

# RISK ASSESSMENT FOR ST. ANNES PARISH ROOMS

2A OXFORD ROAD  
LYTHAM ST. ANNES  
FY8 2EA

DATE OF INSPECTION: 20 JUNE 2019

NEXT INSPECTION DUE: 20 JUNE 2021

INSPECTION CARRIED OUT BY:



Kathryn Baker - Churchwarden



John Pitches - Churchwarden

## How we carried out the risk assessment:

1. First of all we looked at information produced by Ecclesiastical Insurance Group to help us to understand where hazards could occur in our church halls. This included their introduction to this template and the guidance provided on their website.
2. We walked round the Parish Rooms, car park and surrounding area, and noted anything that might cause harm. We considered how accidents might happen and how serious the outcome of those might be. We noted what is already in place to control the risks, considered whether anything more needs to be done and recorded further actions that are required.
3. We recorded the findings of our assessment in this template.
4. We have made available the findings of our assessment to those involved in managing or using the Parish Rooms.
5. We will review the risk assessment every two years or whenever there are any significant changes, such as alterations to the building.

**NOTE: All hirers of the Parish Rooms must carry out their own risk assessment before undertaking any activities not covered by this risk assessment.**

**Risk Assessment for St. Annes Parish Rooms**

<b>What could cause harm?</b>	<b>Existing precautions in place</b>	<b>Additional precautions required</b>	<b>Who needs to take action?</b>	<b>When does this need to be completed by?</b>	<b>Completion date</b>
<p align="center"><b>Trips:</b></p> <p>Worn or unfixed carpet edges, rugs and doormats.</p> <p>Trailing wires, cables or leads.</p> <p>Worn, damaged or uneven steps and stairs.</p> <p>Poor lighting.</p> <p>Missing or defective handrails.</p> <p>Variation in level of floors (e.g. ramps, steps).</p> <p>Uneven car park surface.</p>	<p>Carpets (excluding Meeting Room) in good condition and fixed down. Doormats in good condition.</p> <p>No trailing wires, cables or leads noted.</p> <p>All steps and stairs in good condition.</p> <p>Good lighting levels.</p> <p>No missing or defective handrails.</p> <p>Edge of ramp to lift (ground floor) marked with hazard warning tape. Edges of steps into ground floor rooms visually highlighted.</p> <p>Needs action.</p>	<p>Carpet threshold strip required for Meeting Room. Inspect floor coverings periodically.</p> <p>Warning signs required where steps are located immediately behind doors.</p> <p>Hazard warning tape needs renewing.</p> <p>Several potholes require filling-in.</p>	<p>Parish Rooms Committee</p>	<p>31/07/2019</p> <p>31/07/2019</p> <p>31/07/2019</p> <p>T.B.D.</p>	
<p align="center"><b>Slips:</b></p> <p>Smooth floor surfaces.</p> <p>Cleaning activity making floors slippery (e.g. wet mopping, use of polishes, etc.).</p> <p>Wet or contaminated floors from poor maintenance (e.g. leaking roofs).</p>	<p>Cleaning firm uses appropriate slip hazard signage when floors have been cleaned.</p> <p>Building properly maintained.</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	

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<p>Spillages of food or drink (particularly in kitchen areas).</p> <p>Walk-in contaminant from adverse weather (e.g. mud, rainwater etc.).</p>	<p>Cleaning materials provided to mop up spillages.</p> <p>Matting provided in entrance porch.</p>				
<p><b>Falls from height:</b></p> <p>When changing light bulbs.</p> <p>When cleaning or decorating.</p> <p>When putting up decorations or displays.</p> <p>Unguarded stage.</p> <p>Damaged ladders, step ladders or other access equipment.</p>	<p>Outside electrical contractor used.</p> <p>Adequate proprietary step ladders available.</p> <p>Steps with handrail available for accessing stage.</p> <p>Warning about children using stage included in hire agreement.</p> <p>Step ladders in good condition.</p>	<p>Add paragraph to hiring agreement to inform hirers to use step ladders safely.</p> <p>Make periodic checks of step ladders.</p> <p>Keep records of checks made.</p>	<p>Parish Rooms Committee</p>	<p>31/07/2019</p> <p>Every 6 months.</p>	
<p><b>Restricted access:</b></p> <p>Difficulty in accessing parts of the building due to steps/stairs.</p>	<p>Disabled access ramp to main entrance in good condition.</p> <p>Disabled access ramps for use in ground floor rooms in good condition.</p> <p>Lift to upper floor regularly maintained and in good condition.</p>				

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Being trapped in lift due to lift malfunction or electrical power cut.		Emergency instructions in the event of a malfunction to be displayed in lift.	Parish Rooms Committee	31/07/2019	
<b>Vehicles / car park:</b> Pedestrians could suffer serious injury if struck by vehicles entering or leaving car park.	Car park well lit. Parking spaces available next to main entrance for disabled visitors. See also "Trips" above.	Amend hire agreement to advise users to take care when using car park.  Consider adding "Entrance" and "Exit" signs.	Parish Rooms Committee	31/07/2019  31/12/2019	
<b>Hazardous substances:</b> Cleaning products (e.g. polish, drain cleaner etc.).	Cleaning firm knows how to use products safely. All products safely stored in locked storeroom.	N/A	N/A	N/A	
<b>Electrics:</b> Faulty or damaged fixed wiring.  Faulty, damaged or unauthorised portable electrical equipment.  Faulty or damaged extension cables or adapters.	Fixed wiring inspected and tested every 5 years by a competent/qualified electrician.  PAT testing carried out annually by qualified electrician.  PAT testing carried out annually by qualified electrician.	Keep accurate records of checks made.	Parish Rooms Committee	On completion of testing.	

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<p><b>Manual handling:</b></p> <p>Manoeuvring of tables and chairs.</p> <p>General rubbish that may include breakages (e.g. glass).</p>	<p>Trolley available to move stacks of chairs.</p> <p>Bins emptied by cleaning firm.</p>	N/A	N/A	N/A	
<p><b>Gas appliances:</b></p> <p>Defective or poorly maintained gas boilers, pipework and gas hob.</p>	<p>Gas appliances are checked/serviced annually by Gas Safe engineer.</p>	N/A	N/A	N/A	
<p><b>Asbestos:</b></p> <p>In insulation, lagging or fire protection.</p> <p>In wall and/or roof linings.</p>	<p>Inspection carried out in 2005.</p> <p>No asbestos removal required.</p> <p>Full report available for inspection.</p>	<p>Check for, and complete, any outstanding actions.</p>	Parish Rooms Committee	31/07/2019	
<p><b>Fire:</b></p> <p>Accumulations of combustible waste.</p> <p>Accumulations of flammable materials.</p> <p>Blocked or obstructed exit routes.</p> <p>Blocked escape doors.</p> <p>Entrapment on upper level.</p>	<p>Fire alarm installed and checked regularly.</p> <p>Fire extinguishers serviced annually.</p> <p>Fire exits and escape routes kept clear.</p> <p>"Evac" chair available in upstairs hall.</p>	<p>Check fire risk assessment has been done and update if necessary.</p>	Parish Rooms Committee	31/07/2019	

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<p><b>Work equipment:</b> Defective or poorly maintained power tools (e.g. vacuum cleaners, floor polishers etc.).</p>	Equipment seen is in good order.	Implement formal checks (See "Electrics" above.)	Parish Rooms Committee	As "Electrics" above.	
<p><b>Glazing:</b> Non-safety glass in doors and windows.</p>		Inspect building for non-safety glazing in accessible areas. Take appropriate action.	Parish Rooms Committee	31/12/2019	
<p><b>Security:</b> Access by unauthorised members of the public.</p>	Electronic door lock and intercom system installed.	Notice in entrance to remind hirers of importance of keeping security door locked at all times.	Parish Rooms Committee	31/07/2019	