

Hazard	People at risk	Probability/ Risk Rating	Current Controls	Future Action	Additional Comments	Date Reviewed
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Meeting House & Library						
Slips trips and falls inside	All users	High as we have many people with reduced mobility.	<ul style="list-style-type: none"> Careful use of extension cable and extreme care with mobile equipment including free standing heaters Non slip lino in kitchen area No rugs Handrails accessing gallery. Headroom warning on stairs Floors kept clear of hazards 			1/11/19
Risk of fire	All users	Medium	<ul style="list-style-type: none"> Fire detectors and alarms installed and serviced annually Weekly check on alarm function Monthly check on emergency lighting function Recorded in service booklet 		Fire alarm service Controls reviewed	15/05/19
Risk of external floods	All users	Low	Building checked daily			
Burst pipes	All users	Low	Building checked daily and heating switched on daily			
Risk of electrocution from equipment	All users	Low	All equipment PAT tested annually		PAT tested	11/03/2019
Working at height	Resident Friend only	Low	Two people present when step ladders are in use		Eg. Changing light bulbs, dusting for cobwebs.	1/11/19
Gallery Risk of falling to Meeting House floor	All users	High	<ul style="list-style-type: none"> Shutters to be opened and closed by a member of Premises Committee only No unaccompanied children in the gallery when shutters open. 			1/11/19

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Small Meeting Room						
Stored Chairs and Tables	All users	Low	<ul style="list-style-type: none"> Offers of help given to any group who may struggle Checking stored chairs regularly 			1/11/19
Extension cables	All users	Medium	<ul style="list-style-type: none"> Use of cable guards Advice given to users about trip hazards 			1/11/19
Kitchen						
Electrical Equipment	All users	High	PAT tested annually	Do we need kitchen use guidance?	PAT tested	11/03/2019
Hygiene	All users	Medium	<ul style="list-style-type: none"> Whole building cleaned weekly Kitchen users asked to clean up after themselves Kitchen and Toilets checked daily by resident friends. 			1/11/19
Gas	All users	Low	Boiler serviced annually			11/8/19
Water too hot	All users	Low	Boiler serviced annually			11/8/19
Hazardous substances: cleaning materials	All users	High	In cleaning cupboard; available if needed			1/11/19
Cleaning cupboard						
Hazardous substances: cleaning materials	All users	High	Cupboard not locked but cleaning materials kept on high shelf			1/11/19
Toilets						

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Hygiene	All users	Medium	Cleaned weekly and checked daily			1/11/19
Water too hot	All users	Low	Annual boiler service			11/8/19
All equipment in use <ul style="list-style-type: none"> • Vacuum cleaner • Projector • Free standing heaters • Microwave • Cooker • Kettle • Electric urn 	Cleaner All users	High	PAT tested annually		PAT tested	11/03/2019
Outside						
Slips, trips and falls	All users especially users with reduced mobility	High	<ul style="list-style-type: none"> • Handrails on sloping ground and steps regularly tested for stability. • Motion sensor lights for when dark cover main paths. • Regular routine appraisal of paths – surface, leaves etc. • Garden inspected for trip hazards. • All above inspected at least weekly usually by Resident Friends. Any ongoing problems reported to Premises Committee. • Snow & ice cleared and paths gritted/salted if judged appropriate. 	Make arrangement for inspection when RF absent	Handrails treated with Danish oil when needed. Paths cleared regularly of leaves etc. When path surface becoming slippery treatment needed especially on slope. (Pressure washing, abrasive cleaning or chemical as thought best). Snow usually cleared before anyone has stepped on it as this is easier and then gritted/salted. However when continuing snowfall it may be safer not to.	1/11/19
Poisonous plants	All users	Low	None currently identified			1/11/19
Gravestones unstable	All users	Low	Regular inspection by Resident Friend			1/11/19

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Walls collapsing	All users	Low	Quinquennial review			11/05/19
Trees losing branches	All users	Low	Regular maintenance by resident friend			1/11/19
Risks associated with particular hirings						
Tack and chat	Group	Low	Group using their own sewing machines in the gallery space		Supply cable guards if required	1/11/19
Groups with high number of smokers	Group	Low	Resident friend to be vigilant and maintain good contact with group organisers			1/11/19
Groups with more than 30 users	Group	Low	Draw attention to fire exits. Resident Friends to be vigilant and maintain good contact with group organisers.			1/11/19

Date assessment completed