

Health & Safety Risk Assessment

Group **General activity/group session using Noah's Room**
 Venue The Sanctuary
 38 Swain Street, Watchet, TA23 0AE



Description General risk assessment for groups using 'Noah's Room' upstairs in The Sanctuary building.

Assessment undertaken by Andy Levett
 Last updated 18/02/2013
 Qualified First Aider(s)
 Food Hygiene Certificate

What are the hazards?	Who might be harmed and how?	Existing control and/or action necessary to reduce risk
Spillages (drinks)	All building users: Slipping Scalds	Clear up any spillages as quickly as possible. Cleaning materials (inc mop & bucket) easily accessible to team members. First Aid kit easily accessible (attached to the wall in upstairs corridor). Advise having qualified First Aider as part of the team.
Other people entering building	All building users: (esp children/vulnerable adults) Persons entering by back door	Ensure back door remains locked from the inside. (Other users can use doorbell to gain access)
Stairs/Downstairs	People moving around the building: (esp children/vulnerable adults) Accidents on the stairs Misuse of fire alarm/fire extinguishers Use/misuse of office & other equipment	Use corridors and stairs area for arriving and leaving the building only. Main downstairs area out of bounds to groups using upstairs only. If kitchen is being used only team members permitted in the kitchen (no children). Use toilet on first floor. Office door is locked when not in use.
Fire	All building users: Trapped in building (burns, smoke inhalation)	Fire Exits clearly marked. All team aware of evacuation procedure and assembly point. Ensure fire exits are not obstructed with furniture. Fire Alarm system and Fire Extinguishers installed.