Health & Safety Risk Assessment

WATCHET
BAPTIST CHURCH

Group	**General activity/group session**
Venue	The Sanctuary 38 Swain Street, Watchet, TA23 0AE
Description	General risk assessment for groups using the ground floor of the building (including the kitchen)
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
Kitchen	Kitchen users: Hot surfaces (burns) Hot water (scalds) Kitchen Equipment	Only team members permitted in the kitchen (no children). Advise having a qualified First Aider as part of the team. First Aid kit easily accessible.
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. Advise having qualified First Aider as part of the team. First Aid kit easily accessible.
Toilets	Toilet users: Toilet light is outside of door People congregating near back door Persons entering by back door	Discourage multiple numbers of people in passageway/using the toilet. Ensure back door remains locked from the inside. (Other users can use doorbell to gain access)
Upstairs/stairs	People going upstairs: (esp children/vulnerable adults) Office equipment Misuse of fire alarm/fire extinguishers Accidents on the stairs	Discourage multiple numbers of young people in passageway. Upstairs/stairs usually out of bounds to downstairs users, unless with permission of team member. Upstairs doors (esp office) locked when not in use.
Fire	All building users: Trapped in building (burns, smoke inhilation)	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.