

## Living Waters Lynton United Reformed Church

Lee Road, Lynton, Devon EX35 6BS

### Risk Assessment

Completed on 11<sup>th</sup> August 2018

By Julia Dolan

Position in Church: Church Secretary



Use this form by deleting any sections not appropriate to your church or premises, and adding extra sections as required for your building

<b>Hazards Identified</b> <i>List here any risks to users of the building and grounds</i>	<b>Who might be harmed and how? State what risks people may face when using the premises</b>	<b>What measures are in place?</b> <i>These are recommended standards</i>	<b>Any further action required?</b> <i>Insert here additional preventative measures which could be taken to reduce risk</i>	<b>Who will do this?</b> <i>Name or initials</i>	<b>Target date</b> <i>When will the actions be done</i>	<b>Done</b> <i>Date of completion</i>
<b>Slips, trips or falls</b> eg uneven surfaces in Church building, garden and hall generally and also when using kitchen for cooking, carrying out work in the garden, in wet weather and because of exposed wires, objects left out and other circumstances	Users of the church, grounds and the hall may suffer bruising, sprain or fracture as a result of a fall due to uneven or slippery surface, spillage or tripping hazards	<ul style="list-style-type: none"> <li>● floor coverings well-maintained</li> <li>● adequate external lighting</li> <li>● adequate internal lighting</li> <li>● all spills are cleaned up quickly</li> <li>● floors dried when washed and when raining</li> <li>● no loose mats or uneven carpeting</li> <li>● passageways clear of obstruction</li> <li>● no trailing leads or cables- all secured with gaffer tape</li> <li>● garden maintained in clear and organized state</li> </ul>	At present all these precautions are in place. Ensuring that they are maintained will be the responsibility of the Church leaders and elders on an ongoing basis.			
<b>Working at Height</b> eg decorating, changing light bulbs,	People cleaning windows or changing light bulbs are at risk of	<ul style="list-style-type: none"> <li>● appropriate non-slip stepladder or ladder available for use</li> <li>● user checks condition before each use</li> </ul>	As above			

cleaning windows, putting up decorations	falling and possible serious injury	<ul style="list-style-type: none"> <li>• users have been shown how to safely use any ladders</li> <li>• user reads health and safety policy documents and signs to confirm this</li> <li>• safety equipment/clothing provided by the Church if necessary</li> </ul>				
<b>Manual Handling Moving or holding heavy</b>	Anyone moving heavy or bulky items may suffer a back injury or sprain to other joints	<ul style="list-style-type: none"> <li>• appropriate equipment (sack trucks, lift, trolley is available for use</li> <li>• equipment is safety-checked prior to each use</li> <li>• passageways are clear</li> <li>• large loads are broken into smaller loads</li> <li>• carrier can clearly see the route ahead</li> <li>• user reads health and safety policy documents and signs to confirm this</li> </ul>	As above			
<b>Equipment</b>	Poorly stored or ill-maintained equipment may cause injury	<ul style="list-style-type: none"> <li>• boilers are serviced annually</li> <li>• other equipment is serviced regularly</li> <li>• portable appliances have been (PAT) tested</li> <li>• equipment is safely and securely stored</li> <li>• stored chairs or tables are safely stacked</li> </ul>	As above			
<b>Tools</b>	Poorly stored or ill-maintained tools may cause injury through cuts, bruises, electric shock	<ul style="list-style-type: none"> <li>• electric tools have been (PAT) tested</li> <li>• tools chosen have British Kite Mark for quality</li> <li>• users check tools for good condition prior to and after each use</li> </ul>	As above			

		<ul style="list-style-type: none"> <li>● tools are stored safely so as not to cause a hazard to Church users either during their use or in passing</li> <li>● electrical sockets are not damaged or cracked</li> <li>● sockets are not overloaded</li> </ul>				
<b>Electricity</b>	Users risk electric shock or burns	<ul style="list-style-type: none"> <li>● electrics have been safety tested by professional</li> <li>● electrical repairs carried out by qualified electrician</li> <li>● safety plugs in unused sockets</li> <li>● users know where fuse boxes are situated</li> </ul>	As above			
<b>Hazardous materials</b> Eg gardening or cleaning materials	Cleaners or gardeners may risk skin or eye irritation as a result of touching chemicals, or breathing problems from inhaling fumes	<ul style="list-style-type: none"> <li>● protective clothing is provided</li> <li>● users follow manufacturer's usage instructions</li> <li>● least-risk products are chosen</li> <li>● products are safely and securely stored</li> </ul>	As above			
<b>Asbestos</b>	When building materials containing asbestos are disturbed staff, contractors or building users may be exposed to asbestos fibres which can cause serious harm.	<ul style="list-style-type: none"> <li>● premises have had a professional asbestos check and report</li> <li>● the asbestos report is made available to all contractors prior to any work being carried out</li> <li>● the report is updated following any changes</li> <li>● other users are informed if any areas of the building present any risk, and the severity</li> </ul>	As above			

<b>Fire</b>	In the event of a fire building users could suffer injury, potentially fatal, through smoke inhalation or burns.	Property has a fire risk assessment Users are aware of how to evacuate the building in the case of a fire Fire-fighting equipment is regularly serviced Appropriate users are trained in the use of fire-fighting equipment	As above			
-------------	--	--	----------	--	--	--