

RISK ASSESSMENT CHECK AND ACTION LIST

DATE 2021

CHURCH CROOKHAM BAPTIST CHURCH

The following are the Trustees of Church Crookham Baptist Church

They are designated in the following documents by and abbreviation of their designated roll

Trustees Roll	Surname	Forename	Abbreviation
Pastor	Brice	Paul	Trustee/Pat.
Elder	Bateman	Terry	Trustee/Eld.
Deacon/Church Secretary	Hawes	Simon	Trustee/Sec.
Deacon/Fabric	Naqvi	Jim	Trustee/Fab.
Deacon/ Community Liaison Officer	Butler	Helen	Trustee/CLO.
Deacon/ Treasurer	Walton	Francis	Trustee/Tre.
Deacon/ House-Keeping	Parsons	Caroline	Trustee/Dea.

In this document the abbreviation 'D&E' signifies ' Deacons and Elders Meeting / Trustees'.

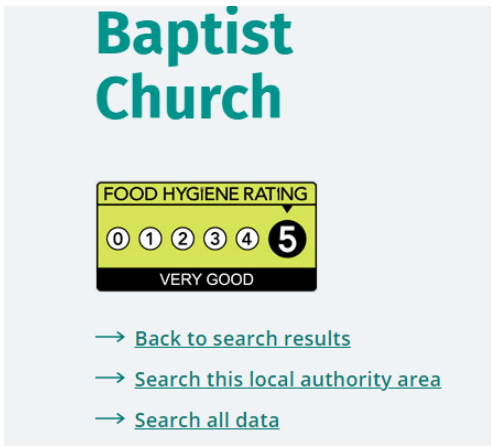
This risk assessment is offered to help you check your premises. It is for guidance only and is not exhaustive. You should give careful consideration to any other risks that are specific to your church premises. You need to look at your premises for anything that could cause harm to people ('hazards'). The church should weigh up whether it has taken enough precautions or should do more to prevent harm. It has to be remembered that even after all precautions have been taken, some risk will remain. Therefore what has to be decided in each case is whether what has been done or will be done will, as far as reasonably practicable, make the church premises safe for those who use them.

The questions in the checklist draw attention to what could be described as usual 'hazards' found on church premises. The person conducting the risk assessment needs to go round the church premises asking the questions and making an assessment as to whether any action is required and how urgent it is having regard to the risk of injury.

As you look at your building try to imagine how its different characteristics might affect all those who use it, with all their different characteristics, be they young or old, disabled or able bodied.

NATURE OF CHECK	RESULT OF CHECK AND NOTE OF ACTION REQUIRED
1. Are the Church premises, storage cupboards and shelves, paths, steps, staircases, floors and toilets in a safe, clean and tidy condition and adequately lighted. Are there satisfactory arrangements for their cleaning and maintenance?	These checks are discussed at D&E Meetings
2. Is the electrical wiring safe? Is it tested regularly?	The record of checks is maintained by Trustee/Fab.
3. Are portable electrical appliances regularly checked for safety net faulty flexes, appropriate fuses and trailing wires. Are they plugged into a sufficient number of sockets for their use without the use of adaptors? Is there a clear rule concerning the electrical equipment which can be brought onto the Church premises?	The record of checks is maintained by Trustee/Fab.
4. Is the gas/oil installation regularly serviced - At the church building? - At the Manse? When was it last tested by a qualified person?	There is no gas in the church buildings Manse. The record of checks is maintained by Trustee/Fab.
5. Has anybody at the church read the leaflet L11 Control of Asbestos at Work Regulations 2012 and Churches? Has an investigation been made to check whether Asbestos is present:- in the church building in any residential property e.g a manse Is the situation being adequately managed?	On the 8 th of December 2017 Jim Naqvi the Trustee/Fab. with responsibility up for fabric read the leaflet L11 Control of Asbestos at Work Regulations 2012 and Churches. He confirmed that no asbestos in the Church or Manse has ever been observed

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<p>6. Are all exits and escape routes clearly marked with appropriate signs which comply with the Health and Safety (Safety Signs and Signals) Regulations 1996?</p> <p>Are the emergency exit escape routes kept clear of obstruction and properly lighted?</p>	<p>The record of checks is maintained by Trustee/Fab.</p>
<p>7. Should emergency exits and any emergency exit route be provided with emergency lighting?</p>	<p>The record of checks is maintained by Trustee/Fab.</p>
<p>8. What provisions are made to ensure that emergency exit doors are either unlocked or fitted with panic bolts?</p> <p>Where possible do they open outwards?</p>	<p>The front door of the church is secured with a Yale lock and can be opened outwards. The mortise lock on the door has been disabled to enable people to escape even if they don't have the key. The side door in the main part of the church is fitted with a fire door, which has panic locks and can be opened outwards. Currently there is no fire door exit from the hall. However it is easy enough to get out if the bolts are released and the door pushed outwards</p>
<p>9. If appropriate, are clear instructions issued giving instructions as to what to do in the event of a fire?</p>	<p>All D&E and stewards are aware of what to do in the event of a fire. The Trustee/CLO. responsible for external bookings of the premises is responsible for giving a fire brief to the people who book the premises</p>
<p>10. Are there appropriate arrangements for giving warning in case of fire?</p>	<p>The record of checks is maintained by Trustee/Fab.</p>
<p>11. Is the fire fighting equipment adequate, easy to use, properly positioned and signed in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996, and is it regularly maintained?</p> <p>Do a number of people understand how to use the equipment?</p>	<p>The record of checks is maintained by Trustee/Fab.</p>

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12. Is it appropriate to specify the maximum number of people that may be present at any one time in any part of the premises?	See <i>Calculating Occupancy in Places of Assembly</i> CHURCH CROOKHAM BAPTIST CHURCH RISK ASSESSMENT FILE DATE: April 2017
13. Is contact with the emergency services necessary regarding rescue work and fire fighting?	This is not currently applicable
14. Does the kitchen and any equipment in it comply with modern hygiene requirements?	
<p>From https://ratings.food.gov.uk/</p> <div>  <div> <p>Address</p> <p>64 Basingbourne Road Fleet GU52 6TH</p> <p>Business type</p> <p>Other catering premises</p> <p>Date of inspection</p> <p>13 July 2017</p> </div> </div> <p>13th July 2017 [5 star] The FSA and/or Hart will initiate further checks as needed [See FSA Website above]</p>	
15. If heavy items need moving is proper advice given on how this should be done and how furniture and equipment should be stacked or stored?	It the responsibility those undertaking or supervising such activities to make sure it safe practices are observed.
16. Is a first aid box available and is someone responsible for ensuring that it is adequately stocked? If appropriate is somebody designated as a first aider?	There are two first aid boxes One is in the cupboard by the sink in the foyer and the other in the cupboards in the whole kitchen The contents of the boxes are checked monthly by the Trustee/Fab. There no designated first aider
17. Where a VDU is used on a daily basis, has the appropriate check and advice been given?	n/a

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18. If any hazardous or harmful substances are used or stored on the church premises are there proper precautions for their use, labelling and storage? Is cleaning and decorating equipment stored away from children? Is safety equipment such as goggles, rubber gloves and aprons available?	There is a COSH in the hall storage room Its supervision is the overall responsible the Trustee/Fab.
19. Is the outside of your building safely maintained? Can doors be exited safely? Are ramps safe? Is external land properly maintained? Can children be safely escorted between different parts of the premises?	All all the items in this serial are kept under review by the Trustee/Fab. A report on any routine matters rising from his observations are reported at the D&E Meeting, with any urgent matters being dealt with as they arise.
20. Are appropriate arrangements made for planning and supervising volunteer work parties undertaking maintenance or repairs on the church premises?	It is the policy for the person planning the work to take responsible for taking all reasonable precautions when engaging in maintenance work and other related activities. Where appropriate any precautions and warnings being recorded.
21. Are arrangements made for employees and volunteers to be consulted or supplied with appropriate information about health and safety and fire precautions?	It is the policy for the person responsible for authorising the activity to ensure that's all the topics in this serial are complied with. Where appropriate any precautions and warnings being recorded.
22. Are there adequate arrangements for outside contractors who carry out work on the church premises to ensure that they work safely and do not create a safety hazard for others?	It is the policy for the person responsible for authorising really activity to ensure that's all the topics in this serial are complied with. Where appropriate any precautions and warnings being recorded.
23. Where outside organisations use the church premises are the users aware of the church's Health and Safety Policy and is it clear to them that they must take responsibility for their own operations?	This is the responsibility of all the Trustee/CLO

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<p>24. Where a door can swing both ways, does it have a visibility panel and if so is this fitted with safety glass?</p> <p>Are there any other glazed areas that should be fitted with safety glass?</p>	n/a
<p>25. Are there proper arrangements for investigating, recording and reporting accidents?</p>	Yes. The book is kept in a cupboard in the kitchen.
<p>26. Are there any other 'hazards' which need consideration?</p> <p>If so, list them noting the action required and the programme for action.</p>	No
<p>27. Do new employees or volunteers (including the minister) receive instructions and information about the church's health and safety policy?</p>	This is the responsibility of the person authorising the employment. They are responsible all recording compliance e.g. In the minutes of D&M Meeting or equivalent retrievable source.
<p>28. Do new employees or volunteers (including ministers) understand any rules or agreed advice about working alone in the building?</p>	<p>See <i>Working Alone Policy</i> in the</p> <p>CHURCH CROOKHAM BAPTIST CHURCH</p> <p>RISK ASSESSMENT FILE</p> <p>DATE: April 2017</p>
<p>29. Are there proper arrangements for monitoring the action required as a result of this risk assessment and for its annual review?</p>	yes
<p>30. Is there an annual review of the health and safety policy by the Charity Trustees?</p>	yes
<p>31. Is the building Covid safe</p>	See Covid Risk Assessment
<p>32. Has a visual check been made on the building to confirm items above and identify any other issues?</p>	Completed: 25/03/2021