</li> </ul>	<p>School finish times are a particular pressure point - Parents driving in &amp; out of the Centre car park to pick up children and lots of children walking past the centre on their way home. The car park obviously needs to remain open but the eye-line coming out of the car park is restrictive –</p> <ul style="list-style-type: none"> <li>• Signage put up at exit warning drivers to be aware of children &amp; pedestrians crossing - 10/5/23</li> <li>• The hedge at the car park entrance / exit is maintained at a low level to allow clear site of children crossing</li> </ul> <p>Centre Hirers are advised against setting group member arrival and departure times before 8.45am and between 3 &amp; 3.45pm (set up and pack away time during these periods pose less risk if unavoidable) - <b>KR</b></p> <p>Car Park resurfaced (lower part) in 2018 and trip hazards removed as far as possible</p> <p>Drain cover in centre car park leveled Summer 22</p>	<p><b>HIRERS ARE ADVISED IN THE CONDITIONS OF LICENSE:</b></p> <ul style="list-style-type: none"> <li>• <b>15.6</b> Users are not to use the Premises in such a way as to cause any nuisance damage disturbance annoyance inconvenience or interference to the Premises or to any adjoining or neighbouring property of or to the owner’s occupiers or users of such adjoining or neighbouring property.</li> <li>• <b>16.1</b> The use of the whole or any part of the Premises shall not imply any right to the use of the car parking area.</li> <li>• <b>16.2</b> Access to the car park may be restricted or refused at the discretion of the Licensor</li> <li>• <b>16.3</b> Cars should be parked in an orderly fashion having regard to the other Users of the Premises.</li> <li>• <b>16.4</b> All vehicles are parked at their owner’s risk and the Licensor accepts no liability for any loss or damage caused to the vehicles</li> </ul>	<p>Signature required to finalise initial hire - before 1<sup>st</sup> date of hire / activity</p>	2	3	6	<p>Future considerations: change hedge for spaced railings; widen entrance/exit; request council put in a yellow ‘keep clear’ box outside the gates from kerb-to-kerb – <b>CMT &amp; FM</b></p>	
					2	3	6		
					1	3	3		
					1	2	2		

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		<p>CCTV installed and signage advising no liability accepted for loss or damage</p> <p>Layout – simplistic layout with paving access to a good proportion of spaces</p> <p>Lighting – street &amp; sensor</p> <p>Salt is distributed over the car park and pathways during icy periods to reduce the likelihood of accidents - <b>FM</b></p> <p>Leaves are swept up to reduce the likelihood of wet leaves causing an issue –<b>FM</b></p>						<p>Broken / uneven pathway slab on pathway leading to back gate requires attention - <b>CMT &amp; FM</b></p> <p>Physical access to salt and distribution inhibitive of ability of employee on site – <b>CMT &amp; FM</b> Not all days of the week are staffed for compliance - <b>CMT &amp; FM to manage</b></p>	<p><b>Pending</b></p> <p>Access improved - Winter 25</p> <p><b>Pending</b></p>
Church Centre	Risk of fire (see individual areas for additional fire safety assessment)	<p>Separate Fire Safety &amp; Risk Assessment completed by Fire Safety Officer. In addition:</p> <ul style="list-style-type: none"> <li>Gas supply switched off at mains when not in use</li> <li>Lock-up Team check plug sockets are switched off as part of locking up routine</li> <li>List of activities placed in vestibule for fire-officers</li> <li>Fire-fighting equipment yearly checked, appropriate to venue and activities held within, labeled and unobstructed</li> <li>Smoke alarms checked regularly</li> <li>No smoking, including vaping,</li> </ul>	<p><b>Hirers agree to the Conditions of License:</b></p> <ul style="list-style-type: none"> <li><b>13.1</b> - capacity of the Premises is within the capacity determined by the relevant Fire Authority.</li> <li><b>17.4</b> The Licensee shall be responsible for seeing that the designated capacity is not exceeded and for keeping all gangways passages and exits clear and for compliance with The Fire Safety Order, Fire Protection (Workplace) Regulations.</li> <li><b>17.6</b> - the Licensee shall ensure that all Fire Doors shall remain closed during the Hiring</li> </ul>	Signature required to finalise initial hire - before 1 <sup>st</sup> date of hire / activity	1	3	3	Signage needs updating to include no vaping on site - <b>CMT</b>	<b>Pending</b>

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Church Centre (contd)		anywhere on site as per UK Law and Centre Policy <ul style="list-style-type: none"> <li>• Authorised members only of Centre Team are permitted to light the gas stove</li> <li>• Only extended fire-lighters are permitted for use when lighting the gas hobs</li> </ul>	<ul style="list-style-type: none"> <li>• <b>19.2</b> No smoke generating machines, candles or any other equipment similar equipment are to be used within the Centre. The smoke detectors are very sensitive and smoking will lead to a false alarm.</li> </ul>						
	Risk resulting from use of chemicals	Chemicals for Church Centre personnel and hirers are kept in their original containers; stored on an appropriate level of a locked cleaning cupboard and have been suitable risk assessed, with an easily assessable COSHH Risk Assessment identifying precautionary actions required with relevant MSDS' noting First aid provision.	<b>Hirers agree to the Conditions of License 17.10:</b> Users may only use cleaning materials, including washing up liquid and similar products, provided by the Centre. <b>Any other chemical products associated to the Licensee's Use must have been authorised by the Licensor and a COSHH Risk Assessment Sheet presented with an accompanying Material Safety Data Sheet (MSDS)</b>	Signature required to finalise initial hire - before 1 <sup>st</sup> date of hire / activity	1	3	3		
	Risk to public health & safety	<ul style="list-style-type: none"> <li>• Centre Personnel, Hirers and attendees comply with local &amp; national Health &amp; Safety Law: posters &amp; information are displayed</li> <li>• A health and safety manager, fire safety officer and a first aid appointed person have been allotted and training is provided for staff / volunteers</li> </ul>	<b>Hirers are required to sign agreement of compliance with the Church Centre's Conditions of License</b> with regard to public health & safety: <ul style="list-style-type: none"> <li>•<b>17.1</b> The Licensee is reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the Premises. It is the responsibility of the Licensee to ensure that the Premises are safe for the purpose for which they intend to use them</li> <li>•<b>17.2</b> The Licensee is required to complete details of any accident or</li> </ul>	Required from hirers to finalise initial hire	1	3	3		

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Church Centre (contd)			<p>incident occurring during their occupation of the Premises which did or could give rise to injury as soon as possible after the accident or incident but in any case before the Premises are vacated by the Licensee after the event.</p> <ul style="list-style-type: none"> <li>●17.3 An Accident Record Book is provided within every first aid box on the Premises and must be completed each time the first aid kits are accessed. The Licensor must be notified of any action taken via completion of an authorised accident form and before the Premises is vacated by the Licensee after the event</li> <li>●17.7 The Licensee shall be responsible for the safe condition and use of all equipment brought into or onto the Premises.</li> <li>●17.8 The Licensee shall ensure that all portable electrical equipment brought into the Premises shall have a current Portable Appliance Test (“PAT”) certificate and comply with current Electricity at Work Regulations</li> <li>●17.11 Users, whose activities include using needle pins or any similar sharp object must use the floor magnet (kept in the electrical store cupboard, key is hanging in the far kitchen cabinet), in addition to brooms, to ensure that all such</li> </ul>						

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Church Centre (contd)			objects are removed at the end of each period of hire The Licensor must be notified prior to the Period of License of any such activities being part of the Use. <b>•17.13</b> In the event of an emergency, dangerous occurrence or serious incident the User must notify the Licensor (St Michael and All Angels Church) immediately on 01202 883721 (Vicar – Suzanne Pattle)						
	Risk of slips & trips	To reduce slips: <ul style="list-style-type: none"> <li>• Paper-towel &amp; signage provided</li> <li>• Flooring checked regularly</li> <li>• Non-slip surfaces in high risk areas</li> </ul>	<b>Hirers agree to compliance with the Church Centre’s Conditions of License</b>	Required from hirers to finalise initial hire	1	3	3		
	Risk of physical, emotional or mental trauma to children and vulnerable adults	The PCC has agreed policies for Child Protection and for the protection of Vulnerable Adults. DBS checks are applied, at the appropriate level to position, for all new Centre Personnel and updated as required - <b>PCC</b>  Safeguarding Officers have been appointed, appropriate documents maintained & Centre policies can be found on the Church Centre website, Safeguarding Notice Board and are available, by request, for inspection in the Parish Office - <b>Safeguarding Team</b>	<b>Hirers sign to agree to the Conditions of License 17.11</b> Users, whose activities include using needles, pins or any similar sharp object must use the floor magnet (kept in the electrical store cupboard, key is hanging in the far kitchen cabinet), in addition to brooms, to ensure that all such objects are removed at the end of each period of hire The Licensor must be notified prior to the Period of License of any such activities being part of the Use.	Required from hirers to finalise initial hire	1	3	3	Up to date and ongoing	
					1	3	3	Up to date and ongoing	

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Church Centre (contd)		A full and complete list of staff, volunteers and other personnel is maintained with evidence of position, role, DBS check status, Safeguarding Training completion and other legally required information, held securely with authorised access only – <b>Safeguarding Team</b>			1	3	3	Up to date and ongoing	
		A full and complete list of hirers is maintained with evidence of agreement to comply with Centre’s Safeguarding policy (or provision of their own). This information is held securely in a locked cabinet and with password protection for documents saved digitally - <b>KR</b>	Hirers whose activities involve children / vulnerable adults are required to sign agreement to comply with the Church Centre Children’s & Vulnerable Adults policies or to provide their own for our records: <b>Conditions of License 21.1 – 21.4 &amp; Additional Legal Information Form</b>	Required from hirers to finalise initial hire	1	3	3	Up to date and ongoing	
	Risk to security	<p>Actions taken to reduce risks to security:</p> <ul style="list-style-type: none"> <li>• Volunteer team engaged to oversee security in the form of un-locking and locking the Church Centre and associated buildings. See: Checklist of Procedures; Lone Working Policy; Team Roster for buddy system; Booking Schedule</li> <li>• Current Lockup Team received training on Safety, Security &amp; Lone Working on 18/6/22</li> <li>• Digilock, Yale lock &amp; security alarm – a register of key</li> </ul>	<p><b>Hirers sign to agree to the Conditions of License 23.1</b> At the end of the Use the Licensee shall be responsible for leaving the premises properly locked in accordance with instructions given by the Licensor. The Licensee shall be responsible for any loss or damage arising from the failure to comply with this instruction.</p> <p>Hirer’s receive a <b>‘Hirer’s Information Sheet’</b> with security and emergency details. Hirers are given instruction on how to secure site at end of</p>	Required from hirers to finalise initial hire	1	3	3	<p>Centre Safety &amp; Security Awareness training is recommended for Centre Personnel on induction and every 3 years after - <b>Next Training update was due - June 25 KR</b></p> <p>Digilock due for code change – <b>CMT</b></p>	

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		<p>holders is maintained, the digilock code is changed regularly to ensure only authorised staff have access and the alarm is service regularly by the installing company</p> <ul style="list-style-type: none"> <li>• General Data Protection Regulations are complied with: confidential &amp; sensitive data is kept in a locked metal cabinet or password protected on a PC with only authorized personnel having access. Firewalls and anti-virus protection in place on computers</li> <li>• Computers updated; firewalls and security features enhanced. Separate computer accounts in place to detach work of authorised personal and general use - Completed Feb 2023</li> <li>• Separate secure passwords for authorised computer / general use changed on both PC's - Completed April 2023</li> </ul>	period of activity.					Firewalls and computer safety checked annually (minimum)	January 26
Porch, Entrance Hall & Reception Area	Risk of obstruction	<p>Action taken to reduce the risk of obstruction:</p> <ul style="list-style-type: none"> <li>• No fixtures or fittings to discourage loitering.</li> <li>• Visitors asked not to leave buggies in the entrance hall via hirers</li> </ul>	Hirers instructed via signed <b>Conditions of License [17.4]</b> to keep area/s clear. Hirers whose activities involve young children are requested to ask those adults with buggies to leave them outside in the bike rack area.	Prior to hire	2	2	4	Ongoing	

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		<ul style="list-style-type: none"> <li>Reception area is not to be used as a waiting room. Signage in place prohibiting group attendees of loitering and causing obstruction, Hirers affected report infringement and the offending party are emailed as a reminder - <b>KR</b></li> </ul>	Hirer's must allow for anyone waiting for their session to do so within the room of hire. Booked set up time should allow for early arrivals, attendees should be informed not to arrive before group start time.	Ongoing					
	Risk of entry of infection to include Coronavirus 19	<p>Notifications on the entrance door re current restrictions, request for wearing of face covering and hand sanitisers available on entry and throughout the building</p> <p>Signage on front door to requesting attendees not to attend if feeling unwell, without wearing a face mask - May 23</p>	Review and amendment of policies and procedures as directed by National & Local Government and the PCC.	As directed by Government & the PCC	2	2	4		
Main store off entrance hall	<p>Risk of injury:</p> <ul style="list-style-type: none"> <li>moving items</li> <li>overfilling of room</li> <li>lifting / overstretching to reach high placed items</li> <li>access &amp; use of loft &amp; hatch</li> <li>tripping on floor covering</li> </ul>	<p>Action taken to reduce the risk of injury:</p> <ul style="list-style-type: none"> <li>Reduced items stored in room ensure access to storage areas available. All heavy or bulky items stored on the floor &amp; lower levels. Suitable steps provided for safe reaching of items higher placed.</li> <li>Authorised centre personnel have loft access by use of appropriate ladder, suitably and safely positioned. Items retrieved and replaced from the loft with two team</li> </ul>	<p>Specified hirers only have authorised main store access during period of hire or by booking access outside of hire times.</p> <p>Hirers do not have access to the loft.</p>	<p>By arrangement with <b>KR</b> or <b>CMT</b></p> <p>On access to the loft</p>	1	2	2		

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		members present • Floor covering replaced 2020  Storage area extended to sheds: • Extension to original sheds installed to increase storage space for Church and Church based activities – Summer 23 • New shed obtained for use by Cherubs to store additional and outdoors toys for use on the Patio area. This will reduce the items stored in the Main Store - In situ April 2023	Hirers do not have access to the Cherubs shed nor sheds 1,2 & 4. Specified hirer only has access to shed 3		1	2	2		
Office	Risk of: • musculoskeletal disorders from sitting for prolonged periods, use of typical office equipment and from twisting to view doorway • fire • trips • injury from reaching high level storage	Office based risks reduced by: • Main desk is sited so workers can face the door to spot entry of visitors – Summer 23 • Foot rest installed to improve seating position – Summer 23 • Ergonomics checked 6 monthly. Chairs (2018) provide height adjustment and lumbar support. • Plugs are not overloaded; paper is not placed near sources of ignition, cleaning chemicals are stored in cleaners cupboard and not in office • Leads are kept tidy and the floor space clear of clutter • Reduced high level storage, safety step provided for safe retrieval of high positioned	Hirer's do not have access to the office without authorised supervision.		2	2	4		

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	Risk to health from lack of good air ventilation	items - Step purchased 21/3/22 A safety step is provided to open window locks to allow for ventilation - Step purchased 21/3/22	Hirer's do not have access to the office without authorised supervision.		1	2	2		
Main Hall	Stored chairs on racks; risks of injury from: <ul style="list-style-type: none"> <li>• blocking the fire exit</li> <li>• chairs falling off racks</li> <li>• empty rack arms</li> <li>• misuse</li> </ul>	Actions to reduce risks of chairs stored on racks: <ul style="list-style-type: none"> <li>• Keep Clear notices in place on fire exit doors</li> <li>• Chair racks have wheels to enable immediate clearance if found to be blocking exit</li> <li>• Notices state that only 8 chairs to be stacked on each rack row &amp; show how chairs should be stacked - May 23</li> <li>• Missing notices are reproduced and put up – KR</li> <li>• Children are not permitted to climb on racks</li> </ul>	<b>Hirers agree to compliance with the Church Centre's Conditions of License</b>  Children must be supervised at all times to prevent climbing on racks	Required from hirers to finalise initial hire  Whenever children are present	1	3	3	A number of chair rack arms are exposed – hi-vis definition required to front pads	<b>FM</b>
	Risk of Slipping on floor	Floor resurfaced & resealed during Annual Maintenance - August 25 KR  Due to the specialist nature of the Hall floor, there is a high risk of slipping if activities are carried out wearing ordinary socks. Hirers must ensure that if their group activities require the removal of	Hirers instructed via signed <b>Conditions of License [19.4]:</b> The Licensee is responsible for ensuring that all Users wear appropriate and safe footwear for the purposes of the hire. This may include, but is not limited to, specialist footwear for		1	3	3		
					1	3	3		

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		footwear, appropriate non-slip socks (i.e. Yoga Socks) are worn, or even bare feet are used. 8.6.24	dance, yoga and exercise classes. In certain instances bare feet may be appropriate - 8.6.24						
	Risk of musculoskeletal injuries & bruising from maneuvering and lifting heavy portable tables	To reduce the risks of musculoskeletal injuries the following actions apply: <ul style="list-style-type: none"> <li>• Lifting &amp; maneuvering of large portable tables &amp; small square tables done so by able volunteers for Church based hire</li> <li>• Large folding tables should be carried by no fewer than 2 able-bodied people and lifted, not dragged, into position.</li> <li>• Two able-bodied people are required to lift small square tables from the stack and into position.</li> <li>• Small square tables should be stacked no more than 5 high</li> </ul>	<b>Hirer's agree by signing the Conditions of License that:</b> <ul style="list-style-type: none"> <li>• <b>17.1</b> The Licensee is reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the Premises. It is the responsibility of the Licensee to ensure that the Premises are safe for the purpose for which they intend to use them</li> <li>• <b>17.5</b> The Licensee shall be responsible for providing adequate supervision to maintain order and good conduct.</li> <li>• <b>17.12</b> The Licensee undertakes to comply with the actions identified in the Church Centre Risk Assessment, of which a copy is available on the Church Website or via request</li> </ul>	Prior to initial session of hire	2	2	4	For safer manual handling future consideration: a [folding] trolley could be utilized to move large folding tables into position & a wheeled base could be utilized for the small square tables to maneuver the stack, of no more than 5 tables high.	Future CMT Consideration
	Risk of injury from items left on the floor	All users ensure floor is left clean, clear and free from any debris  Safety Notices in place reminding users to use roller magnet & sweepers	<b>Hirers sign Conditions of License:</b> <b>17.11</b> Users, whose activities include using needle pins or any similar sharp object must use the floor magnet (kept in the electrical store cupboard, key is hanging in the far kitchen cabinet), in addition to brooms, to ensure that all such objects are removed at the end of	End of each session	2	2	4		

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			each period of hire The Licensor must be notified prior to the Period of License of any such activities being part of the Use.						
	Risk to health from lack of good air ventilation	<ul style="list-style-type: none"> <li>Windows have keys attached via hooks to allow for opening</li> <li>Window locks are too high for the average person to open without overstretching – a folding safety step stool is provided for easier access, stored in roller shutter store.</li> </ul>			1	2	2	Folding safety step stool required – to be stored in the roller cupboard / each room requiring such equipment	CMT
	Risk to security as double patio doors are stiff to shut	<ul style="list-style-type: none"> <li>Repair team regularly clear out debris from fixings</li> <li>Lock-up team check doors</li> </ul>	Hirers asked to check site secure at end of session via <b>Hirer Information sheet</b>	End of session & end of day	2	2	4		
Alec Moore Room (A.M.R.)	Risk of burns, scalding & electrocution from kettle / toaster	Suggested position of use & notice warning not to use under the wall mounted TV	<b>Hirers sign Conditions of License: 17.12</b> The Licensee undertakes to comply with the actions identified in the Church Centre Risk Assessment	Winter 22	1	1	1		
	Risk of injury to knuckles from opening fire exit door left handed	Signage displayed warning to take care when opening fire door	<b>Hirers sign Conditions of License: 17.12</b> The Licensee undertakes to comply with the actions identified in the Church Centre Risk Assessment	Nov 21 KR	1	1	1		
	Risk of trips	Flooring checked regularly to reduce trips	<b>Hirers sign Conditions of License: 17.12</b> The Licensee undertakes to comply with the actions identified in the Church Centre Risk Assessment	Ongoing	1	2	2		
	Risk of injury from bending & lifting to remove & replace items from under-sink cupboards	<ul style="list-style-type: none"> <li>Kept tidy, organized and not overfull.</li> <li>Items on trays to enable lifting out and replacing in cupboard</li> <li>Improved notices re keeping cupboards tidy – April 2023</li> </ul>	Hirer's are obliged to leave room as found and to ensure Tea & Coffee Facility cupboards are left tidy	Every hire session	1	2	2		

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	Church Choir wardrobe - no significant risks	Kept tidy, organized and not overfull.  Notice of wardrobe ownership - May 23	Not applicable - choir keep cupboard locked.		1	1	1		
	Risk of injury from items left on the floor	All users ensure floor is left clear and free from any debris  Safety Notices in place reminding users to use roller magnet & vacuum	<b>Hirers sign Conditions of License: 17.11</b> Users, whose activities include using needle pins or any similar sharp object must use the floor magnet (kept in the electrical store cupboard, key is hanging in the far kitchen cabinet), in addition to brooms, to ensure that all such objects are removed at the end of each period of hire The Licensor must be notified prior to the Period of License of any such activities being part of the Use.	End of each session	2	2	4		
	Risk to health from lack of good air ventilation	Windows have keys attached via hooks to allow for opening  Window locks are too high for the average person to open without overstretching, a folding safety step stool is provided for easier access, to be stored in roller shutter store.	<b>Hirers sign Conditions of License: 17.12</b> The Licensee undertakes to comply with the actions identified in the Church Centre Risk Assessment		1  2	2  2	2  4	<b>Folding safety step stool required – to be stored in the roller cupboard / each room requiring such equipment</b>	<b>CMT</b>
Disabled Toilet / Baby change facilities	Risk of injury to children/vulnerable adults	Action taken to reduce the risk of injury to children: <ul style="list-style-type: none"> <li>Chemicals not stored in room, changing matt is child-safe and has a safety harness</li> <li>Signage on door requesting it be kept closed after use to prevent unsupervised access</li> </ul>	<b>Hirers sign Conditions of License: 17.12</b> The Licensee undertakes to comply with the actions identified in the Church Centre Risk Assessment		1	2	2		

Area	Hazards / Risks	Centre & Grounds Existing Controls	Existing Controls for hirers including within the Conditions of License	Existing Controls date:	L	S	L x S	Additional Controls	Date Completed
	<p>Risk of slips &amp; falls</p> <p>Risk of distressed user being left unsupported</p> <p>Risk of Electrocution</p>	<p>of children - 21/3/22</p> <ul style="list-style-type: none"> <li>• Non-slip flooring &amp; 'Slippery when wet' sign available</li> <li>• Panic button installed for use by disabled toilet user in need of assistance – Spring 24</li> <li>• Light switch activated by pull cord to prevent switch being used by someone with wet hands – Spring 24</li> </ul>			1	2	2		
Ladies Toilet	<p>Risk of slips &amp; falls</p> <p>Risk of injury to children</p> <p>Risk of scalding from hot tap &amp; hand drier</p>	<ul style="list-style-type: none"> <li>• Non-slip flooring &amp; 'Slippery when wet' sign available</li> <li>• Child supervision is required at all times - heavy, automatically closing doors have finger guards on them to prevent child's fingers getting trapped - in place 21/3/22. Once entry is gained, small children would struggle to egress unaided and would easily be knocked over by the doors being pushed open.</li> <li>• Chemicals not stored in room; child-friendly, non-slip steps for safe access to sinks and toilets</li> </ul> <p>Temperatures set to reduce likelihood of scalding. Hot water signage in place - 21/3/22</p>	<p><b>Hirers sign Conditions of License: 17.12</b> The Licensee undertakes to comply with the actions identified in the Church Centre Risk Assessment</p>	<p>Constant vigilance required</p>	1	2	2	<p>Ladies toilet in line for updating during Annual Maintenance</p>	<p><b>August 25 - CMT</b></p>



Area	Hazards / Risks	Centre & Grounds Existing Controls	Existing Controls for hirers including within the Conditions of License	Existing Controls date:	L	S	L x S	Additional Controls	Date Completed
	Risk of flooding	Taps are those which turnoff automatically to prevent them being left on. Taps replaced with new 2024			1	2	2		
Cleaner's Store in Gents Toilet	Risk of: <ul style="list-style-type: none"> <li>Spillage of cleaning materials</li> <li>Fire</li> <li>Injury</li> <li>Child access</li> </ul>	<ul style="list-style-type: none"> <li>Cupboard is kept locked at all times when not in use</li> <li>Chemicals are stored in correct containers, clearly labeled, on shelves or floor.</li> <li>Avoid excessive storage of bulk purchased chemicals if flammable/toxic.</li> <li>Store heavy/ large items on the floor or lower shelving.</li> <li>Ensure COSHH Risk Assessment Manual is maintained and MSD's are obtained</li> <li>General access to cleaner store cupboard has been removed by removing the key from the kitchen - to prevent misuse of stock, unauthorised access &amp; door being left unlocked - March 2023</li> </ul>	Hirers instructed to only use cleaning materials, including washing up liquid and similar products, as provided by the Centre – <b>Condition of License 17.10:</b> Any other chemical products associated to the Hirers use must have been authorised by the Licensor and a COSHH Risk Assessment Sheet presented with an accompanying MSDS. [This includes such chemicals as: adhesives, solvents & lubricants]	Hirer signs agreement prior to finalisation of booking	1	2	2		
Electrical cupboard / Broom Store off reception	Risk of fire	<ul style="list-style-type: none"> <li>Door to be kept locked at all times when not in use.</li> <li>Ensure storage of items is such that the electrics / fuse box is not interfered with – that storage is tidy. Combustible items should be kept away from sources of</li> </ul>	Hires have access to the cupboard key (in kitchen) for access to sweepers, dustpans and vacuum cleaner. Cupboard is locked after use and the key returned to the kitchen cupboard.	On every use	1	1	1		

Area	Hazards / Risks	Centre & Grounds Existing Controls	Existing Controls for hirers including within the Conditions of License	Existing Controls date:	L	S	L x S	Additional Controls	Date Completed
		possible ignition i.e toilet paper							
Kitchen	Risk of carbon monoxide and gas.	<ul style="list-style-type: none"> <li>Trained Church Centre personnel operate the oven and turn the appliance and associated safety equipment for those hiring the use of the oven and hob</li> <li>The Locking-up Team check the gas is switched off as part of their security check list.</li> <li>Windows opened when appropriate &amp; extraction fan on when oven in use</li> <li>Carbon dioxide detector fitted; appliances serviced regularly; gas supply turned off at mains when not in use</li> </ul>	<b>Hirers sign Conditions of License: 17.12</b> The Licensee undertakes to comply with the actions identified in the Church Centre Risk Assessment		1	3	3		
	Risk of lifting injury on lifting trays out of dishwasher.	Kitchen sink is designed to support loading trays and to be moved onto the alongside dishwasher platform when in use.	Signage on the use of the dishwasher is positioned on the external side casing.		1	2	2		
	Risk of burns and scalding from: <ul style="list-style-type: none"> <li>Warming oven.</li> <li>Hob and oven.</li> <li>Hot tap &amp; Kettle.</li> </ul>	<ul style="list-style-type: none"> <li>Temperature of hot water from boiler reduced.</li> <li>Hot water signage - 21/3/22</li> <li>Label on warming oven unit.</li> <li>Signs placed on back-plate</li> </ul>	<b>Hirers sign Conditions of License: 17.12</b> The Licensee undertakes to comply with the actions identified in the Church Centre Risk Assessment		2	2	4		
	Risk of contamination and illness from poor hygiene procedures or equipment failure	Centre Personnel receive training in use of the facilities. Those involved with the Café, and regularly provide refreshments, have had the opportunity to complete Food	Hirers agree to <b>Condition of License: 15.2</b> Users may make use of the Kitchen for the purpose of providing refreshments and are responsible for leaving the area clean and ready for use to	Agreed prior to hire	1	3	3		

Area	Hazards / Risks	Centre & Grounds Existing Controls	Existing Controls for hirers including within the Conditions of License	Existing Controls date:	L	S	L x S	Additional Controls	Date Completed
		<p>Hygiene Certification</p> <ul style="list-style-type: none"> <li>• Risk Assessment in place for the Café's use of the kitchen</li> <li>• Kitchen (internal) food bin is lined with decomposable bags &amp; emptied after each session</li> <li>• General waste bin is lined and emptied after each session</li> <li>• New fridge acquired in 2019 with automatic temperature control to prevent risk if temperature changes. Additional thermometers in both fridge &amp; freezer to check temperature. Fridge checked that it is working each day and cleaned regularly</li> <li>• Church volunteers providing food &amp; beverages outside of the Community Café are aware they should undertake basic health, hygiene and safety training &amp; Food Hygiene Training. Information is available for ease of access</li> </ul>	<p>include compliance with the operating instructions for the dish washer.</p> <p><b>15.3</b> Unless agreed prior to the use, the Licensee shall not make use of any crockery cutlery or other utensils in the Kitchen Store Room.</p> <p><b>22.3</b> All rubbish must be taken away from the Premises. Failure to do so may result in the Licensee being liable for a surcharge.</p>						
Kitchen Store	<p>Risk of injury due to:</p> <ul style="list-style-type: none"> <li>• Overfilling of room</li> <li>• Items falling from shelves</li> <li>• heavy pans stored at high level</li> <li>• Lifting crockery items stored at height from shelves</li> <li>• falls from height</li> </ul>	<p>Risk of injury reduced by:</p> <ul style="list-style-type: none"> <li>• Authorised access only</li> <li>• Room locked when not in use</li> <li>• Room audited six monthly</li> <li>• Storage redesigned with new shelves fitted to store items in line with Manual Handling Regulations - layout was redesigned in 2019</li> <li>• Steps provided for high placed</li> </ul>	<p>Authorised hirer's only have access Hire of crockery / cutlery and oven use initiates a Centre representative to attend for support of access.</p>	On hire of crockery / oven use	1	2	2		

Area	Hazards / Risks	Centre & Grounds Existing Controls	Existing Controls for hirers including within the Conditions of License	Existing Controls date:	L	S	L x S	Additional Controls	Date Completed
	<ul style="list-style-type: none"> <li>Tripping on uneven flooring</li> </ul>	<ul style="list-style-type: none"> <li>items and only used when two people are present</li> <li>Drop down blind covers crockery to prevent dust &amp; contaminants</li> <li>Flooring replaced in 2020</li> </ul>							
	Hygiene risk from non-kitchen items	Non-kitchen items in room (with foodstuff / crockery / cutlery) are stored separately	Authorised hirer's only have access Hire of crockery / cutlery and oven use initiates a Centre representative to attend for support of access.		2	2	4		
Garden Waste Bin, Dustbin, Recycle Bins & Food waste bin	<ul style="list-style-type: none"> <li>Hygiene risk from: Vermin pilfering from bins</li> <li>Food waste</li> </ul>	<ul style="list-style-type: none"> <li>Only using council provided bins with closing lids.</li> <li>Lock-up Team move bins to front path on the eve of bin collection days</li> <li>Food waste bin is always kept locked</li> </ul>	Authorised hirer's only have access Hire of crockery / cutlery and oven use initiates a Centre representative to attend for support of access.		1	1	1		
Roof & Roof access – internal & external	<ul style="list-style-type: none"> <li>Risk of falls from ladders</li> <li>Risk of injury accessing, lifting, moving &amp; retrieving items in and out of roof (loft) - multiple points of internal access apply</li> </ul>	<ul style="list-style-type: none"> <li>Authorised persons only.</li> <li>Signage in place</li> <li>Specific ladders to be used for access, not steps.</li> <li>Minimal items to be stored in roof / loft.</li> <li>Two authorized Centre personnel to be used for access.</li> <li>Reduce items stored in the roof further.</li> </ul>	Hirer's do not have authorised access to the roof		1	2	2		
Patio Area	<ul style="list-style-type: none"> <li>Trip hazard on slabs</li> <li>Injury from use of shed for Cherubs</li> </ul>	<ul style="list-style-type: none"> <li>Uneven slabs leveled 21/3/22</li> <li>Lighting sensor activated</li> <li>Shed site chosen for best use and minimal risk – constructed Summer / Autumn 23</li> </ul>	<b>Hirers: Safeguarding Policy: 1.8</b> All children/young people must be kept within sight and should ensure that no child/young person leaves the Premises without an adult.	Whenever children are present	1	1	1		
					2	2	4		

Area	Hazards / Risks	Centre & Grounds Existing Controls	Existing Controls for hirers including within the Conditions of License	Existing Controls date:	L	S	L x S	Additional Controls	Date Completed
		<ul style="list-style-type: none"> <li>Contents kept tidy and organized. No large items put on high shelves</li> <li>Ongoing vigilance by staff</li> </ul>	No unauthorised access	Ongoing					
Woodland area at back of centre	Risk of: <ul style="list-style-type: none"> <li>Trip injury on approach</li> <li>Falling trees / branches</li> <li>Trip points within woods</li> </ul>	<ul style="list-style-type: none"> <li>Gateway padlock secured, preventing unauthorised access</li> <li>People warned not to go in woods. Signage 21/3/22</li> <li>Tree survey 23/3/22</li> <li>Path improved &amp; checked 6 monthly</li> </ul>	Hirer's do not have access to the woodland area		1	2	2	Church woodlands working party initiated 2025. Separate risk assessment required – <b>Woodlands working party</b>	
Gardening store	Risk of injury as room overcrowded for safe easy access.  Risk of fire from fumes from petrol stored in can & petrol in mower	<ul style="list-style-type: none"> <li>Storage in room has been reduced where possible</li> <li>Lighting is sensor activated</li> </ul> Minimal storage within mower and single BS approved container	Hirer's do not have access to the garden store cupboard	Ongoing	1	3	3		
Centre boiler room	Room overcrowded for safe and easy access.	Storage in room changed and items moved to shed 1 extension – Summer/Autumn 23	Hirer's do not have access to the Centre boiler cupboard or shed 1		1	2	2		
Sheds - group of 4 within grounds	Risk of injury from access to sheds and retrieval of items  Risk to security	Sheds for access only Authorised persons only Path kept clear of obstructions  <ul style="list-style-type: none"> <li>Sheds secure with a digi-key box and padlock and for authorised persons only.</li> <li>Lighting sensor activated</li> </ul>	<ul style="list-style-type: none"> <li>Authorised hirers only have access to sheds and use is on the basis that they are responsible for their items stored and retrieved</li> <li>Unauthorised hirers do not have access to shed key codes</li> </ul>		1	2	3		
Lone Working	Risk of injury/trauma by physical, emotional or mental cause	<ul style="list-style-type: none"> <li>Lone Working Policy produced for Centre Personnel to include: Un-lock / Lock Up Team, office staff &amp; all other Church personnel</li> </ul>	<b>Hirers sign Conditions of License: 17.12</b> The Licensee undertakes to comply with the actions identified in the Church Centre Risk Assessment		1	3	3		

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		<ul style="list-style-type: none"> <li>Policy &amp; training completed for Lock Up &amp; Management Teams 18/6/22 &amp; Summer 23</li> </ul>							

<b>Other Associated Risk Assessments:</b>	Colehill Community Café Risk Assessment – Karen Rimmington Fire Safety Management Plan – Graham Klewley Lone Working Policy – Karen Rimmington Safeguarding Policy for Children and Vulnerable Adults – Jo Clayton
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<b>Church &amp; Centre Groups Risk Assessments:</b>  <b>Separate assessment is required for individual and group activities of the staff; volunteers and other such personnel working for, and on behalf of, St Michael’s Church &amp; Centre</b>	St Michael’s Church After Service Coffee Risk Assessment – TBW (?) St Michael’s Church Bi-monthly Coffee Morning Risk Assessment – TBW (Jo Clayton?) St Michael’s Church Cards for Sudan Risk Assessment – TBW (Jill Beech?) St Michael’s Church and Centre Committees & Meetings Risk Assessment – TBW (PCC/ECO/Fabric/Mission & Outreach/LPA Deanery/etc?) St Michael’s Church and Centre Events Risk Assessment – TBW (Christmas Event/Plant Sale/Special Events/ St Michael’s Church ‘Cherubs’ Toddler Group Risk Assessment – TBW (?) St Michael’s Church Choir Risk Assessment – TBW (Jo Clayton?) St Michael’s Church Craft Group Risk Assessment – TBW (Hilary Gooding?) St Michael’s Church Florists Risk Assessment – TBW (?) St Michael’s Church Silent Prayer Group Risk Assessment – TBW (Mac Chisholm?) St Michael’s Mothers Union Risk Assessment – TBW (Jill Beech?) St Michael’s Opening & Locking Up Team Risk Assessment – see main risk assessment and lone working policy St Michael’s Woodland Working Party - TBW
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**Associated Documents:**

- Conditions of License General Hire
- Additional Legal Information form
- Hirer Information Sheet
- Safeguarding Policy – Children & Vulnerable Adults
- Fire Safety Policy
- COSHH Risk Assessment Manual & Associated MSDS’
- Lone Working Policy

**Appointed Persons:**

- Safeguarding Officer x 2
- Fire Safety Officer x 1
- Appointed First Aider x 1

**Documents: My Dropbox: St Michaels Church: Health & Safety: Risk Assessments: 2024: Risk Assessment Church Centre & Grounds**