

KELLS PRESBYTERIAN CHURCH

General Risk Assessment, action plan and safe practices to control risks to members, staff or to all those who visit or use our buildings.

Hazard identified, potential injury / illness & reasons for hazard.	Action plan to identify precautions and measures required to minimise the risks and create a safe environment for all who use or visit our property.
<p>1. Slip, trip & fall.</p> <p>Could result in fractures, bruising, cuts, back injury, due to wet surfaces, poor housekeeping, cables / equipment, wintry weather.</p>	<p>1.1 Mats at entrances to soak up excess water. 1.2 Leaders in charge to ensure spillages are mopped up. 1.3 Committee to ensure all rooms and entrances, including car park, are adequately lit up. 1.4 Arrangements in place to deal with wintry conditions. Events should be cancelled where necessary. 1.5 Extension cables should not be used in an area where there is a risk of tripping unless control measures put in place. 1.6 Activities in the halls should be properly supervised and equipment checked for defects before use. Defective equipment should be put out of use and clearly marked "Unsafe for use". Defects should be reported to the leader of the relevant organisation, and then to the committee.</p> <p>All members of the congregation and those who use our premises should be responsible for reporting any defects or situations which could lead to an accident including misuse of equipment or property.</p>
<p>2. Fire.</p> <p>Potential fatality or severe burns due to smoke / fire.</p>	<p>2.1 Good housekeeping maintained. 2.2 Fire arrangements are in place such as fire risk assessment, means of escape and raising the alarm, fire drill procedures, emergency lighting, assembly point and firefighting equipment. 2.3 The various organisations of the church undertake a fire drill annually. 2.4 Storage areas are de-cluttered annually. 2.5 Maintenance of electrical installation. Appliances to be checked and PAT tested annually. 2.6 Fire exits and means of escape to be clearly marked and kept clear. 2.7 Maintain all records of fire drills, emergency lighting / fire extinguisher checks as evidence that fire arrangements are in place and effective.</p>
<p>3. Access.</p> <p>Could result in fractures, bruising, cuts, back injury due to falling on ramps, steps / stairs, falling while using equipment.</p>	<p>3.1 All access into and out of the buildings should be kept clear and mats maintained in a good condition. 3.2 Suitable hand rails should be in place and maintained. 3.3 Access to disabled ramps kept clear in car park. 3.4 Organisation leaders to ensure that all meetings are held in areas with disabled access. 3.5 All entrances should be well lit. 3.6 Use of steps, access platforms and ladders for authorised people only; these items should be kept locked away. 3.7 Steps, access platforms and ladders should be used according to</p>

	<p>manufacturer's instructions and safely secured while in use.</p> <p>3.8 Lighting constantly maintained.</p> <p>3.9 Arrangements in place to deal with wintry conditions.</p>
<p>4. Traffic movement.</p> <p>Could result in fatality, serious injury due to moving vehicles, poor lighting, adverse weather conditions, unsupervised children.</p>	<p>4.1 Lighting in car park well maintained.</p> <p>4.2 Adverse weather arrangements in place.</p> <p>4.3 Parents should ensure that children are safely supervised into and out of the building.</p> <p>4.4 Leaders should ensure that children are handed over to the parent / guardian before children exit the premises unless leaders have authorisation otherwise.</p> <p>4.5 Children should be supervised at all times when making their way onto or off buses or other transport.</p> <p>4.6 No parking or driving on walkways designated "pedestrian only".</p>
<p>5. Electrical.</p> <p>Could result in fatality, burns, electrocution due to faulty electrical services and appliances.</p>	<p>5.1 Electrical services to be installed and inspected by a qualified electrician (inspected every 5 years).</p> <p>5.2 Portable equipment to be PAT tested annually and recorded.</p> <p>5.3 All organisation leaders to ensure that all equipment used on church premises is PAT tested, safe and suitable for use. All defects should be reported.</p> <p>5.4 If necessary, for child safe sockets where younger children are present.</p>
<p>6. Counting church finances.</p> <p>Could result in acts of violence on counters due to robbery.</p>	<p>5.5 Door of room to be locked during count.</p> <p>5.6 Means of raising alarm – mobile phone.</p> <p>5.7 Minimum number of people on count is two.</p>
<p>7. Manual handling.</p> <p>Could result in back injury, strains, crushing due to lifting / pushing / pulling objects incorrectly, or objects that are too heavy, or stacked equipment / stored incorrectly.</p>	<p>7.1 Proper equipment should be used to move chairs.</p> <p>7.2 Do not stack chairs above maximum height as per signage.</p> <p>7.3 Chairs to be stacked one at a time.</p> <p>7.4 Assistance should be sought for awkward or heavy lifts.</p>
<p>8. Food preparation and kitchen.</p> <p>Could result in food poisoning, cuts, slips, burns / scalds due to poor housekeeping, misuse of equipment.</p>	<p>8.1 Hygiene standards and food preparation rules should be followed at all times.</p> <p>8.2 Kitchen rules of use should be followed as per signage displayed in kitchen.</p> <p>8.3 Kitchen to be maintained to a high standard of cleanliness and left so after use.</p> <p>8.4 Authorised people only to use kitchen.</p> <p>8.5 Gas appliance to be maintained and serviced annually.</p> <p>8.6 Church policy on allergies to be strictly adhered to at all times.</p>